



# *Grant Rules & Guidelines*

2023 – 2024

APPLICATIONS OPEN:      OCTOBER 1ST, 2023

APPLICATIONS CLOSE:    MAY 1ST, 2024

PROUDLY SUPPORTED BY:  
ARDEA RESOURCES LIMITED

# Contents

1	Introduction .....	3
2	The Grant Process .....	3
3	Grant Amounts and Periods .....	3
4	Eligibility Criteria.....	4
4.1	Who is eligible to apply for a grant?.....	4
4.2	Who is not eligible to apply for a grant?.....	4
5	What grant money can be used for .....	4
5.1	Grant program objectives.....	4
5.2	Project costs .....	5
5.3	Eligible activities and costs for organisations.....	5
5.4	Eligible activities and costs for individuals .....	5
5.5	Eligible locations.....	6
5.6	Consultation.....	6
6	What grant money cannot be used for .....	6
7	How to Apply.....	7
7.1	Timing of Grant Opportunity .....	7
7.2	Questions during the application process .....	7
8	The Grant Selection Process .....	7
8.1	Who will approve grants.....	8
9	Notification of application outcomes .....	8
10	Successful grant applications .....	8
10.1	The grant agreement .....	8
10.2	How we pay the grant.....	8
11	Monitoring Grant Activity .....	9
11.1	Evaluation .....	9
11.2	Acknowledgement .....	9
12	Privacy .....	9
12.1	Confidential Information.....	10

## 1 Introduction

---

These guidelines contain information for the Eastern Goldfields Education Grant Program funding. Applicants must read this document before applying for a grant.

This document sets out:

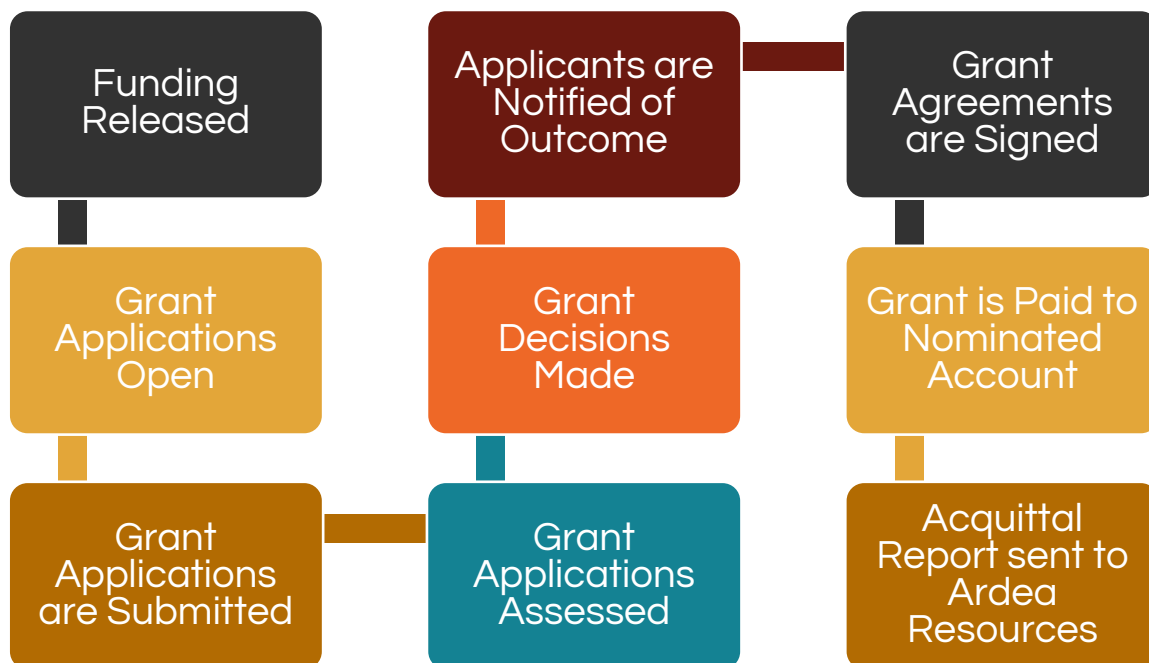
- the purpose of the grant opportunity
- the eligibility criteria
- how grant applications are considered and selected
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant program and process will be administered by KALSEC on behalf of Ardea Resources Limited.

## 2 The Grant Process

---

The Eastern Goldfields Education Grant Program is designed to provide educational opportunities and increased lifestyle opportunities to people who live in the Eastern Goldfields region of Western Australia. The following chart outlines the process flowchart for this program.



## 3 Grant Amounts and Periods

---

A total of \$25,000 is available annually for this grant opportunity, starting in October and running through to May each year.

Applicants may apply for up to \$5000, with the total grant amounts calculated based on applications meeting eligibility and outcome requirements, as reviewed and determined by the Program Administrators.

## *4 Eligibility Criteria*

---

Applications will not be considered if they do not satisfy all eligibility criteria. Grants cannot be provided if the grantee has received funding previously from Ardea Resources Limited for the same purpose.

### *4.1 Who is eligible to apply for a grant?*

To be eligible applicants must be one of the following entity types:

- Child or young person (aged 5 to 18) who is a permanent or long-term resident of the City of Kalgoorlie-Boulder or the Shire of Coolgardie
- Aboriginal child or young person (aged 5 to 18) with direct links to the areas in the Eastern Goldfields of Western Australia (the Eastern Goldfields) in which Ardea Resources Limited operates
- an incorporated association located in the Eastern Goldfields
- an unincorporated association located in the Eastern Goldfields (additional eligibility requirements may apply)
- a registered charity or not-for-profit organisation primarily located or with offices and operations located in the City of Kalgoorlie-Boulder or its surrounds
- an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006 with associations with the Eastern Goldfields and its Formally Recognised Traditional Owners.

### *4.2 Who is not eligible to apply for a grant?*

The following entities are not eligible to apply for a grant:

- any individual or organisation previously awarded funds under this program
- a company incorporated in Australia
- a company incorporated by guarantee
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- overseas resident
- any organisation not included in section 4.1

## *5 What grant money can be used for*

---

### *5.1 Grant program objectives*

The objective of this grant program is to provide Indigenous children who have direct links to areas that Ardea Resources Limited works in with educational and sporting opportunities and unique life experiences.

## *5.2 Project costs*

Costs must be incurred on grant activities or project/services between the start date and completion date of the grant agreement for it to be eligible.

The Program Administrators will make the final decision on what is an eligible cost and may give additional guidance on eligible costs if required.

## *5.3 Eligible activities and costs for organisations*

For eligible associations, groups, charities and corporations grant funds are to be used for projects aimed at designing and establishing a program to provide education, sporting opportunities or unique life experiences to Indigenous children with direct links to the Eastern Goldfields region of Western Australia. For example, eligible projects may include:

- developing innovating programs delivered to school aged children that aim to improve school attendance, engagement and performance.
- inter-club and inter-region sporting events that focus on or encourage participation of Indigenous children (Naidoc Week football/netball games, WADSA Events, etc.).
- eco-tours with camping, flora and fauna education walks and traditional bush tucker cooking lessons with Indigenous community leaders.
- art workshops focusing on Indigenous art history, symbolism, and storytelling.

Costs that the grant can be used for are:

- direct costs of the project - excluding any disallowed items (see section 6)
- engaging consultants/contractors to run projects on the grantee's behalf
- marketing of the project to increase engagement and participation by Indigenous children/young people.

Eligible projects must be able to demonstrate that 4 or more Indigenous children/young people will be participating in the proposed program.

## *5.4 Eligible activities and costs for individuals*

For individual grantees the grant funding must support their development in at least one of the following areas:

- leadership, confidence or life skills
- educational opportunities outside of usual school options
- enhancing the vibrancy and culture of the Eastern Goldfields region
- developing a program that makes a difference to the community
- sporting achievement that requires interstate or overseas travel.

Costs that the grant can be used for are:

- association or group registration fees for sporting or community groups in the local community
- participation/registration fees for eligible programs
- travel and accommodation costs associated with an eligible program

- specialised tools and equipment required for the individual's education or development
- uniforms, outfits and costumes required for participation in an eligible program
- expenses related to the individual's involvement in a project improving the local community

### *5.5 Eligible locations*

Grant activities must be delivered in the following locations or their surrounds:

- City of Kalgoorlie-Boulder
- Shire of Coolgardie
- Shire of Esperance
- Shire of Dundas
- Shire of Menzies
- Shire of Leonora
- Perth and Peel Region - for eligible programs, events and sporting activities

Requests may be made for grant activities that take place outside of the areas designated above, but funding approval is not guaranteed and at the sole discretion of the Program Administrators.

### *5.6 Consultation*

The Program Administrators may consult with community leaders and project stakeholders in order to gain a better understanding of a project or its viability or eligibility under the grant program.

## *6 What grant money cannot be used for*

---

Eligible associations, groups, charities and corporations must not use grant funds for the following:

- purchase of land
- wages
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel, and
- activities for which Commonwealth, state, territory or local government bodies have primary responsibility.

Individual grantees must not use grant funds for the following:

- reimbursement of activities, programs or events held in the past
- costs already funded through other private or government (local, state or federal) grant and funding opportunities
- cost related to utilities such as phone, internet or electricity costs
- cost not directly associated with the development of the individual named in the application.

## 7 *How to Apply*

---

Before applying, you must read and understand these guidelines and:

- complete the attached application form
- provide all the information requested
- meet all eligibility criteria
- include all necessary attachments
- submit your applications to [grants@kalsec.com.au](mailto:grants@kalsec.com.au) by 5pm on the application closing date.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* and we may investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should call the Program Administrators immediately on 08 9021 4555. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

If you need further guidance around the application process or if you are unable to submit an application online contacting the Program Administrators at [grants@kalsec.com.au](mailto:grants@kalsec.com.au) or by calling 08 9021 4555.

### 7.1 *Timing of Grant Opportunity*

You can submit an application at any time over the duration of the grant opportunity. The grant opportunity will run from October 1st to May 1st, each year the grant program runs.

### 7.2 *Questions during the application process*

If you have any questions during the application period, please email [grants@kalsec.com.au](mailto:grants@kalsec.com.au) or contact us by calling 08 9021 4555.

The Program Administrators will respond to emailed questions within 3 working days.

## 8 *The Grant Selection Process*

---

Your application will be considered through a demand driven grant process.

- We will check your application to ensure it meets the eligibility criteria and will be assessed for eligibility by the Program Administrators.
- If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.
- Eligible applications will be considered to be successful provided sufficient grant funding is available.

### *8.1 Who will approve grants*

The Program Administrators decide which grants to approve taking into account the availability of grant funds for the purposes of the grant program.

The Program Administrators' decision is final in all matters, including:

- the approval of the grant
- the grant amount to be awarded
- any terms and conditions of the grant (if applicable).

There is no appeal mechanism for decisions to approve or not approve a grant.

## *9 Notification of application outcomes*

---

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

## *10 Successful grant applications*

---

If you are successful, you will receive a letter from the Program Administrators. This letter will confirm you have met the requirement for a grant. It will also set out:

- details of the grant agreement
- how payment of the grant will be made
- any reporting and acquittal requirements etc.

### *10.1 The grant agreement*

To receive grant funds you must enter into a legally binding grant agreement with Ardea Resources Limited. This will be made with a simple letter of agreement, with standard terms and conditions for all grantees that cannot be changed.

Where a grantee fails to meet the obligations of the grant agreement, the Program Administrators may request the funds be returned and initiate debt collection processes should the funds not be returned.

### *10.2 How we pay the grant*

In the case of incorporated associations, registered charities and Aboriginal and/or Torres Strait Islander Corporation grantees the grant funds will be paid via electronic transfer into the grantees nominated bank account.

For individuals and unincorporated groups/associations, quotes must be provided for the cost of goods, services or activities and payment will be made via electronic transfer directly to the business, association or government agency providing the goods, services, or activities to the grantee.



Grant funds are eligible for GST, unless exempted by a taxation law. We recommend grantees seek independent professional advice on taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

## *11 Monitoring Grant Activity*

---

If applicable, you must submit reports in line with the timeframes in the grant agreement. We can provide sample templates for these reports in the grant agreement.

If applicable, we may require you to report on:

- progress against agreed grant activity/project milestones and outcomes;
- contributions of participants directly related to the grant;
- expenditure of grant.

### *11.1 Evaluation*

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved.

- We may use information from your application and reports for this purpose.
- We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.
- We may contact you up to 1 year after you finish your grant for more information to assist with this evaluation.

### *11.2 Acknowledgement*

If applicable, you must acknowledge the grant program/Ardea Resources Limited in line with the grant agreement. If applicable, we may expect you to:

- use the program logo on materials related to grants under the program;
- designate the program as a key project supporter - [Project Name - Supported by the Eastern Goldfields Education Grant Program].

## *12 Privacy*

---

We treat your personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes letting you know:

- what personal information we collect;
- why we collect your personal information;
- who we give your personal information to.

Your personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity.

Accordingly, you must not do anything, which if done by the grant program or Ardea Resources Limited would breach an Australian Privacy Principle as defined in the Act.

### *12.1 Confidential Information*

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Program Administrators and their employees and contractors to help manage the program effectively
- employees and contractors of the Program Administrators or Ardea Resources to research, assess, monitor and analyse the program and its activities
- employees and contractors of the Program Administrators or Ardea Resources for any administrative purposes, including accounts administration, research or service delivery
- the Auditor-General, Ombudsman or Privacy Commissioner.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.