

Kwinana Industries Council (KIC)

Kwinana Industries Council (KIC) strives to foster positive interaction between member companies and the broader community. KIC is unique within Australia and pursues its goals by working collaboratively with member companies addressing issues of common interest; so that Kwinana industry speaks with one voice.

The KIC aims to:

- Co-ordinate the activities of Kwinana industries on a range of common issues;
- Provide effective liaison with the local community;
- Promote a positive image of Kwinana industries;
- Highlight contributions to the community by Kwinana industries; and
- Work towards the long-term viability of the Kwinana Industrial Area.

KIC's Role in Community Investment

While the KIC is a not-for-profit organisation and is not a funding body, the KIC can facilitate industry community investment and in-kind support in two ways:

1. Referral of appropriate requests to KIC members for review;
2. Co-ordination of KIC member support for initiatives with broad benefits to a significant section of the local community.

Referral to KIC Members

KIC full member representatives combine to form the KIC Public Affairs & Communications Advisory Group. The group meets monthly where requests for support are assessed against the guidelines and where applicable referred to KIC members for individual company consideration.

In this instance, the KIC is a facilitator, acting as a conduit to over 40 individual organisations within the Kwinana Industrial Area.

Co-ordination of KIC Member Support

For projects with broad benefits to a significant section of the local community, the KIC can co-ordinate member support through the KIC business planning process. For consideration in the KIC's annual budgetary process, these projects must be consistent with the following key priority areas:

- Environmental sustainability;
- Education and training;
- Community health and lifestyle.

Upon reflection, should you consider your request falls within one of the key priority areas, KIC will review requests for support from not-for-profit organisations that:

- Will deliver benefits directly to the local community surrounding the Kwinana Industrial Area;
- Incorporate sound health, safety, environmental and governance practices; and
- Provide adequate information regarding the management and administration of the organisation and the project including; accountability, reporting and project measures of success.

Exclusion Criteria

The KIC will not consider:

- Political donations
- Individual or group requests for fundraising
- Individual or group requests for travel
- Indirect appeals such as golf days, charity dinners and other fundraising events
- Membership of religious, political or community organisations

Completing an Application

An Application Form must be submitted to KIC detailing the proposed initiative and budget. A checklist is attached to assist you in completing your application.

APPLICANT DETAILS

| | |
|-----------------------------------|------------------|
| Name of Organisation: | |
| | |
| Address: | |
| | |
| Name of Key Contact: | Position: |
| | |
| Phone: | Fax: |
| | |
| Email: | Website: |
| | |
| ABN: | GST: |
| | Yes / No |
| Registered Not for Profit: | |
| Yes / No | |

PROJECT DETAILS

| | |
|-------------------------------|---------------------------|
| Name of Project/Event: | |
| | |
| Start Date: | End Date: |
| | |
| Amount Requested: | Period of Support: |
| | |

KIC KEY PRIORITY AREA (please tick)

| | |
|---|---|
| <input type="checkbox"/> Environmental sustainability | <input type="checkbox"/> Education and training |
| <input type="checkbox"/> Community health & lifestyle | |

PROJECT DETAILS

Brief History of the Project:

Purpose & Objectives:

Desired Outcomes:

Performance Measures:

ORGANISATION DETAILS

Vision/Mission Statement:

Objectives:

Main Activities:

BENEFITS

To the Organisation:

To the Community:

To Kwinana Industries Council:

RECOGNITION

- | | |
|---|--|
| <input type="checkbox"/> KIC logo placement at project or event | <input type="checkbox"/> Media coverage |
| <input type="checkbox"/> Placement of KIC banner at event | <input type="checkbox"/> Naming rights |
| <input type="checkbox"/> KIC logo used on promotional material | <input type="checkbox"/> KIC employee/s invited to attend project or event |
| <input type="checkbox"/> Other recognition (please specify below) | |

BUDGET (salaries, administration, promotions, venue, equipment etc)

| Details: | Amount: |
|----------|---------|
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VIABILITY (who else is contributing to the project/event)

| Name of Partner: | Amount: |
|------------------|---------|
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SUSTAINABILITY (how will the project continue when funding ends)

CHECKLIST

- I have read the Community Investment Guidelines
- I have completed all sections of the Community Investment Application Form and included all information required (as detailed on the attached Proposal Assessment Checklist)
- I understand the project/event must be completed within the stated time frame
- I understand I will be required to provide evidence of the benefits and recognition for KIC

DECLARATION

In making this application to KIC, I agree that the funds requested will be used ONLY for the purpose described and any unused portion returned immediately to KIC.

I further agree that I accept responsibility for ensuring the recognition elements of any agreement are achieved and that all acquittal documents (where required) will be completed and returned.

Signed: _____

Name: _____

Position: _____

Date: _____



Please send your completed Application Form to:

The Director

KWINANA INDUSTRIES COUNCIL

PO Box 649

KWINANA WA 6966

admin@kic.org.au

PROPOSAL ASSESSMENT CHECKLIST

The following information must be included in your application form

| | Yes | No |
|---|--------------------------|--------------------------|
| STEP 1 exclusion criteria: | <input type="checkbox"/> | <input type="checkbox"/> |
| political donation | <input type="checkbox"/> | <input type="checkbox"/> |
| individual or group request for fundraising | <input type="checkbox"/> | <input type="checkbox"/> |
| individual or group request for travel | <input type="checkbox"/> | <input type="checkbox"/> |
| indirect appeal (eg. golf day, charity dinner, fundraising events etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| membership of political, religious or community organisation | <input type="checkbox"/> | <input type="checkbox"/> |
| STEP 2 broad benefit delivered directly to the local community | <input type="checkbox"/> | <input type="checkbox"/> |
| STEP 3 KIC key priority areas: | <input type="checkbox"/> | <input type="checkbox"/> |
| environmental sustainability | <input type="checkbox"/> | <input type="checkbox"/> |
| education and training | <input type="checkbox"/> | <input type="checkbox"/> |
| community health and lifestyle | <input type="checkbox"/> | <input type="checkbox"/> |
| STEP 4 About the applicant organisation: | <input type="checkbox"/> | <input type="checkbox"/> |
| registered not-for-profit organisation | <input type="checkbox"/> | <input type="checkbox"/> |
| organisation instils sound health and safety practices | <input type="checkbox"/> | <input type="checkbox"/> |
| sound environmental and governance practices demonstrated | <input type="checkbox"/> | <input type="checkbox"/> |
| background information including management structure provided | <input type="checkbox"/> | <input type="checkbox"/> |
| contact details including position title, address, phone, fax, e-mail etc included | <input type="checkbox"/> | <input type="checkbox"/> |
| current annual report and audited financial statement provided | <input type="checkbox"/> | <input type="checkbox"/> |
| individual and collective experience managing similar projects demonstrated | <input type="checkbox"/> | <input type="checkbox"/> |
| About the initiative: | <input type="checkbox"/> | <input type="checkbox"/> |
| brief history outlined | <input type="checkbox"/> | <input type="checkbox"/> |
| benefits to the KIC and synergies with our objectives demonstrated | <input type="checkbox"/> | <input type="checkbox"/> |
| the initiative and its aims described | <input type="checkbox"/> | <input type="checkbox"/> |
| details provided surrounding proposed date, timeline and location | <input type="checkbox"/> | <input type="checkbox"/> |
| expected number and profile of target participants / audience identified | <input type="checkbox"/> | <input type="checkbox"/> |
| list of other partner organisations and their role | <input type="checkbox"/> | <input type="checkbox"/> |
| key themes and messages of the project outlined | <input type="checkbox"/> | <input type="checkbox"/> |
| specific achievable outcomes identified | <input type="checkbox"/> | <input type="checkbox"/> |
| KIC benefits of support: | <input type="checkbox"/> | <input type="checkbox"/> |
| community awareness and communications plan provided | <input type="checkbox"/> | <input type="checkbox"/> |
| a full list of media benefits (i.e. print, radio, tv, internet coverage) demonstrated | <input type="checkbox"/> | <input type="checkbox"/> |
| opportunities for collaboration such as cross promotion or partnering identified | <input type="checkbox"/> | <input type="checkbox"/> |
| marketing and promotion strategies / activities for the project demonstrated | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of funding request: | <input type="checkbox"/> | <input type="checkbox"/> |
| amount specified (cash and / or in-kind) | <input type="checkbox"/> | <input type="checkbox"/> |
| period of support identified (months / years etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| budget details, including contributions from other sources provided | <input type="checkbox"/> | <input type="checkbox"/> |
| Evaluation and reporting: | <input type="checkbox"/> | <input type="checkbox"/> |
| reporting mechanisms to keep KIC informed of progress outlined | <input type="checkbox"/> | <input type="checkbox"/> |
| project success evaluation strategy demonstrated (performance measures) | <input type="checkbox"/> | <input type="checkbox"/> |
| process for evaluating and reporting on the outcomes of the project demonstrated | <input type="checkbox"/> | <input type="checkbox"/> |
| KIC business case for support: | <input type="checkbox"/> | <input type="checkbox"/> |
| initiative communicates KIC's key messages | <input type="checkbox"/> | <input type="checkbox"/> |
| promotes and enhances the KIC's positive reputation | <input type="checkbox"/> | <input type="checkbox"/> |
| association with initiative critical to industry | <input type="checkbox"/> | <input type="checkbox"/> |
| enhances the KIC's image of being trustworthy and credible | <input type="checkbox"/> | <input type="checkbox"/> |
| demonstrates the KIC as an important contributor and member of the local community | <input type="checkbox"/> | <input type="checkbox"/> |