Karratha Soccer Association Inc.
PO Box 396, Karratha, Western Australia, 6714
Email: kdjsa.president@gmail.com
ABN 18 165 402 057

KARRATHA SOCCER ASSOCIATION INCORPORATED

Grants & Reporting Policy

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1. Purpose

This policy establishes a simple, transparent framework for managing grants, sponsorships and funded projects at Karratha Soccer Association (KSA). It ensures that all funds are used for their approved purpose, obligations to funding partners are met, and reporting is consistent, timely and accountable.

2. Scope

This policy applies to all grants, sponsorships and external funding received by KSA, including cash and in-kind contributions. It applies to committee members, project leads, volunteers and any person involved in managing or delivering funded activities.

3. Governance and Responsibilities

- The Grants Officer has overall responsibility for developing grant applications, accepting funding, and ensuring compliance with funding agreements.
    - The Grants Officer reports directly to the KSA President.
- A nominated Grants Officer or Project Lead is responsible for day-to-day management of each funded project, including tracking spend, collecting evidence and preparing reports.
- The Treasurer oversees financial controls, banking and expenditure approval in line with KSA financial procedures.

4. Grant Register

KSA will maintain a central Grant Register that records:

- Funder name and grant value
- Approved purpose and key deliverables
- Reporting and acquittal requirements
- Key dates and deadlines
- Responsible committee member or project lead

The Grant Register will be reviewed regularly by the Committee to identify and agree upon grant applications to be progressed.

5. Program and Financial Management

- Grant funds must be used only for the approved purpose outlined in the funding agreement.
    - Where a scope change is identified, the Grants Officer will be notified to initiate a variation request to the Grant Funding Party.
- Expenditure must be supported by invoices or receipts and approved in accordance with KSA financial controls.
- Grant Reporting Responsibilities
    - For each approved grant, the Grants Officer is responsible for drafting the project reporting template, aligned to the funding agreement requirements and proportionate to the size, value and risk of the grant. The project reporting template captures agreed outcomes, activities delivered, evidence of delivery (such as photos, attendance numbers or usage logs), and any lessons learned or variations.

- The Treasurer is responsible for drafting and maintaining the budget reporting template for each grant, including budget versus actual expenditure tracking. Financial reporting is completed in accordance with KSA financial controls and supports accurate acquittals and ongoing Committee oversight.

7. Evidence and Record Keeping

KSA will retain appropriate records for each grant, including:

- Funding agreements
- Financial records and receipts
- Evidence of delivery and outcomes
- Copies of submitted reports or acquittals

Records will be stored securely and retained in line with governance and audit requirements.

8. Reporting to Funding Partners

KSA will meet all reporting and acquittal obligations outlined in funding agreements, managed by the Grants Officer.

9. Bribery and Corruption Risk Management

Karratha Soccer Association (KSA) manages bribery and corruption risks through procedural governance and internal financial controls.

All grants, sponsorships and donations are approved by the Executive Committee, with a monthly update provided to the wider Committee detailing grants applied for, their intended purpose and current status. This promotes transparency and collective oversight.

Grant funds are used strictly for their approved purpose and are monitored through formal financial and program reporting. KSA maintains separation between decision-making and payment approval wherever possible, supported by multiple signatories for expenditure and regular oversight by the Committee. These controls reduce the risk of misuse of funds and support ethical and accountable financial management.

9. Review

This policy will be reviewed annually by the Executive Committee to ensure it remains fit for purpose and aligned with funder expectations.