

Community Events, Grants and Donations Policy

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Responsibility	Community & Corporate Department
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Applicable Legislation	Local Government Act 1999, section6 (c)
Related Policies	Individual Sport and Cultural Grants Policy Community Group Loan Policy
Related Procedures	Community Events, Grants & Donations Guidelines

1. Policy objective

Coorong District Council values and recognises the role of community groups within the Council area and endeavors to support them in a variety of ways. This policy is intended to provide a framework for Council to allocate its funds in an effective and equitable manner.

2. Policy statement

Council is committed to supporting local initiatives that provide opportunities for the community to access and participate in a wide range of projects.

Grants are provided to encourage groups and individuals to take a more active and visible role in creating opportunities for community participation and well being.

3. Definitions

Grant A grant is a payment that assists Councils to meet its strategic objectives

Acquittal An acquittal is certification that the funds have been used for the purposes set out in the approved application in accordance with terms and conditions

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4. Policy Content

Application Procedure:

To be considered applications must be:

- Made in writing using the standard application form and address all relevant areas
- Received by the closing date where applicable
- Address the criteria within the funding guidelines

Applicants are encouraged to discuss their project ideas with the relevant Council officer prior to preparing an application.

Applicants will be required to sign a declaration and undertaking that:

- The persons making the application have read and understood the guidelines for the grants program
- The information supplied in the application is to the best of their knowledge accurate and complete
- In the event that funding assistance is offered for the project that specified conditions will be complied with.

Eligibility

Each grant will be subject to specific eligibility criteria specified within the guidelines as published at the time of the grant offer.

To be eligible for consideration, applications must be for projects or activities based within the Coorong District council area.

Assessment:

Each application will be assessed against criteria specified within the guidelines as published at the time of the grant offer.

In summary, the following may apply (but is not limited to):

- Anticipated level of community participation in designing and implementing the project
- Perceived level of community benefit
- Extent to which the project may increase the skills, knowledge, awareness and participation of community members
- Extent the project meets a demonstrated need and is appropriate to that need
- Existence of a clearly stated purpose and a plan for achieving that purpose
- The potential of the project to develop a sense of community
- Innovative nature of the project
- Lack of alternative sources of funding
- Submission clearly evidencing the fact that the project is ready to proceed
- The extent the community group is contributing to the project, either through its own financial or in-kind contributions
- Any applications which are primarily for the acquisition of an asset should include a cash contribution from the community group which is equal to the amount of the grant being applied for.

Projects that will not be considered include (but are not limited to):

- Requests from for-profit organisations and commercial interests, and groups not based within the Coorong District Council

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- Sponsorship of individual and team participation in events (refer to Individual Sport and Cultural Grants Policy)
- Ongoing salary costs
- Day-to-day operating expenses, including rent
- Requests from State and Federal government departments and services
- Activities targeted at students in a school setting
- General fundraising requests
- Commercial undertakings
- Already completed/commenced projects
- Costumes and uniforms
- Requests to support activities taking place outside the Coorong District Council

Funding Categories:

Council provides money within the annual budget for the following grant categories:

1. **Community Grants**
The Community Grants Program aims to assist community groups and organisations in the planning, coordination and provision of community services to improve the quality of life, independence and well being of people within the district.
2. **Arts & Culture Grants**
The Arts & Culture Grants program aims to facilitate more great art, support artists in the pursuit of excellence and innovation in arts practice, facilitate more people experiencing and participating in art.
3. **Recreation and Sports Small Grants Program**
The Recreation and Small Grants program aims to assist recreation and sport groups and individuals wishing to make a positive contribution to recreation and sport development in the district.
4. **Festivals and Events Grants**
The Festivals and Events Grants Program aims to assist organisations with the planning and delivery of local community events that assist in building community capacity and/or provide an economic return to the district.
5. **Quick Response Grants**
The Quick Response Grants aims to assist community groups to commit to time sensitive programs/activities that would otherwise not be able to be pursued.

Acquittal:

Each successful applicant will be required to complete an acquittal form providing income and expenditure of the funded project, return unspent funds to Council, obtain written approval for any significant variation to agreed funding as well as details of community outcomes and participation.

Conditions of the acquittal process may also include (but is not limited to):

- Grant monies to be used for the purpose outlined in the application
- Any material relating to the project to acknowledge the Coorong District Council
- Expenditure form, receipts and other supporting documentation to be supplied within three months of the project conclusion

Acquittal information will be used to inform future grants programs in terms of benefit to the community and budget requirements.

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6. Further information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.coorong.sa.gov.au

Coorong Civic Centre

95-101 Railway Terrace
Tailem Bend
Phone: 1300 785 277
Fax: 8572 3822

Meningie Information Hub

49 Princes Highway
Meningie
Phone: 1300 785 277

Tintinara Customer Service Centre

37 Becker Terrace
Tintinara
Phone: 1300 785 277

Copies will be provided to interested parties upon request. Email council@coorong.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.