

Community Grants, Sponsorship and Funding Policy

Strategic Reference	<p>COMMUNITY - Strengthening the fabric of the Community to enhance the quality of life of residents.</p> <p>1.2 Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy.</p> <p>1.3 Work with the community to foster art and cultural activities.</p> <p>1.4 Support volunteering as an essential element in delivering community outcomes and building wellbeing.</p> <p>2.1 Provide welcoming spaces and places for the community through our libraries, community centres and council and community facilities.</p> <p>2.2 Work with communities to provide and promote a range of programs and opportunities to connect and engage around shared interest.</p> <p>3.4 Contribute to the development of active ageing programs and events.</p>
File reference	AR20/13150
Responsibility	Office of the CEO
Revision Number	Original
Effective date	August 2023
Last revised date	N/A
Minutes reference	xxx/23
Next review date	Within six (6) months following a periodic election, due to legislative changes, or as required by Council
Applicable Legislation	Local Government Act 1999
Related Policies	Nil
Related Documents	Community Grants, Sponsorship and Funding Procedure

Community Grants, Sponsorship and Funding Policy

1. Purpose and scope

To provide a framework for Council to allocate Community and Individual - Sport & Cultural Grants, Sponsorships, and funding support in an effective, equitable and transparent manner.

This Policy aims to ensure:

- fairness, equity and transparency in providing grants
- funds are used for purposes intended
- appropriate process and authorisation of grants
- eligibility criteria are met
- provision and proof of outcomes of approved grants are received and documented
- opportunity for creation of mutually beneficial partnerships between Council, residents and community groups

These grants aim to encourage and develop local community projects, events, activities and support community groups that make a positive contribution to community and cultural life and recognise the personal achievement of individual residents in the Coorong District Council.

2. Policy

Council recognises community groups provide important and valued community and social benefits to the district. Council also recognises the importance of supporting local individuals in pursuing personal achievement in their chosen field.

Funding community, cultural and recreational activities, events and services enables individuals and groups to work in partnership with Council in meeting community needs. The program also supports communities that value creativity, innovation, access and participation, as well as supporting individual residents striving in their field.

2.1 Community Grants support groups and individuals within the Coorong district and are intended to:

- promote participation in local community activities of recreation and sport, cultural activities, community development, lifelong learning, social cohesion and social and welfare activities.
- financially assist community groups and eligible individual residents based in the Coorong district.
- promote community pride and participation in the Coorong district.

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- support community groups in local events
- support individuals participating in either a sporting, music, art or cultural activity/event, or other activities eligible in accordance with the Community Grants Sponsorship and Funding Procedure.

2.2 In preparing the Annual Budget, Council will consider budgeting an amount to fund Community Grants, sponsorships, and funding requests under this Policy.

2.3 The Community Grants, Sponsorship and Funding Program will be promoted across the district encouraging community groups and eligible individuals to apply.

Grants may be allocated to programs based within the Coorong District Council that do not duplicate existing services and respond to a demonstrated need.

2.5 Grants will be divided into Classifications, with each application to be assessed against the prescribed criteria for the Classification, as set out in the Policy and guided by the Procedure.

2.6 Community groups may choose to apply for grant funding from Classification 1,2,3,5 & 6 in a financial year. Successful applications will only be granted once per financial year per Classification.

2.7 One successful application per financial year may be granted under the Individual Sport & Cultural Grants Classification. Should the applicant become eligible to participate at a higher level, in another event within the same field, consideration may be given for an additional grant e.g. gymnast wins State Title and progresses to Interstate final.

2.8 Incorporated and not-for-profit groups only may apply for community grants under this Policy. (Classification 1, 2, 3, 5 and 6)

2.9 Each Classified program has a documented process for the assessment of applications within Council's Community Grants, Sponsorship and Funding Procedures.

2.10 All eligible applications will be considered based on satisfying required criteria within the Procedures.

2.11 Grants must be utilised in accordance with the approved application only (i.e. not used as 'seed funding').

2.12 Sponsorship requests will be considered by the Chief Executive Officer up to \$500 for an eligible group. Sponsorship up to this amount will only be approved once per annum per group. Requests above \$500 will require a resolution of Council.

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2.13 Water provisions will be subject to satisfying required criteria within the Procedures.

2.14 Provisions for public toilets will be subject to satisfying required criteria within the Procedures.

3. Grant Classifications

Grants available are divided into the following classifications, and relevant criteria for each classification is documented within Council's Community Grants, Sponsorship, and Funding Procedures.

Classification 1 Small Community Grants \$1,000 maximum

- Applications open six (6) weeks prior to closing date
- Applications close last Friday of September

Classification 2 Community Event Grants \$2,000 maximum

- Applications open six (6) weeks prior to closing date
- Applications close last Friday of September

Classification 3 Community Project Grants 5,000 maximum

- Applications open six (6) weeks prior to closing date
- Applications close last Friday of September

Classification 4 Individual, Sport & Cultural Grants:

- Applications open year round
 - Within South Australia \$100
 - Interstate \$500
 - Internationally \$1,000

Classification 5 Water provisions

- Applications open year round
- Available amount
 - Sporting Oval 6,500kL pa
 - Bowling Green \$1,000
- Applications renewed annually and subject to usage review
- Existing recipients receiving a water service under this category are not entitled to apply.

Classification 6 Provisions for public amenities

- Applications open year round
- Multi (3) year applications accepted
- Annual Limits

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- Community Halls \$1,000
- Sporting Ovals \$2,000

Classification 7 Sponsorship requests \$500 maximum

- Applications open year round

3.1. Proposed projects, activities, or events under Classifications 1, 2, 3, 5, 6 and 7 must be based within the district. Applicants maybe based outside of the Coorong District Council, however much demonstrate that the community will receive direct benefits and outcomes.

3.2. Proposed projects, activities or events under all classifications must be held, attended or completed within twelve (12) months of grant funding approval. Should an extension be required, a written request must be provided for the Chief Executive Officer's consideration to be assessed on merit.

3.3. Projects not commenced within twelve (12) months of receiving funding must be returned in full to Council.

NOTE: Application may be made for a review of this requirement based on extenuating circumstances only. A written request must be provided for Council's consideration to be assessed on merit.

3.4. Funding for infrastructure projects (e.g. plaques, seating), will be subject to the approval of Council and to the following requirements:

- Should the project require development approval, all associated fees are payable in full by the applicant and requests for a fee waiver will not be considered. As such, an applicant should consider including these fees within their application.

Note: Any requests for fee waiver (in or outside of Council's [Fee Waiver \(Community Groups\) Policy](#)) will not be considered;

- Community Grant funding will not be released until the requisite development application has been approved by Council; applicants are encouraged to liaise with Council planning staff prior to submission of application.
- All ongoing maintenance costs associated with a project will be the sole responsibility of the community group. Council will take no responsibility for the ongoing maintenance, upgrade or costs associated with a community grant project.

4. Applications and Conditions

4.1. Applications for all classifications will only be accepted on the approved application form.

4.2. No grants will be issued retrospectively, and no late applications will be accepted.

4.3. If the project, activity or event is cancelled, all funding granted must be reimbursed to Council in full within thirty (30) days of official cancellation.

NOTE: Application may be made for a review of this requirement based on extenuating circumstances only (e.g. extreme weather event forces the cancellation of event). A written request must be provided for Council's consideration to be assessed on merit.

4.4. If the project, activity or event is postponed longer than three (3) months from original scheduled project commencement date/event all funding granted must be reimbursed to Council in full within thirty (30) days of official postponement.

NOTE: Application may be made for a review of this requirement based on extenuating circumstances only (e.g. unexpected circumstance forces postponement). A written request must be provided for Chief Executive Officer's consideration to be assessed on merit. 3.5 If the project, activity or event requires an event permit from Council (e.g. markets, shows), an Event Permit Application will need to be submitted within the required timeframes.

Please see event application forms in links below -

[Special Events](#)

4.5. If an event application is not received within the required timeframes, the grant monies will not be paid and a request for a grant extension may be required.

4.6. Applicants under ALL Classifications will be advised of the outcome of their application within two (2) weeks of the confirming Council meeting.

4.7. Funding for infrastructure projects will be subject to the approval of Council.

4.8. The following list indicates activities, projects and events that are ineligible for the receipt of Classification 7 - Sponsorships

- Events, activities, or projects conducted outside of the Coorong District Council
- Request from individuals, businesses and sporting clubs
- Request for funding that would ordinarily be applicable under the Community Grants Program (Classifications 1, 2, & 3)

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4.9. The following list indicates activities, projects and events that are ineligible for the receipt of Community Grants: (Classifications 1, 2, and 3)

- Funding, existing debts or shortfalls
- Day to day operating expenses, including rent.
- Ongoing salary costs
- Support of activities outside the Coorong District Council area
- Costumes and uniforms
- Commercial undertakings
- General fundraising
- Completed activities/projects.
- Requests from State and Federal Government departments and services
- Activities targeted at students in a school setting
- Grants for team participation in sporting or recreational events
- Groups not based within the Coorong District Council
- Upgrading/maintaining Government (State/Federal) buildings/facilities
- Seed funding
- Projects that are clearly a duplication of an existing service
- Retrospective funding where a project or activity has already occurred

5. Payments

5.1. Payment of approved grants will be made into a nominated bank account within six (6) weeks of the date of the grant approval, with the exception of the following:

Classifications 1 & 3 Projects that require a development approval subject to clause 3.3, and/or approval for any infrastructure on Council land (e.g. memorial, plaques, seating), must be approved by Council prior to payment being made,

Classification 2 Payment will be made once all event permits and supporting documentation has been received and approved by Council.

6. Acquittal and Reporting

6.1. At the conclusion of the project/activity, all successful grant applicants will be required to report to Council in the manner documented within the Community Grants, Sponsorship and Funding Procedure.

6.2. Applicants will be required to submit their acquittal and supporting documentation within three (3) months of project completion. Failure to submit an acquittal in a timely manner, may result in future grant funding applications being rejected (unless there are extenuating circumstances)

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6.3. Community groups must provide evidence of full expenditure of funds. Any unspent funds, of more than 5% of the funded amount, must be returned to Council at the time of submission of the Community Grant Completion Record.

7. Delegations

7.1. The Chief Executive Officer has delegation to approve sponsorship applications only, and up to a maximum amount of \$500 per group per annum.

7.2. Delegation has been given to the Chief Executive Officer to make minor amendments to the Policy.

8. Policy Responsibility

The Senior Community & Tourism Development Officer is responsible for ensuring the proper operation of this Policy.

9. Availability/Accessibility

This Policy is available for inspection at Council's offices during normal business hours and Council's website and will be emailed to interested parties on request (please lodge request in writing via email to council@coorong.sa.gov.au).

10. Document History

This Policy will be reviewed within six (6) months following a periodic election or more frequently if legislation or Council requires.

Version	Adopted	Minute No	Description of change(s)
1	xxx	xxx/23	New policy (incorporates elements of former Community Grants Policy and Individual Achievement Policy – both revoked XXX XXX 2023 - minute xxx/23)