

Community Grants Policy

Strategic Reference	Objective 1; A caring, healthy and resilient community. Strategy 1.3; Through leadership and the sharing of knowledge, build the capacity of communities to sustain their ownership of facilities and, where appropriate, renovate or expand their facilities to meet community needs. Strategy 1.5; Promote volunteering and encourage, value & support community volunteers. Strategy 1.6; Promote active and healthy lifestyles for our communities.
File reference	AR20/13150
Responsibility	Office of the CEO
Revision Number	Original
Effective date	August 2020
Last revised date	N/A
Minutes reference	178/20
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 Procedure

1. Purpose and scope

To provide a framework for Council to allocate Community, and Individual - Sport & Cultural Grants 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

These grants aim to encourage and develop local community projects, 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.

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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.

1. Community Grants support groups 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.
 - 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 Grant Procedures.
2. In preparing the Annual Budget, Council will consider budgeting an amount to fund Community Grants under this Policy.
 3. The Community Grants Program will be promoted across the district encouraging community groups and eligible individuals to apply.
 4. Grants may be allocated to programs based within the Coorong District Council that do not duplicate existing services and respond to a demonstrated need.
 5. Each Classified program has a documented process for the assessment of applications within Council's Community Grant Procedures.
 6. All eligible applications will be considered based on satisfying required criteria within the Procedures.
 7. Community groups may choose to apply for grant funding from each Classification in a financial year. Successful applications will only be granted once per financial year per Classification.
 8. 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.
 9. Incorporated and not-for-profit groups only may apply for community grants under this Policy.
 10. Grants must be utilised in accordance with the approved application only i.e. not used as 'seed funding'.

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11. Sponsorship may be approved by the Chief Executive Officer up to \$100 for an eligible group. Sponsorship up to this amount will only be approved once per annum per group.

3. Grant Classifications

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

- ✦ Small Community Grants \$1,000 maximum
 - Applications open six (6) weeks prior to closing date
 - Applications close last Friday of February and September
- ✦ Community Event Grants \$2,000 maximum
 - Applications open six (6) weeks prior to closing date
 - Applications close last Friday of February and September
- ✦ Community Project Grants \$5,000 maximum
 - Applications open six (6) weeks prior to closing date
 - Applications close last Friday of February and September
- ✦ Individual, Sport & Cultural Grant event held:
 - Applications open year round
 - within South Australia \$100
 - Interstate \$500
 - Internationally \$1,000

4. Acquittal and Reporting

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 Procedure.

The Chief Executive Officer will provide reports to Council on the Community Grants program providing recommendations on applications received where Council will determine the granting or refusal of each application.

5. Delegations

The Chief Executive Officer has delegation to approve sponsorship applications only, and up to a maximum amount of \$100 per group per annum.

6. Further information

This Policy shall be reviewed within six (6) months of the next Local Government elections due in 2022 or unless determined earlier by Council.

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to download from Council's website: 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



1. The Community Grants Program will be promoted across the district encouraging community groups and eligible individuals to apply. Promotion will be via Council's website, social media, relevant Council newsletter and notice boards.
2. Community groups may apply for grant funding from each Classification. Successful applications will only be granted once per financial year per Classification.
3. 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.
4. Preference will be given to groups applying for grants that:
 - do not duplicate existing services
 - respond to a demonstrated need
5. Not-for-profit Incorporated bodies only may apply for Community grants under this Policy. (Classifications 1, 2 and 3)
6. Preference will be given to applicants who can demonstrate other sources of funding (cash or in-kind) are contributing to the overall cost of the project/event.
 - Small Community grants - nominated contribution
 - Community Event grant - 50% contribution
 - Community Project Grants - 50% contribution
 - Individual Grants - 50% contribution
7. Preference will be given to applications that benefit the wider community.
8. The proposed project/event must be based within the Coorong District Council district. (Classifications 1, 2 and 3)

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9. The proposed activity/event must be held/attended within six months of grant funding approval. Should an extension be required, a written request must be provided and Council will consider each request on merit. (Classifications 1, 2 and 4)
10. The proposed project must be completed within 12 months of grant funding approval. (Classification 1 and 3)
11. If the project/event is cancelled all funding granted must be paid back to Council in full within 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 cancellation of event. A written request must be provided and Council will consider each request on merit.
12. If the project/event/activity is postponed longer than three months from original scheduled project commencement date/event date, all funding granted must be paid back to Council in full within 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 and Council will consider each request on merit.
13. Applicants will be advised of the outcome of their application within six weeks of the closing date. (Classifications 1, 2 and 3)
14. Individual applicants will be advised of the outcome of their application within six weeks of Council's receipt of the application OR receipt of all required information (all required documents are received).
15. Applications will only be accepted on Council Grant application forms provided.
16. Payment of approved grants will be made into a nominated bank account within four (4) weeks of the date of the grant approval.
17. No grants will be issued retrospectively.
18. Funding for infrastructure on Council land e.g. plaques, seating etc will be subject to the approval of Council prior to funding approval.
19. Preference will be given to applications proposing to actively promote Coorong District Council through inclusion of Coorong District Council logo in advertising, promotion, signage etc.
20. Late applications will not be accepted.
21. Sponsorship may be approved by the Chief Executive Officer up to \$100 for an eligible group. Sponsorship up to this amount will only be approved once per annum per group.

Community Grants Procedure

Grant Classifications

Grants available are divided into the following classifications and relevant criteria for each classification is documented within this document

1. Small Community Grants \$1,000 maximum
 - a. Applications open six (6) weeks prior to closing date
 - b. Applications close last Friday of February and September
2. Community Event Grants \$2,000 maximum
 - a. Applications open six (6) weeks prior to closing date
 - b. Applications close last Friday of February and September
3. Community Project Grants \$5,000 maximum
 - a. Applications open six (6) weeks prior to closing date
 - b. Applications close last Friday of February and September
4. Individual, Sport & Cultural Grant event held:
 - o Applications open year round
 - within South Australia \$100
 - Interstate \$500
 - Internationally \$1,000

Late Applications will not be considered
Retrospective Applications will not be considered

Overarching ineligibilities

The following list indicates ineligible activities/projects/events to receive Community Grants:

- 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
- Already completed activities/projects
- Requests from State and Federal Government departments and services
- Activities targeted, and 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

Community Grants Procedure

1. Small Community Grants

Coorong District Council's small community grants aim to encourage and support local community groups/clubs that make a positive contribution to community and cultural life. It is offered to support and assist community-based organisations in the provision of a service to the community that will encourage participation and social inclusion.

Eligibility Criteria

Preference will be given to applications that meet the criteria as per the 'Overview' section of this Procedure AND:

- ✓ demonstrate a clear plan of how they will promote Council through social media posts/media

By accepting Community Grant funding, applicants agree to the following:

- ✓ applicants will provide a photograph of the project for possible inclusion in Council articles/media when acquitting the grant
- ✓ provide a written report/feedback of the project to Council for possible inclusion in report to Council when acquitting the grant
- ✓ provide all receipts/invoices of expenditure of funds

Examples of eligible activities

- Equipment or materials such as furniture, kitchen and whitegoods, office administration equipment, tools e.g. gardening or workshop, sports equipment
- Skills development (as per wider community benefit criteria)
- Costs associated with training/up-skilling of volunteers
- Signage / advertising - if Coorong District Council Logo included

Examples of ineligible activities

- Commercial undertakings
- State and Federal Government Departments and Services
- Costumes and uniforms
- Activities taking place outside of the Coorong District Council area
- Salary costs

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2. Community Event Grants

Community Event Grants aim to support local community groups/clubs that make a positive contribution to community and encourage tourism and social inclusion within the Coorong Council District.

Event organisers must demonstrate that proceeds from the event will remain in the Coorong Council District e.g. proceeds from local church event remains with local church; proceeds from Scout event remains with local Scout group etc.

Eligibility Criteria

Preference will be given to applications that meet the criteria as per the 'Overview' section of this Procedure AND:

- ✓ the proposed project will benefit the communities and businesses that reside and occupy the township/area
- ✓ if the event is proposed to be held on Council Community Land, applicants must complete an Events Permit application and provide all relevant information accordingly, including but not limited to a risk management plan, temporary food applications for stall holders selling food, traffic management plans (if relevant), road closure requirements etc
- ✓ demonstrate a clear plan of how they will promote Council through social media posts/media

By accepting Community Grant funding, applicants agree to the following:

- ✓ applicants will provide a photograph of the event for possible inclusion in Council articles/media when acquitting the grant
- ✓ provide a written report/feedback of the event to Council for possible inclusion in report to Council when acquitting the grant
- ✓ provide all receipts/invoices of expenditure of funds

Examples of eligible activities

- Cultural activities
- Arts activities
- Festivals/celebrations
- Signage / advertising - if Coorong District Council Logo included

Examples of ineligible activities

- Commercial undertakings
- State and Federal Government Departments and Services
- Costumes and uniforms
- Activities taking place outside of the Coorong District Council area

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3. Community Project Grants

Community Project Grants aim to support local community groups/clubs that make a positive contribution to community through projects that develop and enhance their group's facilities.

Eligibility Criteria

Preference will be given to applications that meet the criteria as per the 'Overview' section of this Procedure AND:

- ✓ own or currently lease land and associated facilities for a further minimum of a five (5) years from time of grant application
- ✓ land/facilities are based within the Coorong Council District
- ✓ Applicants may be required to attend Council as a speaker to update Council (to be determined at conclusion of project)
- ✓ demonstrate a clear plan of how they will promote Council through social media posts/media

By accepting Community Grant funding, applicants agree to the following:

- ✓ applicants will provide a photograph of the project for possible inclusion in Council articles/media when acquitting the grant
- ✓ provide a written report/feedback of the activity/event to Council for possible inclusion report to Council when acquitting the grant
- ✓ provide all receipts/invoices of expenditure of funds

Examples of eligible activities

- Landscaping
- Upgrading/improving sports and recreation facilities/infrastructure
- Signage / advertising - if Coorong District Council Logo included

Examples of ineligible activities

- Commercial undertakings
- State and Federal Government Departments and Services
- Activities taking place outside of the Coorong District Council area
- Activities/maintenance covered by lease conditions
- Activities/maintenance/projects supported by Council through other funding/in-kind contributions (events not included)
- Upgrading/maintaining Government (State/Federal) buildings/facilities
- Upgrading/maintaining commercial buildings/facilities

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4. Individual – Sport and Cultural Grants

Individual –Sport and Cultural Grants are offered to support and encourage local individuals participating in either a sporting, music, art or cultural activity/event, or another activity/event at a State, National or International level. The intent of this grant is to support local community members who display individual talent within their field.

Eligibility Criteria

Preference will be given to applications that meet the criteria as per the 'Overview' section of this Procedure AND:

- ✓ all applicants' principal place of residence must be within the Coorong District Council
- ✓ applications MUST be received a minimum of six (6) weeks prior to the activity/event. Applications received less than six (6) weeks prior to the activity/event will not be accepted. Special circumstances may be considered
- ✓ applicants must provide references and/or supporting letters from executives, organisers, leaders associated with the activity/event
- ✓ applicants (if under 18 years of age with written permission from parent/guardian) will provide a photograph of the activity for possible inclusion in Council articles/media, including social media
- ✓ provide a written report/feedback of the activity/event to Council for possible inclusion in report to Council
- ✓ promote Council through social media posts/media
- ✓ applicants may be required to attend the Council as a speaker (to be determined at conclusion of the activity/event)
- ✓ if the recipient cannot participate in the activity/event for any reason, all funding granted must be paid back to Council in full within 30 days of withdrawing.

Examples of eligible activities

- Gymnast attending finals in State, interstate or internationally
- Artist invited to exhibit their work

Examples of ineligible activities

- Attending Scouts Jamboree - (unless applicant is specifically partaking in an individual function, for example invited as Key Note Speaker)
- Attending Church group event - (unless applicant is specifically partaking in an individual function, for example invited as Key Note Speaker)

Community Grants Procedure

Acquittal of grant funding

To acquit a grant, applicants must complete a Community Grant Completion Record AND provide Council with all supporting documentation as specified. Acquittals must be received within 12 months of receipt of funding or prior to applying for funding within the same category, whichever comes first.

Applicants who have neglected to provide a Community Grant Completion Record AND all supporting documentation within the required time frame **WILL NOT** be eligible for any further grants under this Policy and Procedure until all documentation has been completed and provided.

Delegations

The Chief Executive Officer has delegated authority in relation to Community Grants to approve sponsorship applications only up to a maximum amount of \$100 per group per annum.

SCHEDULE OF AMENDMENTS

2020 – Original document created August 2020.