

# REGIONAL COUNCIL OF GOYDER

	<b>COMMUNITY GRANTS POLICY</b>	Department	Governance
		Version No:	1.0
		Adopted:	21 February 2023
		Reviewed:	
		Next Review:	February 2027
		Minutes Ref:	012/23
		Responsibility:	CEO

## 1. INTRODUCTION

This policy sets out principles for providing financial assistance to organisations, groups and individuals. The policy will assist Council to address the issues of equity, fairness and transparency in community grant giving.

The amount available for community grants (excluding donations) will be determined by Council on an annual basis as part of the normal budget setting process. Community Grant funding is derived from 3.5% of the general rates revenue on an annual basis and allocated into two funds: Goyder Northern Wards (Burra & Hallett) and Goyder Southern Wards (Eudunda & Robertstown).

## 2. OBJECTIVES

To ensure Council delivers grant giving under a framework that ensures equity, fairness and transparency, while achieving strategic, social, cultural, environmental and economic outcomes.

To create sustainable initiatives rather than building financial dependency and as such, are not intended to be a recurring funding source. Council shall support the initial delivery of new activities or provide one-off financial assistance that aims to benefit the community, and which the applicant is not able to self-fund. The same project will only be funded twice in a four-year period as a maximum.

## 3. POLICY STATEMENT

The purpose of grant giving is to assist community groups, organisations and individuals to establish and undertake innovative projects or activities that are beneficial to the community and align with Council's Strategic Management Plan - Goyder Master Plan ("GMP") objectives.

Grant giving should assist individuals, groups and organisations to:

- Provide activities or programs that are consistent with the pillars and objectives outlined in the GMP;
- Promote collaboration and partnerships;
- Promote participation and social connection;
- Support wellbeing through active and healthy lifestyles;
- Promote self-sufficiency, resilience, leadership, ownership and innovation; and
- Are based within the Goyder community;

Council will provide the following grant funding:

- Community Development Grants
- Community Facility Grants
- Community Events Grant

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The following percentage allocation should be used to guide decision making of the 3.5% of general rates revenue allocated for the Community Grants to be distributed:

1. Community Development Grants - 25 %
2. Community Facility Grants - 60 %
3. Community Events Grant - 15 %

## 4. GRANTS

### 4.1 Community Development Grant

Community development funding assists community groups and organisations to establish and undertake innovative projects or activities that are beneficial to the community and which support Council's GMP.

This funding supports groups and organisations in the delivery of local initiatives which make a positive contribution in building community capacity and wellbeing through:

- Arts & Cultural Development;
- Culture & Heritage;
- Diversity, Inclusion and Accessibility
- Health;
- Lifelong Learning;
- Sport, Recreation and Active Lifestyles (non-facility related); and
- Sustainability & Environment.

There will be two (2) rounds of the Community Development Grant program held each year (March and September). Applications received outside the two rounds will only be considered as determined by the Chief Executive Officer.

***Maximum funding \$7,500***

### 4.2 Community Facilities Grant

Community facility funding is available to not-for-profit groups or organisations located within the Council area that provide services to our community. Funding is available for improvements or upgrades to facilities that contribute to the development of initiatives within the region, are beneficial to the community and improve sustainability and support Councils GMP.

Funding will not be provided for:

- Projects that do not support community initiatives;
- Regular maintenance and/or repairs to a property where the responsibility is with a private entity, State or Commonwealth Government Department;
- Training or education in government or private institutions;
- Academic research or conference costs; and

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- The repair or replacement of facilities and/or equipment damaged by fire, explosion, vandalism, flood, storm or natural disasters that would normally be covered by insurance;

There will be two (2) rounds of the Community Facilities Grant program held each year (March and September). Applications received outside of the application period will only be considered under exceptional circumstances as determined by the Chief Executive Officer.

### ***Maximum Funding \$50,000***

#### **4.4 Community Event Funding**

Community event funding is available to support events held within the Council area, with broad appeal to both the local and wider community that celebrate significant occasions, encourage cultural diversity or bring communities together. An event management plan will need to be provided as part of the application.

This funding is available throughout the year and will be presented for consideration at the relevant Council meeting.

Previous successful applicants of this grant will be considered for a maximum of three (3) years, applicants must demonstrate how they are developing/expanding the event further within their application. During this three (3) year period Council is available to work with the applicant to explore alternative funding opportunities to support the financial sustainability of the event.

### ***Maximum Funding \$2,000***

***Please note: New regional events will be considered on a case-by-case basis.***

## **5. ELIGIBILITY**

Applicants must be:

- Residents or community groups/clubs based in the Council area;
- Applicants who are (or under the auspice of) an incorporated, not-for-profit community group or voluntary organisation;
- Organisations must have an ABN, evidence it is not-for-profit and a bank account;
- Where facility upgrade is intended, the applicant must be the owner/leaseholder/licenceholder of the land or building subject of the application. If the building is a community building subject of a lease, the lessor must provide written consent to the application;
- Applicants must have insurance to the satisfaction of Council; and
- Eligibility does not guarantee grant funding.

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Funding will not be provided for:

- Commercial or Political activities;
- The employment of staff, wages, salaries or fees;
- Interstate or overseas travel, accommodation or associated travel costs;
- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities;
- Payment of outstanding loans or debts;
- Liquor licensing;
- Projects that do not have the consent of the land/building owner;
- The reimbursement of funds already spent prior to receiving approval i.e., applicants cannot seek funds retrospectively;
- Proposals that will lead to a dependence on Council funds e.g., ongoing operational expenses such as public liability insurance, asset maintenance, equipment fuel, servicing and/or repairs; equipment with a short life or with maintenance costs accruing to Council;
- Fundraising or general sponsorship;
- Applicants who have an outstanding debt owing to Council, excluding loans where terms and conditions are being met; and
- Applicants that have an outstanding grant acquittal from a previous grant giving round or any other matter which Council form a view the applicant is ineligible.

Applications that are ineligible will not be provided to Council for consideration.

### 6. APPLICATION

**Putting together a strong application takes time and energy, so it is important that applicants read the following carefully.**

Online grant applications are encouraged and are completed via Councils website via [www.goyder.sa.gov.au/community/funding/communitygrant-fund](http://www.goyder.sa.gov.au/community/funding/communitygrant-fund)

In addition to the name, address and contact details of your organisation you are also required to provide:

- Your incorporated association (IA) number that confirms your group is an incorporated body (excluding individuals);
- Details of your GST status and your Australian Business Number (ABN) (excluding individuals);
- The bank account details you wish the grant to be paid into should your application be successful;
- A current financial statement detailing at least the last 12 months of financial activities and any relevant audit report; and
- Copy of the meeting minutes that provide evidence the applicant organisation has approved the project and grant application.

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## 6.1 The Project

You will also be required to address the following:

- **Project Title** – a short descriptive title;
- **Project Time Frame** – provide a project start & end date;
- **Project Description** – describe your project as clearly as possible so that the selection panel has a good understanding of what you hope to achieve. Please include the “who, what, where and why” of your project;
- **Whether the project is included within Council’s current Goyder Master Plan;**
- **Strategic Alignment with Council (Community Facilities Grant only)** - Outline how this project aligns with strategic pillars and objectives as outlined in Council Masterplan;
- **What the funds will be used for** – provide a brief summary of how the funds will be spent;
- **Details of how the project will be delivered** - Project plan, budget, risk management considerations, environmental sustainability, COVID safe delivery;
- **Who will benefit from the project** – identify the target groups who will benefit from the project;
- **Expected outcomes of the project** – describe the outcomes you hope to achieve by undertaking the project. How it will improve the wellbeing, accessibility and/or inclusion of community members;
- **Planned evaluation of the project** – describe how you will measure the success of your project;
- **Evidence of community support for the project** – demonstrate community support for your project. If you have letters of support or other written evidence you will be asked to provide it;
- **Partnerships and collaboration** – list any other organisations that you will be working collaboratively or in partnership with and how you will be working together;
- **Sustainability of project** - how the project will be sustained in the future, considering its ongoing delivery and any ongoing maintenance costs involved;
- **Alterations to and/or undertaking work on land or property that requires approval from a land or property owner** – all approvals will need to be provided here; and
- **Alterations to and/or undertaking work on land or property that requires development or building approval** – all approval processes must be undertaken by the organisation before any works can be carried out and evidence will need to be provided here.

***Note: Funds will not be released and works cannot commence until all the relevant approvals have been met. It is the sole responsibility of the applicant to ensure that all of these conditions including requirements are met with associated with any lease/license/MOU or other agreement.***

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## 6.2 Project Budget

In this section you are required to:

- **Indicate if your project could succeed if only partial funding is granted** – Council often receives applications that exceed available funds and Council may elect to part fund projects to extend the level of support.
- **Provide a detailed income and expenditure budget** – this is an essential element of your application. Failure to provide appropriate detail of expected future income and expenditure may impact your applications chance of success. Expenditure amount must be verified by a quote or another form of evidence.

*Example:*

### Project Summary : Kitchen Upgrade in Clubrooms

Expenditure	Description	Amount (inc GST)	Backup Documentation
1	Purchase of Stove	\$ 1,500	2 quotes attached
2	Installation of Stove	\$ 750	1 quote attached
3	Cabinetry & Painting	\$ 3,500	2 quotes attached
Total		\$ 5,750	

Income	Funding Source	Amount (inc GST)	Description
1	Community Group	\$ 2,000	Cash
2	Community Group	\$ 1,000	In Kind
3	Council Request	\$ 2,750	Cash
Total		\$ 5,750	

*In this example you would need to include a copy of a quote for the stove that you wish to purchase and a copy of a quote from the tradesperson performing the installation to verify your planned expenditure.*

- **Provide an estimate of recurrent or ongoing costs for the project and how this will be funded beyond the community grant funding-** consider costs such as ongoing maintenance, servicing, promotion and ongoing events.
- **Financial Statement** – in this section you are also required to provide a copy of your last Annual Financial Statement (and audit report if appropriate). This shows Council your organisation or group is viable, can meet any contribution indicated in the budget and has the capacity to manage the grant funds if your application is successful.

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### 6.3 Declaration and Agreement to the Conditions of the Grant

The applicant is required to agree to the Conditions of the Grant and declare that:

- The individual/s completing the application have the organisations or groups authority to do so;
- Should the application be approved the applicant agrees to the conditions of the grant in accordance with Councils accountability and reporting requirements;
- Should the application change, the applicant must seek written approval from Council immediately;
- All works carried out comply with any applicable construction industry or public health and safety standards;
- The applicant is responsible for any further works or repairs at the premises which arise as a result of the project;
- The installation of any infrastructure complies with relevant standards and codes; and
- All information provided is true and correct.

### 6.4 Acknowledgement of Funding

Council requires acknowledgement of its support for any project or activity funded under Community Grants. This should include one or more of the following;

- Acknowledgement of the Council's support on all printed materials related to the project or program; or
- Opportunities for a representative of Council to speak at key activities; or
- Inclusion of Council logo and/or Council messages in any program related publicity.

### 6.5 Council Name and Logo Use

The Council name, logo and brand is subject to strict guidelines and requirements for use. Contact Council as soon as possible if you wish to use the Council name or logo in promotional materials. You must not distribute or launch any physical or digital material containing Councils name or logo without prior written permission.

### 6.6 Acquittal Statement and Project Evaluation Form

The Acquittal Statement verifies the grant funding has been utilised in accordance with the Project Budget provided in the application form. The Project Evaluation Form provides valuable feedback to Council on how the community benefitted from the grant funding.

An Acquittal Statement and Project Evaluation Form must be completed upon finalisation of the project within 12 months or receipt of funding.

Successful applicants will be notified that the Acquittal Statement and Project Evaluation Form are due via email which will include a link to the online form. This email is sent to the contact person as listed on the application form. Should the contact person change during the course of the project Council must be notified of this change.

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Applicants are unable to be considered for any future grants or forms of financial support from Council whilst an Acquittal Statement and Project Evaluation Form is outstanding. Late submission may jeopardise future grant applications.

An extension of time for the acquittal may be granted upon request if it is deemed that circumstances justify an extension.

## 7. ASSESSMENT PROCESS

Council administration will complete an assessment sheet based on eligibility criteria for each application which will be provided to Council in summary.

All Elected Members will use the criteria rating to assist the strategic discussion and decision-making process for the approval of applications. This meeting will be held prior to the Ordinary Council meeting during the March and September grant funding periods. These assessment outcomes will then be approved at the Ordinary Council meeting.

Criteria #	Assessment Criteria	Office Use  Criteria Met Yes/No	Elected Members  Weighting 1-10	Total Score	
1 (Community Facilities Grant only)	Project is in Goyder Master Plan				
2 (Community Facilities Grant only)	Project reflects strategic pillars and objectives in the Goyder Master Plan				
3	Project demonstrates innovation, creativity and/or uniqueness				
4	Project demonstrates community collaboration and/or accessibility and inclusion				
5	Project identifies matched funding or in-kind support or partner contribution (e.g., other external grants, donations and/or sponsorships)				
6	Project outlines how it will be measured and evaluated to determine outcomes and success				
7	Project has a plan for delivery, including a budget, risk assessment, marketing, environmental sustainability, public liability, COVID safe measures				



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8	Project demonstrates financial viability and/or sustainability following funding completion				
9	Project demonstrates evidence of community support/landowner permission, planning, development and/or building approval				
10	The project is necessary due to legal, environmental, planning, building or other legislative requirements				
	<b>Final Score</b>				

## 8. PROMOTION, APPLICATION AND APPROVAL

Council objectives:

- Promoting competitive community grant opportunities in a broad and open manner;
- A fair and widely accessible application process;
- Evaluating grant applications according to merit against the grant program objectives and the requirements of this policy;
- Approving the giving of grants to successful applicants; and
- Acquitting approved grants and ensuring acknowledgement of the Council as a grant provider.

## 9. EXCEPTIONS

Council reserves the right to determine how during its budget setting or other decision making processes it makes grants available to benefit the community.

## 9. RECORDS

All records should be treated in accordance with Local Government GDS40.

## 10. REVIEW

This document shall be reviewed by Council at least every four (4) years or when there is change to legislation or aspects included in this policy could affect the health and safety of workers.

## 11. REVIEW HISTORY

Document History	Version No:	Issue Date:	Description of Change:
	1.0	21.02.23	Adopted Refer Minute 012/23