



# Community Grants Scheme

## 2023 - 2024

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### Application Pack and Guidelines

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#### Round 1:

Open: Monday 30 October 2023  
Close: Monday 11 December 2023



[www.dcgrant.sa.gov.au/community/communitygrants](http://www.dcgrant.sa.gov.au/community/communitygrants)

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# Introduction

## The District Council of Grant welcomes you to the 2023-2024 Community Grant Scheme Application Pack and Guidelines.

This document aims to answer frequently asked questions, and includes the following relevant forms and documents:

- **Attachment 1:** *Community Funding and Support Policy FINPOL 09*
- **Attachment 2:** *2023-2024 Application Form*
- **Attachment 3:** *2023-2024 Grant Acquittal Form (yet to be released)*

The *2023-2024 Application Form* can also be accessed as a fillable form, along with digital copies of the other attachments on Council's website:

[www.dcgrant.sa.gov.au/community/communitygrants](http://www.dcgrant.sa.gov.au/community/communitygrants)

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In a modified Community Grants Scheme, the District Council of Grant has established three grant categories:

- Sporting Clubs
  - Community Groups
  - Community Participation
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An *2023-2024 Application Form* can be submitted to Council via:

- Attachment via email to [info@dcgrant.sa.gov.au](mailto:info@dcgrant.sa.gov.au)
- Electronic submission via [yoursaydcg.com.au](http://yoursaydcg.com.au)
- Return completed hard copy to a Council office:
  - Principal Office at 324 Commercial Street West, Mount Gambier
  - Port MacDonnell Community Complex at 5-7 Charles Street, Port MacDonnell

**Please note, late applications are not eligible and will not be assessed.**

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Enquiries regarding the Community Grants Scheme and application process can be directed to:

**Renee Henke**  
**Media and Community Officer**  
(08) 8721 0444  
[renee.henke@dcgrant.sa.gov.au](mailto:renee.henke@dcgrant.sa.gov.au)

# Community Grants Scheme 2023-2024 Timeline

## Round 1

Monday 30 October 2023	Round 1 Community Grant Scheme Opens
Monday 11 December 2023	Round 1 Community Grant Scheme Closes
December 2023	Assessment Process
January 2024	Round 1 Notification of Outcomes

## Round 2

<b>To be confirmed</b>	Round 2 Community Grant Scheme Opens
	Round 2 Community Grant Scheme Closes
	Assessment Process
	Notification of Outcomes
	Final day for submission of Acquittal and Report

## Aquittals

<b>To be confirmed</b>	Final day for submission of Acquittal and Report
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# About Council's Community Grants Scheme

**The District Council of Grant Community Grants Scheme is envisaged for community groups to develop projects and events that enhance community wellbeing and increase participation in social and leisure activities.**

## Objectives

- Support the provision of programs and services which respond to a community need;
- Contribute to the building of stronger communities;
- To encourage partnerships with Council; and
- To facilitate the effective use of community resources and encourage sustainability of services and programs.

## Who can apply

Applicant organisations must:

- Be based within the District Council of Grant or must be affiliated with, or service clients within the District Council of Grant Local Government Area;
- Not have access to substantial alternative sources of income such as gate charges or similar;
- Be incorporated not-for-profit organisations or unincorporated not-for-profit organisations, auspiced/sponsored by an incorporated organisation; and

## Who cannot apply

Applicants are ineligible for funding if they are:

- Individuals;
- Charitable organisations;
- Political Organisations;
- Commercial Organisations (For Profit);
- Government Agencies;
- Federal or State funded initiatives;
- Request by organisations raising funds on behalf of another organisation; or
- Organisations who have not completed the acquittal process for previous District Council of Grant funding.

## Incorporation

Applicants must be registered as an incorporated body in order to manage (auspice) funds. The District Council of Grant does not auspice applicants.

For more information on auspice arrangements in South Australia, please visit the not-for-profit law information hub online: [www.nfplaw.org.au/auspicing](http://www.nfplaw.org.au/auspicing).

## Funding contributions

The District Council of Grant has established three grant categories:

<b>Sporting Clubs</b> Up to \$1,000	
<b>Council Contribution</b> 50%	<b>Applicant Contribution</b> 50%

<b>Community Groups</b>			
<b>Option 1</b> Up to \$5,000		<b>Option 2</b> Up to \$3,000	
<b>Council Contribution</b> 50%	<b>Applicant Contribution</b> 50%	<b>Council Contribution</b> 75%	<b>Applicant Contribution</b> \$25%

<b>Community Participation</b> Up to \$500	
<b>Council Contribution</b> 100%	<b>Applicant Contribution</b> 0%

Applicants must note the following when applying for any of the above categories:

- Only one organisation is eligible to apply for funding per project;
- Applicants are only entitled to one successful application under this scheme per financial year;
- Funding is provided over two application rounds per financial year, depending on budget availability; and
- No multi-year funding is available.

## Selection Criteria

The following criteria aims to assist community organisations to maximise their project/event in partnership with the District Council of Grant. It also provides transparency in the assessment process.

Category	Recommended	Not Recommended
Responds to a community need and contributes to the building of stronger communities	<ul style="list-style-type: none"> <li>Applicant organisation and associated activities are located within the District Council of Grant</li> <li>Project/event has significant community benefit</li> <li>Meets requirements of the <i>Community Funding and Support Policy</i></li> </ul>	<ul style="list-style-type: none"> <li>Applicant organisation and associated activities are not located within the District Council of Grant</li> <li>Project/event does not benefit the community</li> <li>Does not meet requirements of the <i>Community Funding and Support Policy</i></li> </ul>
Application Quality and Completion	<ul style="list-style-type: none"> <li>All section of application are complete with attention to detail</li> <li>All necessary documentation is provided (if applicable)</li> <li>Meets requirements of the <i>Community Funding and Support Policy</i></li> </ul>	<ul style="list-style-type: none"> <li>Sections of application are incomplete and no attention to detail</li> <li>No supporting documentation submitted (if applicable)</li> <li>Does not meet requirements of the <i>Community Funding and Support Policy</i></li> </ul>
In accordance with Council's strategic objectives*	Meets one or more of the Council's strategic objectives	Does not meet any of Council's strategic objectives

### \*Councils Strategic Objectives

1. Develop Vibrant & Connected Coastal & Rural Communities
2. Support a Prosperous Local Economy
3. Retain & Enhance Our Natural & Built Environments
4. Provide Quality Services & Infrastructure
5. Lead & Engage With Our Communities

Further detail on Council's *Strategic Management Plan 2020-2030* can be found at:  
[www.dccgrant.sa.gov.au/council/policies,-by-laws-and-documents/strategiesplans](http://www.dccgrant.sa.gov.au/council/policies,-by-laws-and-documents/strategiesplans).



## Tips for completing grant applications

- Check your organisation and proposed project/event is eligible for funding - Contact Council to discuss your project/event if unsure;
- Ensure what you are asking for is realistic - only ask for what you need;
- Check the timing of available funding aligns to your project/event;
- Ensure all required supporting documentation is submitted; and
- Revise your application to ensure it is clear and concise before submitting.

## Tips for project budgets

- Include evidence of quotations (if applicable);
- Reflect any donations or in-kind assistance relating to the proposed project/event;
- The project budget should contain all expenditure and income items;
- Ensure all sections of the application form are completed and required supporting documentation is submitted;
- If your organisation IS REGISTERED FOR GST, do not add GST amounts to your budget; and
- If your organisation IS NOT REGISTERED FOR GST, include GST on expenditure items.

## How applications are assessed

Applications are assessed based on responses within the applicants completed application form, and against the selection criteria and *Community Funding & Support Policy (FINPOL 09)*.

Preference will be given to organisations that provide a valuable service or benefit for which there is no alternative funding sources.

Decisions made by the District Council of Grant are final.

Applicants are strongly encouraged to read both the Community Grants Scheme Guidelines and Policy before completing a 2023-2024 Application Form. Please contact a staff member at the District Council of Grant for any queries regarding an application.



## Funding Agreement

Successful applications will receive a formal Letter of Offer outlining the terms and conditions of the grant funding.

Approved funds must only be spent on the activity described within the application. Any variation must be requested in writing to the District Council of Grant and is at the discretion of the Chief Executive Officer or his delegate as to whether the intent of this modification meets Council's objectives.

## Acquittal

Successful applicants are required to complete and submit a *2023-2024 Grant Acquittal Form* once the approved project/event is complete.

Reimbursements do not cover voluntary labour and in-kind support received for supported projects/events. Payment of the grant will only be made upon presentation of actual paid receipts. The recipient organisation is required to detail the manner in which the funds have been expended and a brief description of the outcomes.

Please note if your organisation is auspiced, approved funds will be paid to the auspicating organisation.

The grant period is valid for 2023-2024 Financial Year only. Any unspent funds must be returned to Council if a project can no longer be completed or not all funds have been exhausted.

## Reporting and Council Acknowledgement

Accompanying a *2023-2024 Grant Acquittal Form*, a brief report (maximum 300 words) and photograph(s) of the completed project/event should be submitted to the District Council of Grant. Photographs will only be accepted electronically in a PNG or JPEG file format.

This reporting assists applicants to meet their project goals and provides an opportunity for Council to promote the project to the wider community through social media, newsletters and website.

In recognition of a successful grant through this scheme, Council seeks acknowledgment in any public announcement(s), media or printed materials. A digital copy of the District Council of Grant logo will be provided with a Letter of Offer for successful applicants to use in any public announcement(s), media or printed materials.

An invitation should also be extended to the Mayor and Elected Members to attend and/or participate in any official event in conjunction with the project/event.

An on online booking form is available for the reservation of banners and other Council promotional materials for community events. Bookings can be made via Council's website: [www.dcgrant.sa.gov.au/community/bookingitems](http://www.dcgrant.sa.gov.au/community/bookingitems)

## Insurance

It is a condition of receiving funding through the Community Grants Scheme that the successful applicant will assume all responsibilities including public risk and/or any other insurance applicable.

Failure to provide supporting information will result in the rejection of an application.

## Grievance Process

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

## Privacy Statement

The District Council of Grant is collecting personal information from each applicant for the purpose of assisting the outcome of the application. This information is required by law and failure to provide the information may lead to the rejection or delay of an application.

At any time, each applicant reserves the right to assess, view or correct the personal information previously provided. Please note that information supplied may be the subject of a request to access information under the *Freedom of Information Act 1991*.

## Attachment 1: Community Funding and Support Policy FINPOL 09



	<p style="text-align: center;"><b>Community Funding &amp; Support Policy</b> Policy No. FINPOL 09</p>	<b>Version No:</b>	3
		<b>Responsible Officer/s:</b>	Director Corporate Services
		<b>Classification:</b>	Council
		<b>Issued:</b>	19 August 2013
		<b>Next Review:</b>	August 2027

## 1. Purpose

Council receives a large number of requests from community organisations and individuals throughout the year for funding. A policy and procedure for the assessment of applications will ensure:

- a broad framework, which will guide the provision of consistent grant administration and assessment processes across Council; and
- the administration and assessment of all Council grant programs are transparent, equitable, inclusive and understood by the community.

Council supports 'best practice' in Community Development by supporting community groups in the Council area to build on their capacities and strengths and continue to learn, grow and change.

## 2. Scope

This policy demonstrates and outlines Council's role in supporting the community and applies to all applications received for donations, sponsorships, grants, fee relief and in-kind support.

## 3. Definitions

<b>Acquittal</b>	the process of ensuring that any funds have been fully expended for the purpose for which the funds were initially granted.
<b>A Charity</b>	an organisation that must have charitable purposes. The organisation can have other purposes, but these must be incidental or ancillary purposes that further or assist the charitable purpose or purposes.
<b>A donation</b>	a cash contribution to an individual or organisation that may be associated with a particular event, purpose or project but does not carry with it any specific guidelines for use, or any acquittal requirement.
<b>Emergency Services Levy</b>	a State Government Tax on all fixed and some mobile property used to fund the provision of emergency services in South Australia.
<b>A grant</b>	a cash contribution made to an organisation for the sole purpose of the delivery of a one-off project and which must be fully financially and qualitatively acquitted to the Council at the conclusion of the project.
<b>An in-kind donation</b>	a donation of Council services and/or resources where no cash is exchanged. In-kind requests include but are not limited to subsidised waived fees and venue hire, administrative or operational services; and various applications of staff time and other resources.

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***Incorporated associations***

legal identities and can enter into and enforce contracts, including the ability to hold, acquire and deal with property, sue or be sued, continue regardless of changes to membership.

***Not for profit***

an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.

***Progress Association / Committee***

non-profit community organisations which represents residents of a town or district. Progress Associations / Committees in the District Council of Grant include Kongorong, Donovans, Tarpeena and Carpenter Rocks.

***Sponsorship***

a cash contribution to an individual or organisation for a specific purpose or event where the District Council of Grant receives public recognition for its contribution and where the funded organisation will be required to present a financial acquittal to the Council.

***Sponsor / Auspice***

to take responsibility for managing funds on behalf of another.

#### **4. Policy Statement**

The District Council of Grant provides financial assistance to community, sporting and not for profit organisations to support the provision of programs and services which respond to identified community need, contribute to the building of stronger communities and are in accordance with Council's Strategic Objectives.

#### **5. Council Grant Funding Programs**

Council will allocate funding to the following programs:

- Community Grants Scheme
  - Sporting Club Grants
  - Community Grants
  - 
  - Community Participation Grants
  - Defibrillators
  - Discretionary Funding
- Fee waivers
- In-kind support to Sporting Groups
- Grants to Community Groups equivalent to Rates
- Grants for Boat Mooring Sites
- Academic Scholarships
- Subsidised Leases

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Below is a summary of each funding program, full program details are outlined in the separate funding guidelines:

### 5.1. Community Grants Scheme

Council will establish four grant categories to provide financial assistance to local community based organisations, groups and clubs to support the continued provision and development of a broad range of sustainable community, cultural and leisure services.

Grant Category	Maximum Funding Allocation	Contribution Required		Total Funding Pool	Portion of Allocated Budget
		<i>Council Funding</i>	<i>Applicant Contribution</i>		
Community Groups	\$5,000 \$3,000	50% 75%	50% 25%	\$35,000	44%
Sporting Clubs	\$1,000	50%	50%	\$20,000	25%
Community Participation Grants	\$500	100%	0%	\$5,000	6%
Discretionary Funding	\$1,000	50%	50%	\$20,000	25%
				<b>\$80,000</b>	<b>100%</b>

#### 5.1.1. Community Groups, Sporting Clubs and Community Participation Grants

- Funding is provided over two (2) application rounds per year, depending on budget availability;
- Assistance up to a maximum of \$5,000 on a 50% subsidy basis or \$3,000 on a 75% subsidy basis for Community Groups, up to a maximum of \$1,000 on a 50% subsidy basis for Sporting Clubs and up to a maximum of \$500 on a 100% subsidy for non-profit Community Participation Groups. An eligible organisation may apply for a one-off Community Grant for up to \$2,000 to assist with the purchase of a Defibrillator;
- Applications must detail the project for consideration including information regarding cost and estimated date of completion;
- The organisation and its activities are based in the area of the District Council of Grant;
- The organisation does not have access to substantial alternative sources of income, e.g. gate charges or similar;
- Applicants are only entitled to (1) successful application under this scheme per financial year;



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- Community Participation Groups must meet regularly with a purpose, have a membership greater than five and demonstrate that social interaction is occurring within their membership
- All funds granted are to be used within the financial year and only carried over by specific agreement for a maximum of 12 months. Funds not used in that year will revert to General Revenue and organisations will need to reapply for the following financial year;
- No future grants will be given to an organisation until any outstanding grants for that organisation have been utilised and acquitted;
- Only one organisation is eligible to apply for Community Grant funding per project; and
- No multi-year funding is available via the Community Grants Scheme.

Governance Support for Community Grants Scheme Applicants  
Applicants are eligible to apply for funding for initiatives under the following categories:

- Administrative operating costs
- Education and training
- Recruiting, maintaining or recognising volunteers
- Planning and governance which may include strategic plans constitution reviews, and/or assistance with incorporation
- Grant writing assistance for major funding applications outside of a Council grant program
- Seed funds for new organisations less than three years old

#### 5.1.2. Discretionary Grants, Donations & Sponsorships

One off requests for assistance from not-for-profit registered welfare, community, sporting or service groups within the District Council of Grant will be considered on a case-by case basis, with the maximum donation being \$1,000.

Assistance will not be given for projects that would be eligible for consideration under other Council grant programs.

Funding through this program is provided throughout the financial year on an ongoing basis until all funds are expended. When the annual budgetary limit is reached, no further applications will be considered.

Council's decision making progress for this funding scheme:

Amount Funded	Assessment and Approval
Up to \$1,000	Assessed and approved by Council staff with delegated authority
Over \$1,000	Assessed by Council staff with delegated authority. Approved by Elected Members of Council.



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## 5.2. Other Council funding and support

### 5.2.1. Fee Relief

#### (i) Community organisations

Council will consider requests from charitable, not-for-profit and/or community organisations for the waiving of development application fees for developments on any land within the Council area, which will be for the benefit of the local community.

Such developments may include equipment sheds, additions or alterations to existing buildings to enhance the services/facilities of such organisations to the community, advertising signs for such organisations, and other similar developments. It is noted that such developments are usually undertaken with the use of donations or grants.

#### (ii) Economic development

Council supports economic development in the Council area and recognises the value of such activities to our regions economy and growth.

As a measure of such support, Council will consider requests in relation to viable economic development proposals for the waiving of development application fees for developments on any land within the Council area, which will be for the benefit of the local community and economy.

### 5.2.2. Pursuant to Council's delegations, the CEO is authorised to approve such requests under this clause 5.2.1 and waive development application fees up to a maximum of \$2,000. Waiving of development application fees in excess of \$2,000 will be presented to Council for decision. Any requests for the waiving of development application fees under this clause must be made in writing addressed to the CEO, referencing the nature of the development and the reasons for the request.

**In-Kind Assistance**  
Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant. All works in-kind will be subject to the availability of plant and plant operators. The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages and include travel time and stand down time.

The Works Manager may authorise the use of Council plant by non-profit community organisations where the plant is operated by a Council employee free of charge, however it is still necessary for an application for a grant to be submitted for determination.

It is expected that the proposed works will be completed within the funding allocation. Organisations may be required to reimburse Council for any costs in excess of the approved funding amount.

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Council will copy up to 50 sheets per request for community groups free of charge – no application form is required. Requests for large bundles of photocopying should be made in writing. The Director Corporate Services will make an assessment based upon the following criteria:

- the number of copies
- the timeframe for the copies
- the likely demand upon the copier for Council use
- such other factors as may be relevant

5.2.3. Grants to Community Groups Equivalent to Rates

The District Council of Grant will provide Community Groups with a discretionary rebate of 100% of general rates under Section 166(1)(j) of the *Local Government Act 1999* on the basis that these groups provide a benefit or service to the local community.

5.2.4. Discretionary Rebate for Boat Mooring Sites

Where mooring sites on the Glenelg River consist of landings or poles only (without shacks or boat sheds) and are not used to moor boats that are greater than five (5) metres in length, Council will provide a Discretionary Rate rebate of 100% of the value of general rates raised for that financial year.

5.2.5. Annual Academic School Scholarships

Council will provide the sum of \$750 annually to students from Allendale East Area School, Mount Gambier High School, Grant High School, Tenison Woods College and St Martins Lutheran College. The scholarship is open to all Year 10-12 students who live in the District Council of Grant area. The schools will be responsible for developing the selection criteria and selection of scholarship recipients.

5.2.6. Subsidised Leases

Council provides a donation to many not-for-profit organisations by way of a subsidised or peppercorn lease of Council facilities. Leasing of these Council facilities is to be conducted in accordance with Council's Leases and Licences Policy.

5.2.7. Emergency Services Levy on buildings located on Community Land

Council agrees to waive the lease requirement for community/sporting groups who occupy community land to pay the Emergency Services Levy. This amount will be treated as a donation to the lessee and accounted for accordingly.

5.2.8. Charitable Donation Fund

Council administer \$10,000 of charitable funds to recognised charitable organisations, as part of Council annual budget review process. Charities must be located in the District Council of Grant Local Government Area, or are affiliated with the District Council of Grant as a result of their activities.

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#### 5.2.9. Disaster Relief Donation Policy FINPOL 12

The District Council of Grant has developed a Disaster Relief Donations Policy FINPOL 12 to ensure that money distributed from the Disaster Relief Reserve will meet the conditions outlined in the Confirmatory Declaration of Trust and needs of those affected by disaster in the most timely, effective and efficient way as well as being transparent and accountable.

This Policy applies to all Council donations for disaster relief in respect of disasters affecting countries, regions or community groups.

## 6. Eligibility Criteria

- 6.1. It is a condition of receiving funding that the successful applicant will assume all responsibilities including public risk/or any other insurance cover applicable to the programme or event.
- 6.2. Council requires that organisations applying for funding under the Community Grants Scheme are to submit an annual application.
- 6.3. Applicant organisations must be based in the District Council of Grant or must be affiliated with, or service clients within the District Council of Grant local government area.
- 6.4. Federal or State Funded initiatives will generally not receive assistance under this Policy, nor will requests by organisations raising funds on behalf of another organisation, which is the recipient of financial assistance from the State or Federal Government.
- 6.5. Generally, Council will only provide financial assistance to incorporated not-for-profit organisations or unincorporated not-for-profit organisations, auspiced by an incorporated organisation.
- 6.6. Applications for funding are required to demonstrate the financial viability of their organisation.
- 6.7. Preference is given to organisations that provide a valuable service or benefit for which there is no alternative funding sources.
- 6.8. The donation request must be for an activity or service to be provided within that financial year as approved by Council. Should an applicant not be in a position to expend the funds within the year, the applicant should prepare a written explanation and proposed time frame for the expenditure.
- 6.9. If an organisation wishes to modify its request or alter the proposed project or event, the applicant should make this request in writing. It is at the discretion of the Chief Executive Officer as to whether the intent of this modification meets Council's objectives.
- 6.10. Council will not make retrospective donations.
- 6.11. As Council makes an annual contribution to the City of Mount Gambier Junior Sporting Fund, Council will not provide funding under this Policy to individuals or teams to attend or participate in representative sporting events.

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**6.12.** Employees of Council must declare an interest if they are an officer bearer or member of a community organisation applying for grant funding or any other financial assistance.

## **7. Acquittal**

**7.1.** Council requires an acquittal of all grants exceeding \$1,000.

**7.2.** The recipient organisation is required to detail the manner in which the funds have been expended and a brief description of outcomes.

**7.3.** Organisations that do not complete an acquittal of the donation, will not be eligible for a future donation.

## **8. Grievance process**

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

Applicants will have the opportunity to request, in writing, a review of the decision by Council if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

## **9. Conflict of Interest Provisions**

To ensure an accountable and transparent assessment process is maintained, Councillors, Council Officers and members of the public assessing grant applications are required to declare any potential conflict of interest. This may include, but is not limited to personal connections with any applicant or membership of an applicant organisation. Anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

## **10. Responsibilities**

The Chief Executive Officer and Director Corporate Services have delegated authority to approve all expenditure within Council's approved budget for financial and in-kind support relating to this Policy. Any requests that are out of this scope will be referred to Council for a decision.

## **11. References / Other Documents**

### **11.1. Legislation**

*Local Government Act 1999*

### **11.2. Council Policies / Procedures**

Leases, Licences and Permits Policy

Employee use of Council Equipment Policy

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Employee Code of Conduct  
Elected Member Code of Conduct

## 12. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	19 August 2013	13087.1
Reviewed	1 February 2016	16009.3
Reviewed	5 October 2016	16130.1
Reviewed	4 October 2017	17126.1
Amended	5 March 2018	18030.1
Minor formatting amendments	4 May 2020	Governance Officer
Amended	18 September 2023	23200

## Attachment 2: 2023-2024 Application Form



# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

## 2023/2024 Round 1 Community Grant Scheme Application Form

### ELIGIBILITY

All boxes must be ticked to be eligible to apply.

My club / organisation is:

(Choose all that apply) (Required)

- ☐ Not for profit
- ☐ Not a government agency or Department (including schools)
- ☐ Incorporated
- ☐ Adequately insured to cover the project / event, or willing to gain required insurances



# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

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**CLUB / ORGANISATION DETAILS**

Club / organisation name

(Required)

Address

(Required)

Primary contact person name

(Required)

Position within club / organisation

(Choose any one option)

- ☐ President
- ☐ Secretary
- ☐ Treasurer
- ☐ Committee member
- ☐ Other (please specify)

Phone number

(Required)

Email address

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

ABN (Australian Business Number)

Is your club / organisation registered for GST?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

Is your club / organisation an Incorporated Association?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

Please provide your Incorporated number

If your club/ organisation is not incorporated, you will need to seek an organisation to auspice your application. Please see the Community Grant Guidelines or contact Council for further information.

-

**INSURANCE / ACCREDITATION**

Does your club / organisation have current Public Liability Insurance (above \$10 million) to cover this project?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

Please provide the Policy Number

Note: Answer this question if it applies

Please attach a copy of the Certificate of Currency

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

If your application is successful, you will need to take out the appropriate insurance and provide evidence of the coverage (eg. Certificate of Currency) to Council should you not currently hold insurance.

Is your club / organisation Star Service accredited?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

-

**APPLICATION DETAILS**

Is your club / organisation Star Club accredited?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

Have you discussed this project with a District Council of Grant Officer?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

Name/position of District Council of Grant Officer this project was discussed with

-

**GRANT CATEGORY**

Please select the grant category you are applying for

(Choose any 1 options) (Required)

- ☐ Sporting Club
- ☐ Community Group
- ☐ Community Participation

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

**PROJECT DETAILS**

Project title

(Required)

Start date

(Required)

Note: Please provide an approximate start date.

End date

Note: Please provide an approximate end date.

Address of where this project will occur

(Required)

Brief description of project

(Required)

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

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Will this project require a Council Special Events Permit?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Unsure

How does this project respond to a community need and contribute to building a stronger community in the District Council of Grant?

(Required)

Will this project involve working with other Community Partners?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

Name of Community Partner/s

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

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**PROJECT BUDGET**

**INCOME**

Financial contribution from your club / organisation

(Required)

Supporting income (eg. donations, sponsorships, fees)

Other contributions (please provide details)

**TOTAL INCOME (A)**

(Required)

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

**EXPENDITURE**

Cost of contractor and/or material

Cost of advertising and promotion

Cost of equipment hire

Cost of equipment purchase

Other costs (please provide details)

**TOTAL EXPENDITURE (B)**

(Required)



# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

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Budget shortfall (A - B)

(Required)

Amount requested from Council (C) (C must = A - B)

(Required)

**NOTE**

You may apply for up to a maximum amount as set out in the Guidelines. There should not be any shortfall in funds required to successfully complete your project. Funding will only be considered for applications that are financially viable.

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

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**PROJECT PROMOTION**

How will Council's support of the project be promoted in the community?

(Choose all that apply)

- ☐ Social Media (eg. Facebook, Instagram)
- ☐ Newsletter
- ☐ Signage
- ☐ Media release / press advertising
- ☐ Radio
- ☐ Flyer / brochure
- ☐ Poster
- ☐ Other (please specify)

-

**ATTACHMENTS**

Note: Answer this question if it applies

Copy of Insurance Certificate / Certificate of Currency

Note: Answer this question if it applies

Proof of other income contribution/s

Note: Answer this question if it applies

Quote for contractor/s

Note: Answer this question if it applies

Quote for materials

Note: Answer this question if it applies

Quote for equipment hire

Note: Answer this question if it applies

Quote for equipment purchase

Note: Answer this question if it applies

Other supporting document/s

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

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## **APPLICATION CHECKLIST**

Prior to submitting, please ensure all boxes below are checked (if applicable)

(Choose all that apply) (Required)

- ☐ Ensured club / organisation and project is eligible to apply
- ☐ Nominated for correct grant category
- ☐ Completed all sections of this application form
- ☐ Attached details of other income contributions identified in the budget
- ☐ Attached quotes for contractors, materials, equipment hire / purchase in the budget
- ☐ Attached a copy of Insurance Certificate / Certificate of Currency

-

## **PRIVACY STATEMENT**

The District Council of Grant is collecting personal information from you for the purpose of assisting the determination process of your application. This information is required by law and failure to provide the information may lead to rejection or delays with your application.

At any time you have the right to assess, view or correct the personal information that you have provided.

Please also note that information supplied on this document may be required to be accessed under information under the Freedom of Information Act 1991.

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

**DECLARATION**

The declaration must be read and signed by an authorised representative form your club / organisation.

By submitting this application, I certify that, to the best of my knowledge, the statements made in the is application are true and correct.  
I also certify that this application for funding have been approved by the Committee of Working Group of the organisation on behalf in which this application had been submitted or auspiced.

Date of meeting when this application what approved by your club / organisation

(Required)

Name of person authorised to submit this aplication

(Required)

Position of authorised person within club / organisation

(Choose any one option)

- ☐ President
- ☐ Secretary
- ☐ Treasurer
- ☐ Committee member
- ☐ Other (please specify)

Signature (applicant)

**Only complete if this application is being auspiced:**

Auspicing incorporated organisation

# Community Grants Scheme 2023/2024 (Round 1)

Your Say DCG

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Name of person, from the incorporated organisation, who has agreed to the submission of this application

Phone number

(Required)

Email address

Signature (auspicing organisation)

## Attachment 3: 2023-2024 Grant Acquittal Form

**(yet to be released)**



# Contact Us

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MOUNT GAMBIER SA 5290

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[yoursaydcg.com.au](http://yoursaydcg.com.au)

Facebook: [www.facebook.com/GrantDistCouncil/](http://www.facebook.com/GrantDistCouncil/)

Instagram: [www.instagram.com/districtcouncilofgrant/](http://www.instagram.com/districtcouncilofgrant/)

