



2021-2022 COMMUNITY GRANT SCHEME Guidelines

Round 1

Opens: Monday 10 May 2021

Closes: Friday 18 June 2021

<https://yoursaydgcg.com.au/>



Introduction

The District Council of Grant welcomes you to the 2021-2022 Community Grant Scheme Application Pack and Guidelines.

The District Council of Grant has established three grant categories:

- Community Halls
- Sporting Clubs
- Community Groups

This document should answer some frequently asked questions and includes the following forms and documents:

- *2021-22 Application Form*
- *Community Funding and Support Policy FINPOL 09*
- *Grant Acquittal Form*

The *2021-22 Application Form* can be accessed on Council's Your Say DCG site:

<https://yoursaydcg.com.au/>

The *2021-22 Application Form* can be submitted the following ways:

- Submit the form directly via Your Say DCG
- Print and return hardcopies to Council Principal Office or the Port MacDonnell Community Complex.

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

Further enquiries can be directed to:

Hayley Rowe
Community Engagement Coordinator
District Council of Grant
(08) 8721 0444
hayley.rowe@dcgrant.sa.gov.au

Community Grants Scheme 2021-2022 Timelines

Monday 10 May 2021	Round 1 Community Grant Scheme Opens
Friday 18 June 2021	Round 1 Community Grant Scheme Closes
July 2021	Assessment Process
July 2021	Round 1 Notification of Outcomes
Monday 18 October 2021	Round 2 Community Grant Scheme Opens
Friday 26 November 2021	Round 2 Community Grant Scheme Closes
December 2021	Assessment Process
Jan 2022	Notification of Outcomes
Friday 27 May 2022	Final day for submission of Acquittal and Report

About Council's Community Grants Scheme

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

Community Grant Scheme 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
- To facilitate the effective use of community resources and encourage sustainability of services and programs

Who can apply?

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

Who cannot apply?

The following are ineligible to apply:

- Individuals
- Charitable organisations
- Political Organisations
- Commercial Organisations (For Profit)
- Government Agencies
- Federal or State funded initiatives will generally not receive assistance
- Request by organisations raising funds on behalf of another organisation
- 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) the 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: <http://www.nfplaw.org.au/auspicing>.

How much funding is available?

Grant Categories

The District Council of Grant has established three grant categories Halls, Sporting Clubs and Community Groups.

Halls Up to \$1000		Sporting Clubs Up to \$800		Community Groups Up to \$2,500	
Council Contribution 75%	Application Contribution 25%	Council Contribution 50%	Application Contribution 50%	Council Contribution 75%	Application Contribution \$25%

Halls

This category aims to provide funding assistance for public halls in recognition of the importance of public halls for communities.

Incorporated organisations are able to apply for up to \$1000 in the halls category. Council will contribute 75% of the project cost and the applicant contribution must equal 25% of the total project cost.

Application costing examples:

- Club application for project costing \$500: Council contribution \$375 and Hall contribution \$125
- Club application for project costing \$5000: Council contribution \$1000 and Hall contribution \$4000
- Club application for project costing \$1200: Council contributes \$900 and Hall contributes \$300.

Examples of what you can apply for in the halls category:

- Upgrade the kitchen facilities
- Improve heating
- Replace a water tank or
- General maintenance.

Sporting Clubs

This category aims to:

- Increase sport and recreation participation
- Assist with club development and upgrades and
- Enhance health, fitness and social cohesion.

Sporting Clubs can apply for up to \$800, Council will contribute 50% of the project cost (up to \$800) and the Club contribution must equal 50% of the total project cost.

Application costing examples:

- Club application for project costing \$1600: Council contribution \$800 and club contribution \$800
- Club application for project costing \$500: Council contributes \$250 and club contributes \$250

- Club application for \$2000: Council contributes \$800 and club contributes \$1200.

Examples of what you can apply for in this category include:

- Purchasing equipment
- Facility upgrades
- Club development eg training

Community Groups

This category aims to support community projects, programs and events with a specific focus on connection communities and building community capacity. This includes projects that improve community facilities, encourage community participation and volunteerism, as well as those that build leadership skills and community wellbeing

Incorporated organisation are able to apply for up to \$2500 in the Community Groups category. Council will contribute 75% of the project cost and the applicant contribution must equal 25% of the total project cost.

Application costing examples:

- Club application for project costing \$1600: Council contribution \$1200 and group contributes \$400
- Club application for project costing \$500: Council contributes \$375 and club contributes \$125
- Club application for \$5000: Council contributes \$2500 and club contributes \$2500.

Examples of what you can apply for in this category:

- Purchasing equipment
- Facility upgrades
- Events and programs (not funded through other Council assistance).

How are applications assessed?

Applications are assessed based on responses in the application form and against the selection criteria.

Applicants are strongly encouraged to read the criteria and complete the form correctly. Please make contact with the contact person for any queries regarding your application.

District Council of Grant decisions are final.

Tips for completing an application

- Check that your organisation and project/event is eligible
- Contact Council to discuss your project/event if you are unsure
- Be realistic - only ask for what you need
- Check the timing of the funding is relevant to your project
- Ensure all required attachments are submitted

Tips for completing the application budget

- Check your budget carefully
- Include evidence of price with a quote(s) if applicable
- Please reflect any donations or any in-kind assistance that relate to the proposed project
- The project budget should contain all expenditure and income items
- Make sure you complete all sections of the application form and submit required attachments
- If your organisation IS REGISTERED FOR GST please do not add GST amounts to your budget
- If your organisation IS NOT REGISTERED FOR GST please include GST on expenditure items

Selection Criteria

The following criteria ensure that the District Council of Grant can assist community organisations to maximise their development in partnership with the District Council of Grant. It also provides transparency in the assessment process.

Criteria	Recommended	Not Recommended
Responds to a community need and contributes to the building of stronger communities	<ul style="list-style-type: none">• Organisation and activities are located in District Council of Grant• Project has significant community benefit• Meets <i>Community Funding and Support Policy</i> requirements	<ul style="list-style-type: none">• Organisation and activities are not located in District Council of Grant• Project does not benefit the community• Does not meet <i>Community Funding and Support Policy</i> requirements
Application Quality and Completion	<ul style="list-style-type: none">• Application is complete with all required information• All necessary documentation is provided• Meets <i>Community Funding and Support Policy</i> requirements	<ul style="list-style-type: none">• Application is incomplete and no attention to detail• No supporting documentation submitted (if required)• Does not meet <i>Community Funding and Support Policy</i> requirements

In accordance with Council's strategic objectives	Meets 1 or more of the Council's strategic objectives	Does not meet Council's strategic objectives
--	---	--

Councils Strategic Objectives

1. Develop vibrant and connected coastal and rural communities
2. Support a prosperous local economy
3. Retain and enhance our natural and built environments
4. Provide quality services and infrastructure
5. Lead and engage with our communities.

Further detail on Councils *Strategic Management Plan 2020-2030* can be found at <http://www.dcgrant.sa.gov.au/StrategiesPlans>.

Funding Agreement

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

Funds must be spent on the activity described in the application. Any variation must be requested in writing and it is at the discretion of the Deputy Chief Executive Officer or the Chief Executive Officer as to whether the intent of this modification meets Council's objectives.

Please note – if your organisation is auspiced, the funds will be paid to the auspicing organisation.

Acquittal

Please complete the *Grant Acquittal Form* for processing.

Note that reimbursements do not cover voluntary labour and in kind support received for projects. Payments of the grant will be 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.

The grant period is valid for 2021-2022 Financial Year.

Any unspent funds must be returned to Council if a project can no longer be completed or not all funds have been spent.

Reporting and Council Acknowledgement

A brief report (max 300 words) and photograph(s) should be submitted to Council on or before 27 May 2022 for reporting purposes.

Photographs are preferred to be received electronically in PNG or JPEG format.

This 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 Council website.

In recognition of this grant, Council seeks acknowledgment in any public announcement(s), media and 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 this project.

Council have an on online booking form for the reservation of banners and other materials for community events and bookings can be made at: <http://www.dcgrant.sa.gov.au/page.aspx?u=1171> or you can navigate to the page on our website *Book Promotional Items*.

An electronic copy of Councils Logo will be provided with your *Letter of Offer*, which will be sent via email.

Insurance

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

Failure to provide this information will result in the rejection of your 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

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

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



District Council of Grant
Principal Office

PO BOX 724
324 Commercial Street West
Mount Gambier SA 5290
Phone 08 8721 0444



Port MacDonnell
Community Complex

5-7 Charles Street
Port MacDonnell SA 5291
Phone 08 8738 300

www.dcgrant.sa.gov.au
<https://yoursaydcg.com.au>
info@dcgrant.sa.gov.au