

Community Grant Scheme 2018 Application Pack and Guidelines



Introduction

The District Council of Grant welcomes you to the 2018-19 Community Grant Scheme Application Pack and Guidelines.

Policy review in March 2018 now gives community groups the opportunity to apply for two rounds of funding (per financial year) under this scheme¹.

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:

- *2018 Application Form*
- *Community Funding and Support Policy FINPOL 09*
- *Grant Acquittal Form*

The *2018 Application Form* can be accessed as a fillable form on Council's website: www.dcgrant.sa.gov.au/CommunityGrants

The *2018 Application Form* can be submitted the following ways:

- Submit the form directly via email
- Print, Scan and Email
- 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:

Jayne Miller
Community Development Officer
District Council of Grant
(08) 8721 0444
jayne.miller@dcgrant.sa.gov.au

¹ Refer to Community Funding and Support Policy FINPOL 09 for further details and conditions

Community Grants Scheme 2018-19 timelines

| | |
|--------------------------|--|
| Monday 30 April 2018 | Round 1 Community Grant Scheme Opens |
| Friday 15 June 2018 | Round 1 Community Grant Scheme Closes |
| June/July 2018 | Assessment Process |
| July/August 2018 | Round 1 Notification of Outcomes |
| Monday 29 October 2018 | Round 2 Community Grant Scheme Opens |
| Friday 7 December 2018 | Round 2 Community Grant Scheme Closes |
| December/January 2018/19 | Assessment Process |
| January/February 2019 | Notification of Outcomes |
| Friday 31 May 2019 | Final day for submission of Acquittal and Report |

Please note that except for the closing date of applications, timelines may be affected due to unforeseen circumstances

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.

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?

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 list are ineligible for funding:

- 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>.

What is available?

The District Council of Grant has established three grant categories:

| 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% |

How are the applications assessed?

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.

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

District Council of Grant decisions are final.

Tips for completing grant applications

- 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 your budget

- Check your budget carefully
- Include evidence of price quotes 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.

| Category | Recommended | Not Recommended |
|--|--|---|
| Responds to a community need and contributes to the building of stronger communities | <p>Organisation and activities are located in District Council of Grant</p> <p>Project has significant community benefit</p> <p>Meets <i>Community Funding and Support Policy</i> requirements</p> | <p>Organisation and activities are not located in District Council of Grant</p> <p>Project does not benefit the community</p> <p>Does not meet <i>Community Funding and Support Policy</i> requirements</p> |
| Application Quality and Completion | <p>Application is complete with attention to detail</p> <p>All necessary documentation is provided</p> <p>Meets <i>Community Funding and Support Policy</i> requirements</p> | <p>Application is incomplete and no attention to detail</p> <p>No supporting documentation submitted (if required)</p> <p>Does not meet <i>Community Funding and Support Policy</i> requirements</p> |
| 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. Physical Infrastructure is improved and developed
2. Economic Development opportunities are pursued and promoted
3. Improved Community Services delivered that support community expectations
4. Strong leadership, management and delivery of transparent council services
5. Sustainable use, accessibility and planned use of our natural and built environment

Further detail on Councils *Strategic Management Plan 2016-2020* 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 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 2018-19 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 31 May 2019 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*.



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