



2020-21 COMMUNITY GRANTS PROGRAM

GUIDELINES

Online applications close 12 noon Tuesday 10 March 2020

MESSAGE FROM THE MAYOR



Community groups make a significant contribution to our local communities. The community grants program gives us an opportunity to recognise and support this great work.

We have a strong tradition of supporting events and activities that aim to develop a sense of community.

I encourage you to attend one of the grant writing workshops and grant application refining session in February 2020. I recommend that you contact the Community Grants Program officer on (08) 8384 0120 to discuss your proposal prior to commencing an application.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Erin Thompson".

Mayor Erin Thompson

- To be successful, applications need to meet these Guidelines, which can be downloaded from the Community Grants webpage on the City of Onkaparinga website www.onkaparingacity.com/Council/Grants/Community-Grants or copies are available by contacting Community Relations Administration on 8384 0697.
- We are only accepting applications via our online application system. To apply go to our Grants and Sponsorship page on our website, www.onkaparingacity.com/grants
- Free grant writing workshops will be held in early February and a grant application refining session will be held on **Monday 24 February** at Noarlunga TAFE Training Room, Noarlunga Centre. Bookings are essential for all workshops as places are limited. Please visit our website for further instructions www.onkaparingacity.com/grants
- The 2020-21 Community grants round closes **12 noon Tuesday 10 March 2020**. Late applications will not be considered.
- **We strongly encourage you to contact Justin Ifould, Community Wellbeing Officer on 8384 0120 to discuss your proposal or if you need any assistance in completing the application online.**

1. PURPOSE

The purpose of the grants is to assist in the development of programs and activities that:

- provide opportunities for community members to participate in activities that celebrate the arts and cultural diversity
- encourage community members to engage in community life and leisure activities that increase wellbeing
- provide opportunities for community members from targeted populations to increase their participation in physical activity
- encourage community participation and inclusivity by offering alternative approaches to reduce social isolation in our local communities and build community capacity
- align with Onkaparinga 2035 (our community plan) objectives. For further information go to www.onkaparingacity.com/Council/Publications/Strategic-Plans.

Grants may also be used to fund minor equipment purchases, upgrades or replacement to assist with continuation of core business, provided this does not relate to a recurrent operational cost. Recurrent costs are items purchased on a frequent basis (e.g. purchase of cricket balls by a cricket club).

Funding for **community events** should be applied for through our **Sponsorship program**, please contact Community Administration on 8384 0766. Funding for **training of volunteers** apply to the **Community Training and Development Fund**.

2. AMOUNT AVAILABLE

- Maximum grant available for small equipment purchases is **\$1720**.
- Maximum grant available for community development programs is **\$3725**.
- Applicants need to match the amount of the grant applied for. This can be with cash, materials, or 'in-kind' support including volunteer hours.
- Very few, if any, programs or purchases can be funded to the full amount requested due to the number of applications received.

3. WHO IS ELIGIBLE TO APPLY?

- To be funded an organisation must be a legal entity as defined by the Australian Tax Office.
- Any incorporated 'not for profit' group, community group or voluntary association.
- Unincorporated groups are eligible to apply but applications should be made through an Auspicing Body (i.e. an incorporated body that supports the program/equipment purchase and is willing to accept responsibility for the funding). An **Auspice Form** will need to be completed and must be attached to the application. For a copy of the Auspice form please refer to the 'Supporting Documents' section on the Grants and Sponsorship page on our website, go to www.onkaparingacity.com/Council/Grants.
- Groups or organisations that are currently in receipt of other Council funding may apply, providing that they can demonstrate that the application is for new equipment, a new program/activity or a different stage of an existing program/activity.
- Groups based within a school setting are eligible to apply provided they can demonstrate that the program or equipment:
 - is determined, managed and organised by local residents who are assisted rather than directed by the Department for Education (DE) or other school-based staff
 - is not part of DE curriculum and has no other funding sources through the DE
 - has a clearly identified benefit to the wider community and/or can be accessed by the wider community.
- Elected members and employees of the City of Onkaparinga are not eligible to sign or be listed on any grant application.
- Applicants must have current Public Liability Insurance (minimum of \$20 million). Successful applicants will be required to produce a copy of the Certificate of Currency when submitting the signed Conditions of Funding. Successful applicants without public liability insurance will need to obtain a minimum \$20 million of cover prior to the release of grant funds. Contact Local Community Insurance Services www.localcommunityinsurance.com.au/ or your insurance broker for further advice/assistance.

4. GUIDELINES THAT APPLICATIONS MUST SATISFY

Community development programs must:

- be based within the City of Onkaparinga and be accessible to all residents
- have a demonstrated need, a clearly stated purpose and a clear plan for achieving this purpose
- not duplicate other locally available services
- comply with recognised Australian Standards and must observe any relevant federal, state or local government regulations or guidelines
- ensure that the applicant's own cash and/or in-kind contributions (including voluntary labour) account for at least 50% of the overall anticipated expenses.

Small equipment purchases must:

- be made in the 2020-21 financial year
- demonstrate how/why the equipment is needed
- comply with recognised Australian Standards and must observe any relevant federal, state or local government regulations or guidelines
- ensure that the applicant's own cash and/or in-kind contributions (including voluntary labour) account for at least 50% of the overall anticipated expenses.

Applicants will be responsible for obtaining any other approvals and for any costs associated with those approvals. If your program/equipment purchase requires any form of approval, we will not release the grant funds until we have been advised by you that these approvals have been obtained.

5. WHAT DOES IN-KIND MEAN?

In-kind refers to items, materials, equipment or services, other than cash, that are being donated or loaned for the purposes of the program/activity or equipment purchase. This refers to the cash value that the item or service would have cost if you had to pay for it.

For the purposes of the Community Grants program, the concept of in-kind contributions that are made by the applicant can include, but are not limited to:

- donation of materials
- provision of a venue (where hire fees are waived or discounted)
- provision of volunteer hours to help with your program/activity or equipment purchase. Volunteer hours are generally valued at \$30 per hour unless they are for specialised services
- specialised services, which are services provided (either free or at a reduced cost) by an appropriately credentialed person to support the delivery of your program/activity or equipment purchase. Examples include an electrician providing electrical expertise or an accountant managing accounts. We value these services at \$45 per hour. The specialised services provided must be directly related to their profession/trade and relevant to the program/activity or equipment purchase. An electrician facilitating a program/activity would be valued at \$30 for example. It is the responsibility of the applicant to ensure that a person is appropriately credentialed for any tasks they carry out relating to the event or activity.

6. WHAT INFORMATION NEEDS TO BE INCLUDED IN THE BUDGET?

Please refer to the 'Supporting Documents' section on the Grants and Sponsorship page on our website for a budget example and template, go to www.onkaparingacity.com/Council/Grants

Applicants should be aware of their responsibilities to comply with federal government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number contact the Australian Taxation Office info line on 132 866 or visit their website at www.ato.gov.au

7. WHAT WILL NOT BE FUNDED

- Multiple applications in the same category
- Funding for community events. These are funded through our Sponsorship program. Please contact Community Administration on 8384 0766
- Volunteer training. Refer to our Community Training and Development Fund
- Capital developments (e.g. renovations or additions/changes which will permanently be part of a building, structure or property). These are funded by our Minor Capital Works & Facilities grants
- Funds spent prior to 1 July 2020
- Programs that start before 1 July 2020
- Prize money, awards and trophies
- Payment of ongoing salaries (one off facilitator/trainer fees or initial insurance for the program are acceptable)
- Recurrent operational costs (e.g. telephone, electricity, cleaning/maintenance, ongoing public liability insurance)
- Minor equipment purchases relating to recurrent operational costs (i.e. items purchased on a frequent basis)
- Programs previously funded, unless it is a new stage of that program (up to two stages only)
- Fundraising via direct requests for donations or sponsorships

8. HOW IS AN APPLICATION MADE?

Applications will only be accepted via our online application system. To apply go to our Grants and Sponsorship page on our website, www.onkapingacity.com/grants.

If you need any assistance in completing the application online it is highly recommended that you attend one of the free grant writing workshop that will be held in early February and/or the grant application refining session scheduled on 24 February. Bookings are essential for all workshops as places are limited. Please visit our website for further instructions www.onkapingacity.com/grants

Before submitting your application print a copy for your records.

We strongly encourage you to contact Justin Ifould, Community Wellbeing Officer on 8384 0120 to discuss your proposal/application before submission, phone 8384 0120 or email Justin.Ifould@onkapinga.sa.gov.au

9. ASSESSMENT CRITERIA

Eligible applications will not necessarily be funded. In the event that the community grants pool is heavily oversubscribed (i.e. the requested amounts total at least 150% of the value of the pool) we will not consider applications that meet the following criteria:

- Applicants that received a community grant in the previous year.
- Applicants recommended for other grants in the current funding round.

Groups/organisations that submit more than one application must prioritise their applications and they will be assessed in that order.

All applications will be assessed on their merit and the following priority setting processes in each category will then be applied.

Community Development Programs

We will give priority to programs/activities that:

- are new (a new stage of a previously funded program is not classified as a new program)
- meet an identified need (e.g. evidence of partnerships, letters of support)
- will be community managed
- has defined start and end dates in the 2020-21 financial year
- can demonstrate they will be well planned and managed
- build inclusiveness by targeting marginalised groups within our communities e.g. socially disadvantaged, culturally and linguistically diverse, Indigenous Australians, people with a disability, youth/children, mature aged
- encourage community participation and inclusivity to reduce social isolation
- are free or low cost
- support health and or wellbeing outcomes (e.g. healthy eating and physical activity)
- contribute to the sustainability of a group/organisation
- demonstrate increased community skills
- benefit the wider community, rather than only the group/organisation making the application.

Small Equipment Purchases

We will give priority to applications that:

- meet an identified need (ie demonstrate how it supports the ongoing delivery of programs/activities)
- contribute to the sustainability of a group/organisation
- benefit the wider community, rather than only the group/organisation making the application
- provide value for money based on how many people will benefit from the purchase/s.

10. CONDITIONS OF FUNDING

- the funds provided must be used for the approved program/purchase
- any changes to the program that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval from council
- Programs will minimise waste and encourage recycling, information is available on our waste and recycling webpage at www.onkaparingacity.com/Services-and-projects/Waste-and-recycling
- a certificate of currency for Public Liability (minimum of \$20 million) to be provided
- where required, the applicant will ensure that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, the Child Safety (Prohibited Persons) Act 2016, Disability Discrimination Act and Work Health and Safety Act 2012.
- at the completion of the program a written evaluation report including an expenditure statement must be provided. This evaluation report needs to be completed and returned within four weeks of the completion of project or at the latest 12 months (1 year) of receipt of grant. Failure to do so may jeopardise future funding applications.
- ensuring any program or activity aligns with the principles of healthy lifestyles our approved logo shall be used on all printed material relating to the funded program and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the program to the public
- if Council is the primary sponsor for the program it is expected that the Mayor, Elected Members or senior council staff be offered the opportunity to speak or make presentation at key points in the program as negotiated with the grant manager.

11. FREQUENTLY ASKED QUESTIONS

If we received funding in the past does this mean we will not be funded again?

A program can be funded for a maximum of two stages in different years however priority will be given to new programs. A new stage of a previously funded program is not classified as a new program.

What is the maximum amount of money our group/organisation can apply for?

The maximum grant for Community Development programs is \$3725. The maximum grant for small equipment is \$1720. Organisations need to match the amount of funding (i.e. if a group/organisation applies for \$1720 then that group/organisation must also contribute \$1720). The contribution can be all or a combination of cash, materials and 'in-kind' support including volunteer hours.

What does 'in-kind' mean?

Applicants must be able to demonstrate that they are matching at least 50% of the amount of the grant. 'In-kind' means that you did not pay cash for the item or service but that it was essentially donated or loaned for the purposes of the program. 'In-kind' refers to the cash value that the item or service would have cost if you had to pay for it. Volunteer hours are valued at \$30 per hour. Specialised services (e.g. electrical, accounting, workshop presentations) are valued at \$45 per hour. This must be included in the budget.

How many attachments can we submit along with our application?

We receive a large number of applications for our grants. Please limit the number and length of attachments to what is necessary to answer the questions in the application form only.

Our group is not incorporated, can we still apply?

If your group is not incorporated you may like to speak with one of our community centres or a not for profit organisation about providing auspice services. This creates a way for non-incorporated groups to access grant funds and deliver projects to meet community need. Please ensure you give the relevant incorporated body enough time to take your request to a board meeting for approval.

If your application is successful the grant money will be paid to the incorporated body. They will be responsible for the finances, but your group will be responsible for the program. A completed Auspice Form will need to be included with the application.

Can we purchase equipment with a grant?

Grants may be used to fund minor equipment purchases to assist with the continuation of core business however these cannot relate to recurrent operational costs. Recurrent costs are items purchased on a frequent basis (e.g. purchase of cricket balls by a cricket club).

Where applying to fund a new appliance it is important to consider the ongoing running costs. To help you find energy use and running cost information for the specific appliance you are looking to buy go to www.energyrating.gov.au/calculator

Do I need a quote for small equipment purchases?

Yes. Please attach the quote/s to the application form.

Can we submit more than one application in the same year?

Yes you can, however multiple applications in the same category will not be funded and a separate application form will need to be completed for each. You will need to prioritise the applications and the assessment panel will assess them in that order. Priority will be given to the application you have indicated as your first preference.

Can we apply for funds to do some maintenance that we need for our equipment or building?

The purpose of community grants is not for maintenance or ongoing operating costs. We recommend you discuss your application with Justin Ifould, Community Wellbeing Officer by phoning 8384 0120 or email Justin.Ifould@onkaparinga.sa.gov.au

Can we apply for fundraising?

Applications that are made to simply seek a donation to support your general operating costs will not be funded. Applications for equipment that supports your fundraising activities will be considered.

What is STARCLUB/STARservice

STARCLUB and STARservice are two state government development programs tailored to assist not for profit organisations meet their minimum legal compliance; assist with their general governance and promote continuous improvement. By addressing the questions in the program, your group/organisation will be better managed and be providing a safe and welcoming environment for your members and the wider community.

STARCLUB is designed for sporting clubs and STARservice is designed for non-sporting groups/organisations.

Visit www.starclub.sa.gov.au or www.starservice.sa.gov.au

Contact councils OACNET program on 8384 0666 if you require assistance or have any questions about the programs.

Are late applications accepted?

Late applications **will not** be considered.