

## COMMUNITY GRANTS

# Community Development Programs Guidelines

### ONKAPARINGA GRANTS

As a part of our [Community Plan 2030](#), we are committed to a shared vision for the City of Onkaparinga. This includes supporting the many community groups, businesses and individuals who make our community a vibrant place to live, work and play. One way which we can do this is through our Grants Program.

### BEFORE YOU GET STARTED

Before applying, we strongly encourage you to discuss your proposal with our grants program officer.

### GRANT WRITING WORKSHOPS

We will be holding free grant writing workshops in July/August 2022.

Bookings are essential for all workshops as places are limited.

Please visit our website for further information

### APPLICATIONS

To be successful, applications need to meet the requirements in these guidelines.

To apply visit [www.onkaparingacity.com/grants](http://www.onkaparingacity.com/grants)

Please note we are only accepting applications via our online application system. However, should this be a barrier for your organisation please contact the grant program officer for support and assistance.

### Applications close

22 August 2022, 12 Midnight (end of day)

### MORE INFORMATION

[www.onkaparingacity.com/grants](http://www.onkaparingacity.com/grants)

### Grants program officer

Phone (08) 8384 0141

Email [jacquie.meynell@onkaparinga.sa.gov.au](mailto:jacquie.meynell@onkaparinga.sa.gov.au)

### Frequently asked questions

Please refer to the Grants page on our website for frequently asked questions (FAQs).

### Definitions

Please refer to the [Grants Policy](#) on our website for up to date definitions.

**Onkaparinga Grants** BRING YOUR IDEAS TO LIFE.

**CITY OF ONKAPARINGA**

APPLY NOW

## FUNDING INFORMATION

Grants of up to \$4000 are available per application.

### Purpose

The Community Grants – Community Development Programs provide funding opportunities that aim to foster community participation in a range of initiatives which build capacity, connectedness, and wellbeing. The Grants encourage and celebrate community and cultural life, leisure participation, and improve community inclusion and wellbeing.

The Grants align with the Community Plan 2030 theme of 'People' (Our communities are connected, engaged and resilient, and our communities are active and healthy), strategic plans including (but not limited to) the Community Capacity Strategic Plan 2021–24, Inclusive Communities Action Plan 2021–24, Arts and Cultural Development Strategic Plan, Sport and Active Recreation Action Plan 2020–25.

The Community Grants – Community Development Programs provide funding to assist community groups to:

- deliver community-led initiatives that wouldn't otherwise happen
- build the capacity and capability of our communities
- encourage community participation and inclusivity
- provide opportunities for participation in activities that encourage community members to engage in community life and/or leisure activities that increase wellbeing
- provide opportunities for community members from targeted populations to increase their participation in physical activity
- help achieve our Community Plan 2030 outcomes and other strategic priorities
- provide opportunities for community members to participate in activities that celebrate the arts and cultural diversity.

### Objectives

The Community Grants – Community Development Programs contributes to:

- increasing opportunities for strengthening connection between community members
- providing opportunities for participation in physical activity
- increasing alternative approaches to reduce social isolation
- providing opportunities for activities which celebrate diversity.

### Funding conditions

- Applicants must contribute a minimum of 50 per cent toward the total program cost, including GST. This may comprise of upfront cash and 'in-kind' support (e.g. volunteer labour hours and materials) and/or other funding sources.
- All quotes and budgets must include the full cost including GST.
- GST does not apply to grant payments, regardless of whether or not the organisation is registered for GST.
- Very few, if any, programs/activities can be funded to the full amount requested due to the number of applications received. Applicants should determine whether their program/activity will still be able to proceed without the full funding amount requested and reconsider their application if not.
- The program/activity must commence after 1 January 2023 and be completed by 31 December 2023 and funds must be acquitted in accordance with agreed terms and conditions.
- Applicants will be asked to return funds if the program/activity does not eventuate or meet the Conditions of Funding.
- Applicants who have submitted multiple applications across different grant programs must rank their applications in order of preference (i.e. if not all applications are able to be funded, please let us know which is the most important to you).

- Council may prioritise applications that align best with our Community Plan 2030 and other strategic plans.
- 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](http://www.ato.gov.au)

### Who can apply

- not-for-profit organisations
- unincorporated groups who apply through an appropriate 'not for profit' incorporated body that supports the application and is willing to accept responsibility for the funding (an incorporated body wanting to auspice a grant for another group must complete and sign the auspice form to be submitted with the application).

Please refer to our [Grants Policy](#) for definitions of organisation types.

- must have an appropriate level of insurance(s) – for example (but not limited to) Public Liability Insurance – proportionate to the risk associated with the program/activity being undertaken (this can be purchased as a 'once off' cover and should be included in the budget costs). Successful applicants may be required to produce a copy of the certificate of currency when submitting the signed Conditions of Funding. Successful applicants without sufficient insurance(s) may need to obtain appropriate cover prior to the release of grant funds and any permit approvals given. Contact Local Community Insurance Services [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) or your insurance broker for further advice/assistance.
- must not have an overdue grant acquittal with City of Onkaparinga. You will need to satisfactorily acquit previously awarded grants before being eligible to apply for this grant. Organisations that have had unsatisfactory dealings with council may also be precluded from receiving funding. Please refer to our [Grants Policy](#) for further information.
- Groups or organisations that are currently in receipt of other council funding may apply, providing they can demonstrate that the application is for a new program/activity or a different stage of an existing program/activity.

### Who is not eligible

- Businesses
- Schools
- Elected members and employees of the City of Onkaparinga must not be involved in the development of a grant application and are not eligible to sign or be listed on any grant application. Refer to the Grants Policy for more information.

### What we can fund

- programs/activities located in the City of Onkaparinga
- programs/activities that can demonstrate alignment with our Community Plan 2030 and other strategic plans
- programs/activities that provide benefits to the wider community by encouraging opportunities for community participation and development
- programs/activities that target marginalised groups within our communities
- programs/activities that have a demonstrated need, a clearly stated purpose and a clear plan for achieving this purpose
- programs/activities that do not duplicate other locally available services
- programs/activities that comply with recognised Australian Standards and observe any relevant federal, state or local government regulations or guidelines.

### Examples of eligible activities include (but are not limited to)

- mental health awareness programs
- 'come and try' and basic skill development programs
- cultural awareness programs/tours
- establishing a community garden/social or community group/sporting club
- art/craft programs/workshops.

## ELIGIBILITY CRITERIA

### What we won't fund

- programs/activities which are not located in the City of Onkaparinga
- payment of ongoing salaries. However once-off facilitator/trainer fees or initial insurance for the program/activity are acceptable
- recurrent operational costs (e.g. telephone, electricity, cleaning/maintenance, ongoing Public Liability Insurance for your organisation)
- money already spent or programs/activities that have/will commence or have taken place prior to 1 January 2023
- multiple applications in the same grant program
- community events – these may be funded through our Community Events Grants
- volunteer training – this may be funded through our Community Training and Development Grants
- capital developments (e.g. renovations or additions/changes which will permanently be part of a building, structure or property) – these may be funded through our Community Land and Facility Improvement Grants
- prize money, awards and trophies
- 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 sponsorship.

### Additional requirements/information

- Applicants are able to submit applications to separate grant programs within the same financial year (one application per program) for different activities, however to ensure equity and fair access to funding, applicants are asked to rank their applications in order of preference, and this will be considered in the assessment process for each grant.
- Applications must be received by the deadline of the funding program through the SmartyGrants online system.
- Late applications will be deemed ineligible and will not be accepted.

## APPLICATION AND ASSESSMENT

Applicants must apply online at [www.onkaparingacity.com/grants](http://www.onkaparingacity.com/grants)

### Assessment process

- receipt of application will be acknowledged via email
- applications will be checked for eligibility
- assessment of applications will be undertaken by a panel using the criteria in these guidelines.
- if two applications are received for the same grant program in the same round from groups that may be affiliated, consideration will be given in the assessment process.

### Prioritisation

During the assessment process, priority will be given to programs/activities that:

- address an identified gap and do not replicate existing services
- promote and/or facilitate inclusivity and accessibility
- 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
- have defined start and end dates within the 2023 calendar year
- target marginalised groups within our communities (e.g. social 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
- benefit the wider community.

Where applications have equal merit, priority will be given to:

- organisations with their main office located within our city
- applications that achieve the greatest benefit for our city and broader communities
- applications that will increase the geographic distribution of funding across our city.

Where applications have equal merit, a lower priority will be assigned to:

- applicants who received a community development program grant in the previous round/year
- applicants who have been/are likely to be recommended for other council grants in the current funding round
- applicants that are able to access funding from other sources (e.g. federal and state government).

Grant assessment panels will consider many factors, including an application's risks and opportunities, and an organisation's previous dealings with council. The panel is able to recommend funding allocations that may not align with the scoring process, however whether or not an organisation is funded is always at council's discretion

## ASSESSMENT

### Assessment criteria

All applications will be assessed on their merit using the criteria outlined below.

Criteria	Weighting
Community and social benefits, including: <ul style="list-style-type: none"><li>addresses one or more of the objectives outlined on page two of these guidelines</li><li>the overall benefits for our communities, including the number of individuals that will benefit</li></ul>	60%
Project management and relationship building including: <ul style="list-style-type: none"><li>demonstrated experience in managing community projects</li><li>project location and accessibility for the community</li></ul>	30%
Fully detailed, costed and balanced budget, with quotes and realistic pricing	10%

## CONDITIONS OF FUNDING

The following conditions of funding apply:

- The funding provided must be used for the approved program/activity. Any changes to the funded activities detailed in the application may not be undertaken without prior written approval from council.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Where required, the applicant will ensure that the program/activity 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*.
- Programs/activities will minimise waste and encourage recycling. Information is available on our waste and recycling webpage at [www.onkaparingacity.com/Servicesand-projects/Waste-and-recycling](http://www.onkaparingacity.com/Servicesand-projects/Waste-and-recycling)
- At the completion of the program/activity an acquittal report including an expenditure statement must be provided.
- If council is the primary sponsor for the program/activity 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/activity as negotiated with the grant program officer.
- City of Onkaparinga logo to be used on all material relating to the funded programs/activities and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the program/activity to the public.
- Applicants must ensure that safe management systems are put in place for the planning and delivery of the program/activity. This includes undertaking a risk assessment and ensuring that key individuals involved with delivering the program/activity are aware of the identified risks and the related mitigation strategies. (Please refer to the SafeWork SA website's resources safety page for a copy of a Risk Assessment Template, Safety Checklist, [www.safework.sa.gov.au](http://www.safework.sa.gov.au))

## **Acquittal**

- At the completion of the event an acquittal report including an expenditure statement must be provided in line with the agreed funding conditions.
- All acquittal reports must be completed online through council's grants system.
- Failure to successfully complete the online acquittal in accordance with agreed terms and conditions may jeopardise future funding applications.