

COMMUNITY GRANTS

Community Events 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 Officer.

GRANT WRITING WORKSHOPS

We will be holding free grant writing workshops in July/August 2021.

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

Please note we are only accepting applications via our online application system.

Applications close

Monday 23 August 2021, 12pm

MORE INFORMATION

www.onkaparingacity.com/grants

Grants Officer

Phone (08) 8301 7355

Email grants@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

Grant funding is dependent on event category.

Purpose

Community Events Grants contribute to outcomes of our Community Plan 2030, strategic plans including (but not limited to) the Community Capacity Strategic Plan 2021–24, Inclusive Communities Action Plan 2021–2024, Arts and Cultural Development Action Plan 2021–25, Sport and Active Recreation Strategic Plan 2021–25.

Our Community Events Grants support a range of new and current events that:

- create inclusive, active diverse and vibrant destinations through increasing the number of people and activity in our public spaces, centres, neighbourhoods, townships and villages
- build the capacity and capability of our communities
- provide benefits to the wider community by encouraging opportunities for community participation and development
- target marginalised groups within our communities.

Objectives

- increasing opportunities for strengthening connection between community members
- provision of opportunities for participation in physical activity
- increasing alternative approaches to reduce social isolation
- increased opportunities for community members to participate in activities that celebrate cultural diversity
- strengthening relationships with other organisations in the city to support the planning and delivery of the event
- positively promoting positive ageing and/or celebrating and promoting young people.

Funding conditions

- Applicants must contribute a minimum of 50 per cent toward the total project cost, excluding GST. This may comprise of upfront cash and 'in-kind' support (e.g. volunteer labour hours and materials) and/or other funding sources.
- The event must take place between 1 January 2022 and 31 December 2022 and the funds acquitted in accordance with agreed terms and conditions.
- Very few, if any, projects can be funded to the full amount requested due to the number of applications received. Applicants should determine whether their project will still be able to proceed without the full funding amount requested and reconsider their application if not.
- 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) and this will be considered during the assessment process for each grant.
- 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.

EVENT CATEGORIES

The Community Events Grants provide cash and in-kind support for a diverse range of events under the following categories:

General community events

The funding available under this category is for events that meet the objectives of the Community Events Grant but do not align with another event category or targets a broader audience.

Funding of up to \$6000 is available per event.

ANZAC events

The funding available under this category aims to support events and activities that provide opportunities for our community to come together to commemorate ANZAC Day. Funding is dependent on the predicted attendance numbers for your event.

Applicants can apply for:

- up to \$2000 for events attracting between 0–2000 people
- up to \$5000 for events attracting between 2001–5000 people
- up to \$8000 for events attracting more than 5000 people

Christmas and carols events

The funding available under this category aims to support events and activities that provide opportunities for our community to come together to celebrate Christmas.

Funding is dependent on the predicted attendance numbers for your event.

Applicants can apply for:

- up to \$500 for events attracting between 0-250 people
- up to \$1000 for events attracting between 251-1000 people
- up to \$2000 for events attracting between 1001-2000 people
- up to \$3000 for events attracting between 2001-5000 people
- up to \$5000 for events attracting more than 5000 people

Cultural events

The funding available under this category is for events that inclusively supports, shares and celebrates diversity within our community to build more vibrant and resilient neighbourhoods.

Applicants can apply for up to \$3000 for any one event or activity.

Positive ageing events

The funding under this category aims to support community events and activities that encourage seniors to actively participate in their communities and share their achievements and contributions with people of all ages. Priority will be given to applications for events to be held during Every Generation Month in October.

Applicants can apply for up to \$3000 for any one event or activity.

Youth events

The funding under this category supports activities, events and projects that celebrate and promote young people in our community.

Applicants can apply for up to \$3000 for any one event or activity.

ELIGIBILITY CRITERIA

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 and be submitted with the application.
- Please refer to our Grants Policy for definitions of organisation types.
- must have an appropriate level of insurance(s) proportionate to the risk associated with the program/project being undertaken, which must include a minimum of \$20 million Public Liability Insurance cover (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 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.
- may seek funding for activities that indicate they may return a profit, however during the assessment process consideration will be given to whether council funding is required in order for the activity to go ahead, and also how the profits are likely to be used.
- 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.
- activities that are funded from more than one source must clearly show how council funds will be spent.

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

- events located in the City of Onkaparinga
- events that can demonstrate alignment with our [Community Plan 2030](#) and other strategic plans.

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

- ANZAC services
- Christmas pageants, Christmas carols/events
- cultural events
- celebrating positive ageing events
- events that celebrate and promote young people
- events that encourage physical activity
- expos and workshops.

What we won't fund

- events which are not located in the City of Onkaparinga
- events that are exclusive to members of an organisation (and not open to the general public)
- payment of ongoing salaries or recurrent operational costs (e.g. telephone, electricity, cleaning/maintenance). However once-off performers fees or initial insurance specifically for the event are acceptable
- money already spent or events that have/will commence or have taken place prior to 1 January 2022.
- multiple applications in the same grant category
- with the exception of markets, activities that are an ongoing program spanning more than two weeks (rather than a one-off event) should apply through our Community Grants – Community Development Programs.

APPLICATION AND ASSESSMENT

Applicants must apply online at 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.

Prioritisation

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

- address an identified gap and do not replicate existing services
- promote and/or facilitate inclusivity and accessibility
- achieve the greatest benefit for our city and broader communities
- target marginalised groups within our communities (e.g. social disadvantaged, culturally and linguistically diverse, Indigenous Australians, people with a disability, youth/children, mature aged)

Assessment criteria

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

Criteria	Weighting
Community and social benefits, such as: <ul style="list-style-type: none">• encouraging community participation• bringing together different age groups and cultures• low cost attendance• addressing an identified community need Alignment with our Community Plan 2030 and other strategies.	50%
Building partnerships and relationships, including working in partnerships with local community groups, businesses, volunteer organisations, schools, etc.	30%
Event promotion and recognition of council's support.	10%
Fully detailed, costed and balanced budget, with quotes and realistic pricing.	10%

- encourage community participation and inclusivity to reduce social isolation
- are free or low cost
- will increase the geographic distribution of funding across our city.
- 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.

CONDITIONS OF FUNDING

The following conditions of funding apply:

- The funding provided must be used for the approved activities. 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 including use of council land, liquor licenses and temporary road closures.
- The event must have written support from the land manager/owner, including where council is the landowner (please provide evidence with your application). For any questions regarding council permit requirements, please contact our Property Transactions team on (08) 8384 0666 or email mail@onkaparinga.sa.gov.au
- Applicants are to submit any relevant documentation to support your application, including evidence of support (for example, land owner consent, co-use support letter, partnership letters etc.)
- Applicants must ensure that safe management systems are put in place for the planning and delivery of your event. This includes undertaking a risk assessment and ensuring that key individuals involved with delivering the event are aware of the identified risks and the related mitigation strategies. (Please refer to the SafeWork SA website's resources/events safety page for a copy of a Risk Assessment Template and Event Safety Checklist, www.safework.sa.gov.au)
- Where required, the applicant will ensure that the event 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 event an acquittal report including an expenditure statement must be provided in line with the agreed funding conditions. Failure to do so may jeopardise future funding applications.
- Our City of Onkaparinga logo shall be used on all material relating to the funded activities and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the activities to the public.