



2020-21 PUBLIC PLACE IMPROVEMENT GRANT PROGRAM

GUIDELINES

Online applications close 12 noon Tuesday 10 March 2020

MESSAGE FROM THE MAYOR



Public Place Improvement Grants provide benefits to our community through improvements to public land including streetscapes fronting parks and reserves. The grants seek to activate places by improving the general appearance of an area, public safety, support economic development, environmental management and enhanced functionality.

We encourage you to contact the Grants Officer on (08) 8301 7387 to discuss your project before completing the application.

We look forward to receiving your application.

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

Mayor Erin Thompson

As a part of our Community Plan, [Onkaparinga 2035](#), we are committed to realising the vision of our city being a fun, safe and inclusive city that is attractive to live in, work in and visit. Supporting projects that improve and add vibrancy to our public places contributes towards achieving this goal.

Please note that applications can only be submitted online via our website. If you need help with the online application please contact the Grants Officer on 8301 7387.

Further information on our range of grants and sponsorship programs, including Frequently Asked Questions, is available on the grants and sponsorship page of our website www.onkaparingacity.com/grants

1. Purpose

The Public Place Improvement Grant program encourages organisations, groups and individuals to nominate works to improve public land, including streetscapes, fronting parks and reserves. Projects may seek to activate places by improving the general appearance of an area, public safety, economic development (e.g. attracting business or tourism), environmental management and enhanced functionality. Examples of funded works include:

- general landscaping on public land including natural shade, green walls¹ and nature play²
- planting of approved vegetation (not lawns) with or without associated irrigation
- temporary and/or permanent public art³, and
- street furniture⁴.

The grant applicant is responsible for all aspects of the project management and delivery. However, a key feature of this program is that a council staff member is assigned to work together with successful applicants to review and approve the project scope and sign-off on the final concept design.

Priority will be given to projects which shape and activate our centres, neighbourhoods, townships and villages, and minimise any requirement for ongoing maintenance.

Please note that verge projects are required to have proven community support and comprise of more than one verge, i.e. whole or part street projects.

2. Essential project requirements and desired outcomes

Projects must:

- be located within the City of Onkaparinga
- demonstrate broad community benefit
- demonstrate strategic alignment with our Community Plan, [Onkaparinga 2035](#) and associated strategies, e.g. Arts and Culture Strategic Plan
- be located on public land. Public art projects not located on public land, but which front public land may be considered and will be weighed against the assessment criteria

¹ Green walls are a wall partially or completely covered with greenery. Green walls are also known as living walls or vertical gardens. It can be as simple as growing climbers up the face of the wall, or growing plants in a separate container system that holds soil that is attached to a wall.

² Nature play spaces are landscaped places that enable children to play, create, learn and socialize. Landscaping includes natural elements (e.g. logs, sand, water, stones) and the use of native plants that can provide habitat and attract native birds and animals. Nature place spaces should offer a degree of 'healthy risk' and should be accessible, inviting and include space for active play.

³ Public art might include, but is not limited to sculpture, banners, projection art, entry statements, murals, and mosaics.

⁴ Street furniture might include, but is not limited to seating, bin surrounds, picnic tables, arbours and shelters.

- have written consent from the land owner. This applies for example to Department of Transport, Planning and Infrastructure owned land or private land/property-owners.
Any work on council land or assets will require written consent prior to the commencement of the project (Landowner Consent Forms). Private land/building owner consent must also be provided in writing before commencement of any work
- obtain development consent and/or any other required approvals including any engineering requirements (such as footings, fixtures and other installation requirements)
- minimise impact on council's ongoing maintenance program
 - demonstrate that the community group/applicant is committed to the ongoing maintenance of the project site once completed
- be completed within the 2020-21 financial year (not start before 1 July 2020 and be completed by 30 June 2021)
- contribute positively to the existing character of the locality
- demonstrate the use of good environmental practices
- minimise risk to natural environment, public safety, socio-political issues and businesses
- contribute a minimum of 50% toward the total project cost, this may comprise of upfront cash and in-kind support (e.g. volunteer labour hours and materials) and/or other funding sources
- comply with all relevant legislation and standards
- not restrict or obstruct access to public land.

Art projects may require written permission from council's Public Art Project Assessment Panel.

Any mural work must be finished with council approved Anti-Graffiti coating.

Any work that involves Aboriginal themes, artworks or elements will require written permission and/or letters of support by the relevant Aboriginal organisations such as Kurna Nation Cultural Heritage Association (KNCHA) and/or Kurna Warra Karrpanthi (KWK).

No grant project work can include promotion or advertising of a business of any kind, i.e. no logos, brand names, bodiless names, links etc.

Any images and/or examples of work used must be the applicants own; otherwise the source must be cited.

3. Desired outcomes include projects that:

- have commitment from a broad range of community groups (e.g. businesses, residents, schools, sporting clubs)
- shape or activate our centres, neighbourhoods, townships and villages
- provide a range of benefits to our communities by funding a variety of projects e.g. landscaping, planting approved vegetation, public art and street furniture
- provide opportunities to recognise and promote council's support of the project.

4. Eligibility

To be funded an organisation must be a legal entity as defined by the Australian Tax Office (ATO).

- Incorporated 'not for profit' organisations
- Businesses
- Multiple property owners
- Schools and child care centres
- Sporting clubs
- Artists.

Unincorporated groups and individuals are eligible to apply provided applications are auspiced by an appropriate incorporated body that meets the eligibility criteria.

Applicants wishing to be auspiced **must** complete and include a 2020-21 Grants and Sponsorship Program [Auspicing Form](#). The completed Auspicing Form must be submitted **as a part of the grant application**.

Organisations that have previously received council funding are eligible to apply provided the previous grant has been delivered in accordance with the Conditions of Funding, and the evaluation report has been completed in full and submitted to the satisfaction of council within the required timeframe.

Elected members and employees of the City of Onkaparinga are not eligible to sign or be listed on any grant application

Groups or organisations currently in receipt of council funding may apply, providing the application is for a separate project or stage, and all contractual obligations have been/are being met.

It is possible to request funding to extend current council streetscape works.

Applicants may only submit one Public Place Improvement Grant application in any financial year.

Applicants must have current public liability insurance (\$20 million). Contact Local Community Insurance Services www.localcommunityinsurance.com.au/ or your insurance broker for advice.

The following items/activities are not eligible for funding:

- turf, due to the high level of ongoing maintenance required
- planting of declared pest plants
- fencing (unless being considered as part of a public artwork)
- landscaping that is a requirement of any development approval and is the responsibility of a private developer
- projects to assist with compliance of a previous development application
- money already spent or projects started before the grant is formally approved (retrospective funding will not be considered)
- recurrent operational costs (e.g. salaries, postage, telephone).

Available funding

The maximum grant available is \$5000 for up to 50% of the total cost of approved projects.

Applicants are required to match funding in cash and/or or in-kind support (e.g. materials and volunteer hours).

Please note, given the limited amount of funding available, eligible applications may not necessarily be funded or receive the full amount of the grant request. Unsuccessful applicants may reapply in a future funding round.

5. Application process

Applicants must submit their 2020-21 Public Place Improvement Grant application **online** via the council website by 12 noon Tuesday 10 March 2020. All supporting documentation must be uploaded along with the application.

Prior to commencing your application, please contact the Grants Officer on 8301 7387 or email grants@onkaparinga.sa.gov.au to discuss your proposed project and clarify any requirements that may need to be taken into account in relation to the proposed project site.

Once an application has been received online:

- an acknowledgment will be sent to the nominated registered contact
- the eligibility of the application will be checked by the Grants Officer. Organisations will be notified if their application is ineligible for assessment
- eligible applications will be assessed by a panel which comprises of staff and at least one elected member. The assessment panel may seek further information or clarification on aspects of the application
- funding recommendations will be made by the panel taking into account:
 - a) the score and ranking of all projects following the assessment process and
 - b) the amount of cash and any other support requested for each project
- funding recommendations for Public Place Improvement Grants will be referred to Council (or a Committee of Council) for approval in late June 2020
- applicants will be notified of the outcome of their application within 14 days of the Council (or Committee of Council) decision.

The Council's (or Committee of Council's) decision is final, and there is no appeals process.

6. Assessment criteria

A maximum of five public art projects will be funded per funding round. In the event that more than five applications for eligible public art projects are received, we may exclude applications that meet the following criteria:

- Applicants that received a Public Place Improvement Grant in the previous financial year.
- Applicants that receive their core funding from state or federal government, e.g. schools, health services.

The criteria below will then be applied when assessing the remaining grant applications.

Applications will be assessed giving consideration to alignment with expected project requirements and desired outcomes (as outlined in section 2). The criterions used to assess Public Place Improvement Grants are:

Criterion	Weighting
Quality of project proposal (including improved general appearance, environmental sensitivity, public art and public safety outcomes)	25%
Location significance (centres, neighbourhoods, townships and villages)	25%
Benefits for our wider communities	15%
Benefits to economic growth (the south as a destination)	15%
Demonstrated community support	10%
Quality of the project application (such as budget) and value for money	10%

7. Funding Conditions

Please note, while funding is awarded to successful projects our cash contribution (the grant) is retained until the nominated council staff member working with the grant recipient has approved the project scope and sign off on the final design concept, and sighted any necessary approvals.

Outlined below is a summary of the key funding conditions:

The applicant will lead the project and work in conjunction with the nominated council officer/s to deliver the grant by:

- attending scheduled meetings with council staff to obtain final concept approvals and assess project progress.
- negotiating any changes to the project or variations to the information provided in the Public Place Improvement Grant application form. This includes advising the Grants Officer if it is decided to not proceed with the project.
- undertaking a risk assessment of the project at **least four weeks prior** to commencing the project. This includes ensuring that key individuals involved with delivering the project are aware of the identified risks and the related mitigation strategies.
- submitting evidence of current public liability insurance (\$20 million) for the applicant and auspiced organisation (if applicable) with this application.
- obtaining all necessary approvals and ensuring that the City of Onkaparinga is not held liable for any matter arising out of this grant.
- ensuring (where required) that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, *the Anti-Discrimination Act 1991, Children and Young people (Safety) Act 2017, Disability Discrimination Act and Work Health and Safety Act 2012.*
- ensuring all relevant stakeholders including, but not limited to neighbours and businesses surrounding the project site, have been informed and/or where applicable their participation or permission has been sought/obtained.
- obtaining any required development consent and/or building approvals prior to commencing the project, if needed working in conjunction with the nominated council officer to do so.
- returning the evaluation report within two months of the completion of the project.
- promoting council through the approved use of our 'supported by the City of Onkaparinga' logo.

8. Submitting your application

Applications open Monday 20 January 2020 and close 12 noon on Tuesday 10 March 2020.

Enquiries should be directed to Sophie Rogers, Grants Officer on 8301 7387 or email sophie.rogers@onkaparinga.sa.gov.au

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