

COMMUNITY GRANTS

Community Land and Facility Improvements 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 hold free grant writing workshops when grants are open, generally in the months of July/August 2023.

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. However, should this be a barrier for your organisation please contact the grants officer for support and assistance.

Applications close

21 August 2023, 12 Midnight (end of day)

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.**



APPLY NOW

FUNDING INFORMATION

Grants of up to \$10,000 are available per application.

Purpose

The Community Grants – Community Land and Facility Improvements grants align with the Community Plan 2030 theme of ‘People’ and ‘Place’, strategic plans including (but not limited to) the Community Capacity Strategic Plan 2021–24, Inclusive Communities Action Plan 2021–24, Sports and Active Recreation Strategic Plan through providing improved public spaces, buildings and facilities where our communities can meet.

The intent behind all of council’s grants is to support our communities to plan, manage and deliver their own initiatives for the benefit of the broader community.

These grants encourage not-for-profit organisations and groups to undertake works to improve community facilities (such as council buildings), including community venues, streetscapes fronting parks and reserves, and community recreation areas and trails.

Objectives

The Community Grants – Community Land and Facility Improvement grants aim to provide funding to activate community public spaces and facilities by:

- improving the public safety of an area or facility
- enhancing the functionality of an area or facility
- improving the general appearance of an area or facility
- encouraging the community usage of an area or facility
- increasing active recreation in an area or facility.

Funding conditions

- Applicants must contribute a minimum of 50 per cent toward the total project 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 items over \$250, quotes must be uploaded with application. 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.
- The project can commence after funds have been issued.
- Funds must be acquitted before 30 June 2024 in accordance with agreed terms and conditions.
- Applicants will be asked to return funds if the project does not eventuate or meet the Conditions of Funding
- 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 consider in the assessment process).
- 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

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 to be submitted with the application).
- Please refer to our [Grants Policy](#) for definitions of organisation types.
- Applicants 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/project 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 approvals given. Contact Local Community Insurance Services www.localcommunityinsurance.com.au or your insurance broker for further advice/assistance.
- Applicants 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.
- 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.
- Any applicant that has an unresolved matter with Council for example (but not limited to):
 - failed to comply with all applicable statutory requirements including but not limited to, all acts and activities that constitute development pursuant to the *Planning, Development and Infrastructure Act 2016*
 - are in litigation with council
 - have outstanding debts with council

What we can fund

- projects located in the City of Onkaparinga
- projects that can demonstrate alignment with our Community Plan 2030 and other strategic plans
- projects that provide benefits to the wider community by encouraging opportunities for community participation and recreation
- projects that are planned, managed and delivered by community organisations
- projects that bring neighbours together to work collaboratively on a project, and/or projects that target marginalised groups within our communities are encouraged
- projects that are located on Council land
- projects that are located on private property or on land owned by State/Federal Government but provide a clear defined benefit to the community.

ELIGIBILITY CRITERIA

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

- fixtures that are constructed or upgraded to improve or extend the life of a facility (e.g. shade structures, scoreboards, BBQ areas, storage sheds and skylights)
- general landscaping on public land including natural shade, green walls and nature play spaces
- planting of approved vegetation (not lawns) with or without associated irrigation
- street furniture (e.g. fixed park benches, bin surrounds, fixed picnic tables).

What we won't fund

- projects which are not located in the City of Onkaparinga
- projects that are not planned, managed and delivered by community organisations
- purchase of land or facilities
- payment of ongoing salaries
- recurrent operational costs (e.g. telephone, electricity, cleaning/maintenance, ongoing insurance)
- turf or lawn, due to the high level of ongoing maintenance required
- planting of declared pest plants
- 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
- purchases made, projects started or money already spent prior to funding being issued. Retrospective funding will not be considered (including contractual payment plans that have already commenced)
- fixtures, fittings and items that can be easily removed from the building or grounds
- costs associated with preparing and submitting a funding application
- funding of consultancy work (unless essential for the project)
- multiple applications in the same grant /grant round.

Additional requirements/information

- For any projects located on council land or in council buildings, council staff will provide advice and support to guide you throughout your project. It is recommended that you seek landowner consent prior to submitting your application. The Grants Officer will connect successful applicants with the most appropriate staff member.
- For any projects that may require development approval please contact the Duty Planning Officer on (08) 8384 0666.
- You can only submit one application for this grant per round. However, applicants are able to submit applications to separate grants within the same financial year (one application per grant) for different activities, however to ensure equity and fair access to our 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.
- We encourage you to contact us with your ideas and we can advise you if they are eligible or if an alternative funding program would be suitable. We may be able to provide assistance or have suggestions on sourcing elements of your project.

APPLICATION AND ASSESSMENT

Applicants must apply online at www.onkaparingacity.com/grants

Application process

You will be required to upload the following documents with your application:

- written quotes providing evidence of all projected costs
- site plan of the project and its location (photographs and specifications etc.)
- business/strategic plan or committee minutes identifying the project (please highlight the relevant sections)
- land owner consent application form or council approval letter for projects on council land/facilities or letter of consent from landowner/management board for non-council owned land/facilities
- auspice form/letter if the applicant is not an incorporated body
- support letters from other users of the facility (where applicable).

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 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 projects that:

- align with Council strategic direction
- facilitate improvements to meet Australian Standards, risk, lease responsibilities
- increase participation in sport and recreation

- promote and/or facilitate inclusivity and accessibility
- benefits economic growth (the south as a destination)
- maximise use and provide broader community access to facilities and public spaces

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, and
- 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 that:

- received a community grant in the previous round/year, in particular organisations that received a Community Land and Facility Improvement Grant in the previous round
- have projects that are located on private property or on land owned by state or federal government or a profit-making entity.
- are recommended/are likely to be recommended for other grants in the current funding round
- have greater access to funding from sources other than this grant (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.

APPLICATION AND 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">• addresses one or more of the objectives outlined on page two of these guidelines• the overall benefits for our communities, including the number of individuals that will benefit	60%
Project management and relationship building including: <ul style="list-style-type: none">• demonstrated experience in managing community projects• project location and accessibility for the community	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 activities. Any changes to the funded activities detailed in the application may not be undertaken without prior written approval from council.
- Council's cash contribution (the grant) is retained until the nominated council staff member working with the grant recipient has approved the project scope and signed off on the final design concept and sighted the necessary approvals.
- For some projects funding may be provided in two instalments with 75 per cent on approval of the final design and sighting of any necessary approvals and the balance (25 per cent) paid on satisfactory completion of the project and submission of an acquittal report.
- Where applicable, 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
 - 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.
 - 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
 - negotiating any changes to the project, or variations to the information provided, in the Community Land and Facility Improvements Grant application form. This includes advising the Grants Officer if the project does not proceed.
- Verge projects are required to have proven community support and comprise of more than one verge (i.e. whole or part street projects).
- Where applicable, applicants must obtain any necessary approvals before applying for the grant and meet any costs associated with those approvals, including where applicable:
 - any required wastewater works [approvals](#) or food business/event [notification](#) (please contact our Community Health team)
 - any required landowner consent, development approval (planning and building consents - please contact our Development Services team via 8384 0666)
 - any required permits to trade/operate from a council-controlled area. Please contact our Property Transactions team mail@onkaparinga.sa.gov.au prior to commencing the project.
- 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*.
- Where applicable, applicants must ensure that the installation of sporting infrastructure complies with relevant standards for your sporting code.
- The applicant must ensure that any project fixtures, fittings and items are permanent and are not removed from the project location.
- The applicant is responsible for undertaking any further works or repairs at the facility or land which arise as a result of the works.

- Our City of Onkaparinga logo shall be used on all material relating to the funded project and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the project to the public.
- Applicants must ensure that safe management systems are put in place for the planning and delivery of your project. This includes undertaking a risk assessment and ensuring that key individuals involved with delivering the project 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)

Acquittal

- At the completion of the project an acquittal report including an expenditure statement and all receipts over \$250 must be uploaded and 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.