

COMMUNITY GRANTS

Community Open Round Grant 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 the grants officer.

Grants Officer

Phone (08) 8301 7387

Email grants@onkaparinga.sa.gov.au

HOW THIS GRANT WORKS

Applicants apply online by submitting an expression of interest.

Expressions of interest are shortlisted.

Shortlisted applicants are invited to an event to make a short pitch for funding. Shortlisted applicants must attend the event on 23 March 2024. Applicants will vote and decide on the projects to be funded.

APPLICATIONS

To be successful, expressions of interest 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

Expressions of interest close

23 February 2024 (at noon South Australian time)

Presentations (those invited to participate)

Saturday 23 March 2024, 2pm–5:30pm

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

Grants of \$2000 are available per application.

Purpose

The Community Grants – Community Open Round provides funding opportunities that aim to foster community participation in a range of initiatives which build capacity, connectedness, wellbeing and a sense of place. These grants encourage and celebrate our community and cultural life, aligning with the Community Plan 2030 pillars of ‘People’, ‘Place’ and ‘Prosperity’, 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.

These grants provide an opportunity for applicant’s whose projects, activities or timing don’t quite fit with some of our other grants to apply for funding. It also offers the chance to showcase potential projects/activities to the wider community and gives the community an opportunity to decide who and what is funded.

The Community Grants – Community Open Round provides funding to:

- help achieve our Community Plan 2030 outcomes and other strategic priorities
- support community-led initiatives that wouldn’t otherwise happen
- build the capacity and capability of our communities
- improve the quality of life for our communities.

Objectives

The objectives of the Community Grants – Community Open Round are to contribute to:

- offering alternative approaches to reducing social isolation (encouraging people in our community to connect with new friends, re-join old networks or simply get to know their neighbour)
- increasing skills, knowledge and leadership capability within our community, and building community capacity through learning and sharing of knowledge (make an impact and leave a legacy that lasts beyond the time of the activity)
- increasing opportunities for community members to participate in activities that celebrate the arts and cultural diversity
- increasing opportunities and providing encouragement for people to get out and enjoy, explore and appreciate our local public places (whether it is our parks, reserves, creeks, beaches, main streets or community centres).

Funding information

- The project must be completed and funds acquitted in accordance with the agreed terms and conditions.
- The successful applicant is responsible for all project costs over and above our grant.
- 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

Who can apply

- not-for-profit organisations (incorporated and unincorporated)
- individuals
- Only one project will be considered for funding, per applicant, per round/year.
- 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. 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.
- Organisations that have had unsatisfactory dealings with council may be also be precluded from receiving funding.

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

Applicants may seek funding for activities that indicate they may return a profit, however during the shortlisting 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 that they can demonstrate that the expression of interest is for a new program/activity or a different stage of an existing program/activity. However, we will prioritise applicants that have not already received grant funding from council in the current financial year.

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/expression of interest and are not eligible to sign or be listed on any grant application/expression of interest.
- 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 or activities located in the City of Onkaparinga
- projects or activities that provide benefits to the wider community
- projects or activities that target marginalised groups within our communities
- projects or activities that address a demonstrated need
- projects or activities that do not duplicate other locally available services
- Once off event/program insurance costs.

What we won't fund

- projects 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, utility bills, ongoing insurance)
- minor equipment purchases relating to recurrent operational costs (i.e. items purchased on a frequent basis)
- prize money, awards and trophies
- programs or events previously funded, unless new stage
- fundraising via direct requests for donations or sponsorship.

Additional requirements

Expressions of interest must be received by the deadline of the funding program through the SmartyGrants online system. Late expressions of interest will be deemed ineligible and will not be accepted.

Applicants must apply online by submitting an expression of interest through the Grants page on our website:

www.onkaparingacity.com/grants

Shortlisting process

Once an expression of interest (application) has been received:

- receipt of application will be acknowledged via email
- applications will be checked for eligibility
- shortlisting of applications will be undertaken by a panel
- shortlisted applicants will be invited to pitch their idea as part of an event where other shortlisted applicants will vote on their top projects/activities for funding
- applicants will be advised of the outcome of their applications at the conclusion of the process.
- Where shortlisting is not required, due to ten or less eligible applications being received, a grant assessment panel will be convened in lieu of the 'pitch' event.

Prioritisation

In the shortlisting process, higher priority will be given to:

- projects that align best with our Community Plan 2030 and other strategic plans and action plans
- projects/programs that address an identified gap and do not replicate existing services
- projects that would not normally be eligible for one of council's other grants
- projects with timelines that do not suit one of council's other grants timing
- applicants that have not already received grant funding from council in this current financial year.

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

- will achieve the greatest benefit for our city and broader communities
- target marginalised groups within our communities (e.g. social disadvantaged, culturally and linguistically diverse, First Nations people, 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
- will increase the geographic distribution of funding (for this grant) across our city.

Lower priority will be given to:

- project that are to pay a facilitator or an event organiser
- projects that would be eligible for funding through council's next round of grants
- applicants who have received funding in recent financial years.

Assessment - how successful applicants are decided

Applicants who are successful in the shortlisting process will be invited to an event to make a short pitch which outlines the project/activity they are hoping to have funded. This will involve a four minute presentation of their idea and why it should be funded. This can take the form of a speech, or even a song or skit. Your pitch will be presented to the other shortlisted applicants. The pitches/presentations that receive the most votes will be selected to be funded (\$2000 each, regardless of the project costs).

Where ten or less eligible applications are received it would not be necessary to run the 'pitch' event because all applicants would inevitably be funded. Instead, a grant panel will be convened to assess the eligible applications. The panel will determine the funding allocations based on the eligibility and prioritisation process outlined in these guidelines.

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 expression of interest may not be undertaken without prior written approval from council.
- obtain any necessary approvals 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 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 a certificate of currency for Public Liability (proportionate to the risk associated with the program/project being undertaken) must be provided along with the signed Conditions of Funding.
- 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.

Acquittal

- At the completion of the event an acquittal report including an expenditure statement and all receipts 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.