

Economic Prosperity

Cultural Vitality

Community Well-being

Social Equity

Environmental Sustainability



# Community Grants Scheme Guidelines

Community Funding Program



City of  
Norwood  
Payneham  
& St Peters

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## Introduction

The City of Norwood Payneham & St Peters, through its Community Funding Program, provides opportunities for local groups and organisations to receive funding to support their activities and to develop new initiatives, which will benefit the wider local community.

Applicants are able to access funding through two Grants Schemes:

- **Community Grants Scheme**
- Public Art & Culture Grants Scheme

## Purpose of the Community Funding Program

The purpose of the Community Funding Program is to assist local, not-for-profit, community groups, organisations and individuals establish and undertake innovative projects or activities, which enhance community wellbeing.

## Link to the Council's Strategic Plan

The Community Funding Program is based on the Outcomes, Objectives and Strategies contained in the Council's Strategic Plan, *CityPlan 2030: Shaping Our Future*. Applications for funding assistance should be able to demonstrate a direct link to one or more of the *CityPlan 2030* Outcomes, Objectives and/or Strategies.

## Funding Categories – Community Grants Scheme

There are four Community Grants Scheme categories under which the Council provides funding (i.e. Community Development, Environment, Events or Sports & Recreation). Applicants will need to nominate which category they wish to be considered under.

### 1. Community Development

This category supports the establishment of community development initiatives that are based around general community well-being. Examples include, but are not limited to:

- Projects, programs and/or activities that are focused on the participation and inclusion of local citizens in community life;

- Knowledge and capacity building for individuals and groups in eligible organisations;
- Learning and skill development, which aim to build people's skills to benefit community organisations, programs or projects;
- New initiatives or programs, especially those that target disadvantaged groups;
- Community health, safety and/or wellbeing programs;
- Establishment of a new group or organisation, which will benefit the broader community; and,
- Purchase of new equipment or items that increases the ability of a group to deliver a service, activity or program to the wider community.

### 2. Environment

This category incorporates projects and activities that focus on addressing the Community's impacts on the environment. Examples include, but are not limited to:

- Initiatives that protect and enhance the local environment and/or promote sustainable living projects, activities and programs, including:
  - Recycling and waste minimization;
  - Pollution reduction;
  - Reducing water and energy use;
  - Encouraging biodiversity;
  - Re-vegetation and sustainability projects; and,
  - Natural resource management and conservation.
- Environmental education, awareness and participation projects; and,
- Community garden projects.

### 3. Events

This category supports community events held within the City of Norwood Payneham & St Peters, with broad appeal to the local and wider community. Examples include, but are not limited to:

- Events that demonstrate social, cultural and/or environmental benefits to the community;
- Events that celebrate significant occasions;
- Events that encourage cultural diversity or bring communities together;

- Events that encourage community members to come and try a new leisure or recreation activities; and,
- Equipment hire for community events.

#### 4. Sport & Recreation

This category encourages clubs and groups to increase opportunities for physical activity, health and wellbeing. Examples include, but are not limited to:

- Innovative community sport, recreation and physical activity programs;
- Sport, recreation and physical activity programs that are new to the City of Norwood Payneham & St Peters;
- Sport, recreation and physical activity projects targeting disadvantaged groups; and,
- The purchase of new equipment that supports an organisation's activities and/or, which increases the capacity of a group to deliver sport, recreation and/or physical activity programs.

### What Funding is Available under the Community Grants Scheme?

Applicants may apply for up to \$5,000 per financial year. The \$5,000 can be used for one activity, or spread over several applications for different activities. However, each project or activity will require a separate application form and will be assessed individually. A maximum total of \$5,000 will be awarded within any one financial year.

### Who Can Apply for Funding?

- Non-government organisations;
- Voluntary associations;
- Community groups and organisations;
- Sporting and recreation clubs; and,
- Individuals may only apply under the auspice of a not-for-profit group or organisation that they are associated with.
- Schools are eligible to apply for grants under the following conditions:
  - Applications under the Community Grants Scheme in the Environment and Events categories will only be considered;

- Applications will not be accepted from schools for the Community Development or Sport and Recreation funding categories;
- Activities that are part of the school curriculum will not be considered, unless the activity links strongly with the wider community;
- Activities that develop, improve or maintain school grounds or property will not be considered, unless the activity has an identified benefit to the wider community and can be accessed by the wider community; and,
- Schools must be able to demonstrate limited capacity to access or raise funds for the activity being applied for.

### When Can I Apply for Funding?

Funding rounds are open twice per year, generally in February and August.

### Eligibility Criteria

To be eligible for funding, applicants must be:

- Not-for-profit, and
- An incorporated association, and
- Based in the City of Norwood Payneham & St Peters, and/or
- Proposing an activity that will take place in the City of Norwood Payneham & St Peters for the benefit of the local community and those who live, work or visit the City.

In cases where a group is not an incorporated association, it must demonstrate that it has the support of an incorporated association that will take legal and financial responsibility for the administration of any grant funding awarded.

### What cannot be funded?

Funding cannot be used for:

- Payment of ongoing salaries or wages (not including instructors or tuition fees). Note: a position created for the length of the project/activity is considered eligible.
- Recurrent operating or maintenance costs, including the day to day operations of an organisation or group.

- Building running costs (i.e. gas, electricity, water).
- Capital works, renovations, ongoing maintenance or upgrading of facilities belonging to government bodies (including the Council).
- Conferences and/or travel allowances/expenses.
- Prize monies.
- Fundraising activities/events.
- Reimbursement of monies already spent, where the activity has been partially or completely undertaken, or items that have been purchased prior to the application being lodged and/or approved.

## Ineligible Applications

The following projects, initiatives, activities or items are considered ineligible:

- The activity has a political or religious purpose or objectives.
- The application has safety and/or environmental risks associated with it.
- Clear duplication of an existing service, program, project or event.
- Is deemed to be inappropriate or offensive.
- Proposes to purchase items for private use.
- The activity is primarily associated with, or for the benefit of, a commercial organisation.
- Activities or programs that are considered to be primarily the responsibility of the State or Federal Government, or programs conducted or overseen by State and Federal Government Departments are ineligible.

Applications from previously funded groups who have not satisfactorily fulfilled requirements regarding financial accountability, acquittal and reporting for completed projects will not be considered.

Any applicant who undertakes canvassing or lobbying of Elected Members or employees of the City of Norwood Payneham & St Peters, in their relation to their grant application/s, prior to or during the application and assessment process will not be considered.

## What is the Funding Criteria?

Applications should meet the following funding criteria:

1. Applicants should be able to demonstrate a direct link to one or more of the Council's long term Strategic Plan (*CityPlan 2030*) Outcomes, Objectives and/or Strategies.
2. The purchase of equipment must have a clearly stated purpose.
3. Programs and events should enable members of the local community to increase their skills, knowledge and understanding and encourage ongoing meaningful participation and involvement in community life.
4. Applicants must provide evidence of their own contribution, either cash or in-kind, towards the project or program.
  - a. In-kind volunteer hours are to be calculated at \$27.45 per hour.
  - b. Other in-kind contributions can include donated materials, professional expertise, venue hire, and other costs being absorbed by the organisation/club.
5. Activities (i.e. programs, projects or events) should demonstrate the ability to deliver a significant benefit to the City of Norwood Payneham & St Peters community.
6. All parts of the Application Form must be completed and accompanying support materials (including quotes) must be received by the closing date.

## Funding Priorities

- Priority may be given to projects/activities that are new and innovative and that aim to satisfy an unmet community need, or those projects/activities which identify and cater to the needs of groups with special needs including those who are:
  - Socially isolated;
  - Disabled; and/or,
  - Culturally and linguistically diverse.
- Applicants must have limited capacity to raise funds from other sources or have no alternative sources of funding.
- Preference will be given to eligible groups, organisations, associations and clubs that have not received Community Grant Scheme or Public Art & Culture Grant Scheme funding in the previous 12 months.

## Insurance

All applicants should consider conducting a risk assessment process for their project or activity to address any necessary insurance implications. Organisers should check their current insurance arrangements to determine if any extra cover is required.

Certificates of currency for public liability (or other required forms of insurance cover) may be requested as part of an application (i.e. for community events).

## GST Requirements

Funds are subject to GST legislation and the Council requires supply of either:

- ABN status
- GST status
- GST exemption declaration

If your application is successful and your organisation is registered for GST, the Council will require a valid tax invoice before the grant can be processed.

## Conditions

- The Community Funding Program is not designed to provide any individual, group or organisation with recurrent funding for any specific activity.
- Applications will not be accepted when the same applicant submits multiple applications for funding, up to and over the maximum amount required, with no indication of priority based on need.
- Applicants must hold the appropriate insurances for the implementation of their grant-funded program/activity.
- Applications received after the closing date are ineligible and will be returned to the applicant.
- All applications must be completed in full or they will not be accepted.
- All applications must be received on the Council approved Application Form and by the closing date or they will not be accepted.
- The amount of funds awarded by the Council may not be the full amount requested.

- Successful applicants must confirm their intention of accepting the grant and conditions by completing an Acceptance and Conditions Form, which must be received by the Council before any grant funding is released.
- Any changes to the project expenditure must be submitted to the Council in writing for approval, prior to any changes in the expenditure of the grant funds being made.
- Projects must be completed within **twelve (12)** months of funding being received.
- As part of the grant acceptance process, you may be required to attend a function to celebrate all community funding and to share your project/event with other grant recipients.
- Successful applicants must acknowledge the City of Norwood Payneham & St Peters in any media, publications or publicity regarding the activity or event receiving funding.
- The Council reserves the right to publish your organisation/ club name on the City of Norwood Payneham & St Peters website and in Council publications such as *Look East*.
- The decision of determining successful applicants is final. However, all decisions are subject to review pursuant to the *Local Government Act 1999*.

## Assessment Process

- Applications will be assessed by a panel of Council staff and will take into account the ability of the proposed program or project to meet the eligibility and funding criteria as stated in these guidelines.
- Assessment will be completed within six **(6)** weeks of a round closing.
- Applicants will be notified in writing of the result of their application.

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## Grant Acceptance

In order for funds to be released, an Acceptance & Conditions Form and a Supplier Application Form, must be completed and returned to the Council within two (2) months of receiving notification that the application has been successful.

## Evaluation and Acquittal

Successful applicants are required to submit a Financial Acquittal Form within three (3) months of the project completion. This should include a signed acquittal report, which includes a brief financial statement detailing how the funds were expended. Receipts for purchases must be included.

To be eligible for future grant funding, applicants must have acquitted all previously successful funding provided by the City of Norwood Payneham & St Peters. Except when groups or organisations that are currently in receipt of any form of Council funding (i.e. round one funding) can demonstrate that the community grant funds will be expended to the requirements of the current funding agreement, prior to being awarded or receiving further funding (i.e. round two funding).

Grant recipients are also required to complete and submit a Reporting and Evaluation form, which will briefly describe the outcomes and comment on the extent of the success of the grant funding. This must also be provided to the Council within three (3) months of the completion of the activity, project or program. Visual documentation of the activity associated with the grant funding is also encouraged to be submitted (i.e. photos, images, posters, flyers).

## How to Apply

Applications may be lodged as follows:

### Hard copy in person to:

Norwood Town Hall, 175 The Parade, Norwood

### Posted to:

'Community Funding Program'

City of Norwood Payneham & St Peters

PO Box 204, Kent Town SA 5071

### Electronic submissions may be sent via email to:

[townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)

For further information or assistance, please contact Sophie Schuetze, Events & Campaign Coordinator on 8366 4622 or [sschuetze@npsp.sa.gov.au](mailto:sschuetze@npsp.sa.gov.au)