

# Community Grants Program September 2018 Guidelines



## WHAT IS THE PURPOSE OF THE COMMUNITY GRANTS PROGRAM?

The purpose of the program is to encourage and support community projects that provide a service or program to residents of the City by fostering opportunities for individuals, community groups and organisations to access and participate in a wide range of activities and projects.

Grant funding of up to \$4,000 is available.

Funding is offered twice a year and, for the 2018/19 financial year, applications close in **September 2018** and **March 2019**. The closing date for the September 2017 funding round is **Friday 28 September 2018**.

**Late applications will not be accepted.**

## WHO CAN APPLY?

Applications will be considered from \*individuals, not-for-profit community groups and organisations. Applicant organisations do not need to be incorporated but must have a current bank account in the applicant organisation's name.

Individuals, community groups and organisations may only submit one application per funding round.

Applicants must operate within the Unley local government area or proposing an activity that will take place within the Unley LGA.

*\*Individuals may only apply under the auspice of a not-for-profit community group or organisation.*

## WHAT FUNDING IS AVAILABLE?

You may apply for funding of up to \$4,000 in the areas of:

- **Recreation** (i.e. innovative community recreation and physical activity programs; new equipment, fitness programs new to Unley)
- **Art and Culture** (i.e. collaborative arts projects between artists and the community, cultural awareness programs, community art projects)
- **Community** (i.e. new initiatives and/or programs especially targeting disadvantaged or minority groups, learning and skill development, community health and safety programs, new equipment that increases the ability of a group to deliver a service or program to the wider community, promotion of healthy eating and access to healthy food)
- **Environment** (i.e. community garden projects, environmental awareness and education, streetscape programs in partnership with Council, initiatives that reduce water and energy use, waste, minimise pollution or improve vegetation)

## WHAT IS THE CRITERIA FOR FUNDING?

Your application must:

- Meet an identified recreation, cultural, community and/or environmental need in the City that is clearly defined and researched.
- Be of direct benefit to residents of the City of Unley.
- Encourage active citizenship and participation by the wider community to provide access to a unique and diverse opportunity.
- Have a clearly defined evaluation process.
- Show the ability to obtain additional resources if grant money forms only part of the funding needed. Resources could include fund raising, grants, volunteers, in kind support, use of existing funds, etc.

## IF YOU ANSWER **YES** TO ANY OF THE FOLLOWING QUESTIONS, YOU ARE **NOT ELIGIBLE TO APPLY**.

Will the funding be used for:

- Ongoing salary or salaries (a position created for the length of the project is considered eligible) or associated day-to-day operational costs.
- Reimbursement of moneys already spent or for projects, programs or purchases that have already been completed or costs/expenses that have already been incurred prior to **1 January 2019**.
- Activities and purposes primarily associated with, and for the benefit of a commercial organisation.
- Renovations or capital works, defined as permanent improvements to a building or grounds that will increase its capital value.
- A purpose or purposes where the core funding responsibility normally rests with the State or Federal Government.

## WHAT ELSE?

- All applications must be received on the Council approved Application Form and by the closing date.
- Successful applicants must confirm their intention of accepting the grant and conditions by completing a Grant Acceptance Form, which must be received by Council before any grant funding is made.
- If your project requires additional support, approval or permissions from other areas of Council eg Development Applications, traffic management requests, reserve/park hire or environmental health issues, please ensure you seek advice from the appropriate area of Council prior to submission of your application.

- You are required to submit a Final Financial Acquittal Report within two months of the project completion. Receipts for purchases must be included. Any applicant not meeting this obligation could be ineligible for future financial support.
- As part of the grant acceptance process, you may be required to attend an evening function to celebrate all community grant funding and to share your project/event with other grant recipients.
- Any changes to the project expenditure must be submitted to Council in writing for approval.
- Successful applicants must acknowledge the City of Unley in any publications or publicity regarding the project.
- Council reserves the right to publish your organisation/club name on the City of Unley web site
- If your application is for purchases of \$500 and over, you must submit a minimum of two quotes with your application.
- In kind volunteer hours are to be calculated at \$27.45 per hour.
- Other in kind contributions can include donated materials; professional expertise; venue hire; other costs being absorbed by the organisation/club.

## INSURANCE

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

## WHAT HAPPENS TO MY APPLICATION?

- You will be sent a notification that your application has been received.
- Applications are assessed by the Administration and recommendations submitted to an Elected Member working party prior to presentation to the **December 2018** Council meeting for final endorsement.
- You will be notified of the outcome of your application within one week of the Council meeting.
- If your application is successful, prior to payment being made, all additional support, approvals or permissions from other areas of Council must have been obtained, and the Grant Acceptance form must be completed and returned to Council.
- The Council reserves the right to part-fund or refuse an application.

## HOW TO APPLY?

Please complete the checklist below and return the application form and supporting documentation to the City of Unley.

- I have read the guidelines and, to the best of my knowledge, the organisation is eligible.
- I have completed all sections and signed the application form.
- I have attached quotes for the purchase of new items costing \$500 and over.

Post to: Executive Assistant City Services  
Community Grants Program  
City of Unley  
PO Box 1  
Unley SA 5061

Hand deliver: The City of Unley  
181 Unley Road  
Unley SA 5061

Artists and individuals working in conjunction with a group or organisation should apply under the auspice of an incorporated organisation.

## GRANT WORKSHOPS

Workshops will be held for those groups and artists who would like assistance with their grant applications. The workshops will include information on applying for grant funds; however, the primary focus will be on the “nuts and bolts” of applying for grant funding. Topics will include incorporation, auspice applications, taxation, eligibility and budget preparation.

If you would like to attend a workshop, contact the City of Unley on 8372 5108.