

# Community Grants Program

## September 2021 Guidelines

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

The purpose of the program is to encourage and support community initiatives that respond to local needs, enhance community wellbeing and quality of life and are of benefit to our residents.

Grant funding of up to a maximum of \$4,000 is available. Projects and/or programs that commence prior to 1 December 2021 are not eligible and will not be funded.

Funding is offered twice a year and, for the 2021/22 financial year, applications close in September 2021 and March 2022.

**The closing date for the current round is Thursday 30th September 2021. Late applications will not be accepted.**

### WHO CAN APPLY?

- Applications will be considered from not-for-profit community groups, organisations and individuals. **However, please note that individuals may only apply under the auspice of a not-for-profit community group or organisation.**
- 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 City of Unley area or be proposing an activity that will take place within the City of Unley area.

### 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 project/program must:

- Meet an identified recreation, cultural, community and/or environmental need in the City that is clearly defined and researched.
- Not commence prior to 1 December 2021.
- 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.
- 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 e.g. 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. This includes SA Government requirements regarding COVID Safe and COVID Management plans and social distancing requirements, please visit [www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan](http://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan) for details.
- 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 and/or services of \$500 and over, you must submit all quotes with your application.

- In-kind volunteer hours are to be calculated at \$45.10 per hour.
- Other in-kind contributions can include donated materials; professional expertise; venue hire; and/or other costs 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. Applicants should ensure that all staff and volunteers associated with the project have the appropriate mandatory DHS clearances.

## 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 2021 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.

## NEED ADVICE?

If you have any questions regarding the program, eligibility of your project or how to apply, please contact the City of Unley on 8372 5111 and ask to speak with the Cultural Development Coordinator.

## HOW TO APPLY?

Please ensure that you have completed the below checklist 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 all purchases and/or services costing \$500 and over.

### Post to:

Cultural Development Coordinator,  
Community Grants Program,  
City of Unley, PO Box 1, Unley SA 5061

### Email to:

[pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)

### Hand deliver to:

181 Unley Road, Unley SA