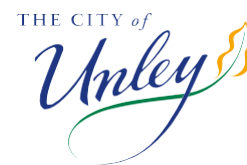


# Community Grants Program

## March 2024 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 June 2024 are not eligible and will not be funded.

Funding is offered twice a year, and for the 2023/24 financial year, applications close in September 2023 and March 2024.

**The closing date for the current round is Sunday 31 March 2024. 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.
- 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:

- Provide evidence that your project is needed by the community
- Have a direct benefit to the target community
- Be sustainable, educational and innovative
- Have a wider benefit for the City of Unley community and is aligned with council's strategic plans and addresses social inclusion and community health and wellbeing
- Be from groups that are based in the Unley Council area and/or can demonstrate that a significant proportion of the project participants are from the Unley community
- Demonstrate a need for financial support in undertaking the initiative along with the ability to contribute their own resources be it financial or in kind
- Ensure volunteers are engaged in the initiative
- Have a clearly defined promotional plan and evaluation process
- Caters for the needs of people with a disability
- Can obtain additional resources if grant money forms only part of the funding needed
- Not commence prior to 1 June 2024.

### 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 May 2024 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.

## WHAT ELSE?

- Letters of support and additional documentation always assists the assessment of the application.
- 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.
- 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.
- Staff, family of staff and Elected Members within the City of Unley cannot apply for a community grant.
- 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 twelve 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 content and/or 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 website.

## 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.
- A one-off event that could be eligible for the [Community Event sponsorship program](#).
- Any projects commencing prior to 1 December 2023.

## 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.

## 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 your application meets the criteria outlined in the Guidelines above, filled out the Budget Template and have supporting documentation and quotes to attach to the application (if applicable).

- Apply online here: [www.unley.sa.gov.au/Community-services/Grants-sponsorships](http://www.unley.sa.gov.au/Community-services/Grants-sponsorships)
- Post to:  
Cultural Development Coordinator  
Community Grants Program  
City of Unley  
PO Box 1, Unley SA 5061