



2018/2019 Community Grants Guidelines

If you require assistance or advice in completing the application, please contact:

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Yorke Peninsula Council
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1. Objectives of the Community Grants Scheme (CGS):

To continually seek innovative ways to engage and support the community and improve the quality of life on the Yorke Peninsula

To build and strengthen local networks within the community and encourage partnerships with Council in order to facilitate the effective use of community resources and encourage sustainability of services and programs to benefit the whole community

2. Applications Closing Date

Applications must be submitted online prior to the closing date of 5:00pm Friday 10th August 2018.

Council has made available \$100,000 for distribution to organisations for the 2018 / 2019 Community Grants Scheme.

The maximum grant available for any individual project is limited to \$5,000.

3. Timeline

1 st July 2018	Community Grants Scheme Open
10 th August 2018	Closing Date for Applications – Must be Lodged by 5pm. Online Applications Only
15 th – 24 th August 2018	Assessment Process
12 th September 2018	Council Endorsement
24 th September 2018	Notification of Outcomes
1 st October 2018	Funding Available
31 st May 2019	Projects Completed, Funding Expended & Evaluation & Acquittal Submitted

4. Completed Applications

Applications must be completed online using the Community Grants Scheme Application Form which is available on the Yorke Peninsula Council Website www.yorke.sa.gov.au

5. Making your application

Please make sure your application includes:

1. Application Form
2. Supporting documentation (**Failure to include these documents will render your application invalid**)
 - Certificate of Insurance
 - Proof of Incorporation
 - Quotes for scope of work
 - Recent Financial Statements (audited if applicable)
 - Evidence of Landowner Consent
 - Development Approval (if required)
 - Evidence of Community need/support

- Any other documents that will support your application

6. Request for Funding after a Successful application

Following a successful application, you must request funding by completing:

1. Evaluation Report Form
2. Tax Invoice from your Organisation to Yorke Peninsula Council for the Approved Grant Amount
3. Supporting documentation for your expenditure – Invoices from suppliers/contractors, **plus** receipts and/or proof that payment of invoices has been made
4. Evidence (e.g. photo, newspaper article etc.) that Council has been publicly acknowledged for providing financial support
5. Any other confirmation of the success of your project such as, photographs, newspaper articles / articles in club / organisation newsletter or committee minutes
6. Statement by supplier – (Only if you do not have an ABN)

7. Instructions for Applicants

1. Check that timing of the funding program is relevant to your project and that your group is ready to commence the project.
2. Please be aware that the information detailed in this application form may be publicly available.
3. Please fill in the online Application Form in full. The information is necessary to assess your application. Missing or unclear information may result in your application being ineligible for funding.
4. Applications will only be considered if submitted online and supporting documentation **must** be included/uploaded. Incomplete applications will be ineligible for funding.
5. Refer to the Yorke Peninsula Council Community Grants Scheme Policy for eligibility criteria and selection guidelines, available on Council's website.
6. Please ensure that you have the appropriate approvals or approvals in principle for your project to proceed. The allocation of a Community Grant does not waive your responsibility to obtain Development Approval or any other approval required by Government or Local Government. If appropriate approvals are not documented, your application **will not** be successful.
7. If you have any queries / comments regarding the online completion of this application form, please contact Rachel Rich, Executive Assistant to the Director Corporate and Community Services or Carolyn Wakefield, Communications and Engagement Officer at the Maitland Office on 8832 0000.
8. Applications close at 5.00pm Friday 10th August, 2018. Late applications will not be accepted.
9. Successful applicants will require written Council approval for any changes to the Grant Application, such as changes to major items purchased or the timelines of the project prior to 30 April 2019.

8. Conditions of Funding (Extract from Policy)

- a) All projects must demonstrate a contribution to the improved quality of life of residents of YPC through:
 - Clearly stated aims and a practical plan for achieving the intended purpose;

- A clearly demonstrated Community need with project outcomes appropriate and proportionate to that need (evidence must be provided);
 - Project outcomes that complement, rather than duplicate, other locally available services of a similar nature;
 - Accessibility to the widest possible range of citizens living in the area of service.
- b) All applicants should demonstrate a high degree of self-help, by providing a contribution towards the total project cost as follows:
- For grants up to \$1,000 (GST Exclusive) no contribution is required from the applicant
 - For grants over \$1,000 and up to \$5,000 (GST Exclusive) the applicant is expected to contribute \$1 towards the establishment of the project for each \$2 provided via CGS grant (e.g. \$2,500 applicant: \$5,000 grant – total of project \$7,500 (GST Exclusive)).

This contribution (GST Exclusive) may be provided in the form of financial contribution, voluntary labour (costed at \$30 per hour) or goods in kind and must be reflected in the project budget.

- c) In some circumstances, Council may not be able to provide the full amount requested, so the applicant must consider whether or not the project could still continue if only partially funded.
- d) Programs will not be funded retrospectively except in special circumstances with the approval of the Grants Working Party.
- e) The Community Grants Scheme will generally have one funding round each year. Should this round not be fully subscribed, Council will consider a second funding round call or, at Council's discretion, determine to commit remaining funds to selected community projects.
- f) Requests for a specific project already funded in a previous funding round will not receive funding unless funds are available after consideration of all new applications.
- g) Recurrent funding will not be considered.
- h) Each year the funding period is from 1 July to 30 June however all funds must be expended or assigned to a particular item of expenditure by **31 May**, in accordance with the funding agreement. Subject to clause 4.1 p), **failure to meet this deadline will generally see funding approval expire.**
- i) Application forms, guidelines for applications and closing date information will be available on Council's website from 1 July or the first working day after this date. All sections of the application must be fully completed and all supporting evidence must be supplied when the application is lodged. Any application that remains incomplete at the date and time that applications formally close will be deemed ineligible without referral back to the applicant. If applicants are unsure if they have met all requirements they should check applications with designated Council staff prior to final lodgement of their application.
- j) Applicants must be incorporated under the Associations Incorporation Act or be affiliated with an incorporated association that will auspice the grant on behalf of the applicant. Evidence of this arrangement is required in writing at the time of application.
- k) There must be no competing interests to the project.
- l) Applications are limited to one per organisation per financial year.
- m) All sources of income relating to the project must be declared, including other grants. The Total Income (including the anticipated grant amount) must equal the Total Expenditure.

- n) Council must be acknowledged as a financial contributor of the funded project, service or activity in any promotional or advertising material, publications or social media referring to the project (permission must be sought from Council to use the Council logo).
- o) Copies of all Tax Invoices, receipts and any promotional material must be attached to the Evaluation Report and Acquittal Form, as evidence that the project has been completed prior to payment being authorised. Photographs must be provided where ever possible.
- p) A completed Evaluation Report and Acquittal Form must be submitted to Council by 31 of May of the funding year. Exceptional circumstances for late lodgement will be considered on a case by case basis provided any such request for extension is made in writing, addressed to the Director Corporate and Community Services by close of business on 30 April or the last working day prior and subsequently approved by Council at its May meeting.
- q) Applicants must ensure that the estimates provided and the amount requested accurately reflect the true cost of the project.
- r) Applicants must demonstrate an ability to meet the financial and project management requirements of the proposal.
- s) Council may request more than one quotation for equipment / works costing more than \$1,000 as deemed necessary.
- t) Applications for funding must be submitted by the advertised deadline.
- u) Applicants must demonstrate the capacity to deliver the required service or program.
- v) Council reserves the right to refuse funding in accordance with this policy.

9. Eligible Applications

Any not-for-profit group planning to provide a community service, or to run a project for local benefit, and in need of financial assistance, may be eligible for community grant funding.

Applications are encouraged from the following local organisations:

- Arts and Cultural Organisations
- Community Development & Environmental Organisations
- Youth, Recreational, Sporting & Service Clubs
- Volunteer Networks & Self-Help Groups

Community organisations **will be eligible** for funding if they can demonstrate that they meet the following criteria:

- Be a 'not-for-profit' incorporated organisation body or sponsored by an incorporated body
- Be an organisation based within the geographical area of the Yorke Peninsula Council
- An organisation whose project does not rely on recurrent funding from the Council for its continuance
- An organisation that is able to demonstrate that it is able to meet the financial and project management requirements of the proposal
- Groups and organisations may only apply for one project in each grant round
- Grant funds must be expended within the current 2018/2019 grant period. Any unnecessary delay may result in the withdrawal of the grant

- Council reserves the right to request more than one quotation for equipment / works costing more than \$1,000
- Applicants must address the objectives of the program, complete all required sections of the online application form, and submit the online application by the advertised deadline
- Service or resources requested have been identified and demonstrate direct benefit to, and participation by residents
- Capacity to deliver the required service or program

10. Ineligible Applications

Requests may be ineligible for a number of reasons including:

- Applications from organisations whose predominant funding comes from the State or Commonwealth Governments
- Grants for salaries, on-going running and maintenance costs, including administrative support or employment of consultants
- New building projects, capital works requests or facility maintenance projects to Council owned buildings. Requests for structural repairs to Council owned buildings should be directed to the Director Development Services
- Projects must have appropriate permissions (e.g. Development Approval) or a statement of intent to secure such permissions to be considered for funding. Failure by the applicant to secure the appropriate approvals will result in withdrawal of funding approval
- Core school curriculum activities / infrastructure
- Applications for specific operating expenses e.g. telephone, internet, printing, photocopying etc.
- Applications and supporting information received after the deadline for applications
- Applications where an acquittal is outstanding from a previous successful application
- Applications to cover a shortfall in the applicant organisation's general operating costs or projects
- Applications for a duplication of existing services without strong evidence of existing demand/need that cannot be met through existing resources/service providers
- Organisations whose main purpose is to fundraise are not eligible for financial assistance (professional fundraisers) or sponsorship of fundraising events
- Applications for unlawful, unethical, profit-making or political purposes
- Applications relating to annual or ongoing events or programs / activities
- Funding for remission of rates, retrospective payments or deficit funding
- Applications for unsustainable projects
- Applications without adequate Insurance