



Community Grants Scheme Guidelines

2020/2021

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Yorke Peninsula Council Community Grants Scheme (CGS) Guidelines

This document sets out the application process for organisations and groups wanting to apply for a Community Grant from the Yorke Peninsula Council (YPC). Applicants should review these guidelines carefully before submitting an online application. By submitting an application, your organisation or group agrees and acknowledges that it is bound by these guidelines.

Applications must not be lodged unless all the eligibility criteria are met. The organisation or group must notify the contact person for the Community Grants Scheme if it becomes aware that any of the criteria will not be met subsequent to the application being lodged.

General Information

Yorke Peninsula Council's Strategic Plan is focussed on building on our strengths and working together to shape a sustainable future for current and future generations. Council continually seeks innovative ways to engage and support our community and improve the quality of life on the Yorke Peninsula.

Council aim 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 programmes to benefit the whole community.

The Community Grants Scheme supports this by providing financial grants to community groups and not-for-profit organisations that provide a benefit to the wider community of the Yorke Peninsula Council region. These grants will be distributed in accordance with Council's goals and vision as per Council's Strategic Plan.

Purpose of the Grants

The purpose of the Community Grants Scheme is to assist eligible groups and organisations with grant funding 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 each \$2 granted over \$1,000 (GST Exclusive) the applicant is expected to contribute \$1 towards the establishment of the project (e.g. \$2,000 applicant: \$5,000 grant – total of project \$7,000 (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.

Council has made available \$100,000 for distribution to community groups and not-for-profit organisations for the 2020/2021 Community Grants Scheme.

The maximum grant available for any individual organisation is limited to \$5,000 (GST Exclusive).

Note: The Working Party may consider applications that do not comply with these conditions under special circumstances.

How to Apply

Community Grant applications must be completed online at

<https://yorke.sa.gov.au/community-services/grants/community-grant/>

To ensure your application is successfully submitted, please ensure all areas of the application are completed.

Incomplete applications will not be assessed. Applicants must provide the following supporting documentation:

- Certificate of Currency for Insurance
- Proof of Incorporation e.g. Incorporation Certificate
- Quotes for scope of work/s
- Recent End of Financial Year Statements (audited if applicable)
- Evidence of Landowner Consent
- Development Approval / Commitment to attain (if required)
- Evidence of Community need/support
- Any other documents that will support your application

Failure to include these documents will render your application invalid. Missing or unclear information may result in your application being ineligible for funding.

If you require any assistance or advice in completing your application, please contact the Executive Assistant, Corporate and Community Services, Yorke Peninsula Council on 08 8832 0000 or admin@yorke.sa.gov.au.

Current Community Grant Scheme

Timeline

Community Grants Scheme Opens:	1 July 2020
Information Session	5:30pm, 15 July 2020
Community Grants Scheme Closes:	5:00pm, 9 August 2020
Assessment Process:	12 – 23 August 2020
Council Meeting – Endorsement:	11 September 2020
Outcomes advised:	23 September 2020
Funding Available:	30 September 2020
Project completion and acquittal and evaluation submitted:	31 May 2021

Late applications will not be accepted.

Information Session

An information session (if sufficient interest and registrations are received) will be held in the Minlaton Council Chambers, 57 Main Street, Minlaton at 5:30pm, Monday 15 July 2020. The one hour information session will include information on how to complete the online application and further details on the Community Grants Scheme. To register your interest, please email admin@yorke.sa.gov.au.

Conditions of funding

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.

All applicants **must** align their proposed project to a goal or strategy against Council's Strategic Management Plan. A copy of the Strategic Management Plan is available at <https://yorke.sa.gov.au/content/uploads/2016-2020-Strategic-Management-Plan.pdf>.

Check that the timing of the funding programme is relevant to your project and that your organisation is ready to commence the project.

Successful applicants will be required to meet all expenses for the project prior to submitting an invoice to Council for agreed funding. If your organisation is unable to facilitate this requirement you will need to request advance funding at the time of your application. Acquittal requirements for this scenario will be advised should the application be successful.

Please ensure that you have the appropriate approvals or approvals in principle for your project to proceed. If your application is successful, Development approvals must be completed in order to receive grant funding. 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.

Organisations and groups considering putting in an application for funding, are encouraged to read the Community Grants Scheme Policy (*Section 4.0 Policy Statement*) available at <https://yorke.sa.gov.au/content/uploads/2020/06/PO149-Community-Grants-Scheme-Policy-19062020.pdf> before submitting an application. This Policy sets out the Conditions of Funding in more detail.

Eligibility Criteria – Who can apply?

Community organisations and groups **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 project application.
- Groups and organisations may only submit one application in each grant round. Applicants can consider combining projects into one application, however, a total of \$5,000 per application will still apply.
- Grant funds must be expended within the current 2020/2021 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 programme, complete all required sections of the online application form, and submit the online application by the advertised deadline.
- Late applications will be rejected as ineligible.
- Capacity to deliver the project.

What will NOT be funded?

Requests may be ineligible for a number of reasons including:

- Applications from organisations and groups 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, YPC.
- 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 and groups 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 programmes / activities.
- Funding for remission of rates, retrospective payments or deficit funding.
- Applications for unsustainable projects.
- Applications without adequate Insurance.

Assessment, evaluation and acquittal

Assessment of applications

Applications for Community Grants will be assessed by the Grants Working Party according to the criteria (see Attachment A) and presented to Council for consideration.

Information for successful applicants

All applicants will be notified in writing of Council's decision following the Council Meeting.

Please be aware that the information detailed in your application may be publicly available.

Project completion, evaluation and acquittal

On completion of the project and to request funding, successful applicants are required to complete an Evaluation Report and Acquittal by **31 May 2021** as follows:

- Complete and submit an online Community Grants Scheme Evaluation Report Form.
- Supply a Tax Invoice from your Organisation to Yorke Peninsula Council for the Approved Grant Amount.
- Submit supporting documentation for your expenditure – Invoices from suppliers/contractors, **plus** receipts and/or proof that payment of invoices has been made.
- Acknowledge Council's funding. This can be done by providing evidence of any promotional or advertising material, publications or social media referring to the project (permission must be sought from Council to use the Council logo).
- Statement by supplier form – (Only if you do not have an ABN)
- Return any unspent funds to Council at the end of the grant period.
- Seek consent from Council for any modification/to alter the original approval to the funds being spent, such as changes to major items purchased or the timelines of the project. All requests must be received in writing prior to **April 2021** for consideration by Council.

Audit and/or Inspection

The Yorke Peninsula Council and its authorised representatives shall have the right to audit and/or inspect to examine that grant funding monies have been spent appropriately against the successful project.

Frequently Asked Questions

If we received funding in the past, does this mean we will not be funded again?

No, unless you have failed to submit an acquittal for a previous grant. All applications will be considered for funding, however, in the event that the community grants scheme is heavily oversubscribed (i.e. the requests for funding are higher than available funds) the Working Party may not consider applications that received a community grant in previous rounds.

What is the maximum amount of money our organisation can apply for?

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

- 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.

Our group is not incorporated, can we still apply?

If your group is not incorporated you may wish to speak with another community group or a not for profit organisation about providing auspice services. This creates a way for non-incorporated groups to access grant funds and deliver projects to meet community needs.

If your application is successful the grant money will be paid to the incorporated body. They will be responsible for the finances, but your group will be responsible for the programme. A completed Auspice Form will need to be included with the application.

Can we purchase equipment with a grant?

Grants may be used to fund minor equipment purchases to assist with the continuation of core business, however, these cannot relate to recurrent operational costs. Recurrent costs are items purchased on a frequent basis (e.g. purchase of cricket bats by a cricket club)

When applying to fund a new appliance it is important to consider the ongoing running costs.

Can we apply for fundraising?

Applications that are made to seek donations to support your general operating costs will not be funded. Applications for equipment that supports your fundraising activities may be considered.

Can we submit more than one application in a year for a Community Grants Scheme?

No. Organisations and groups can only submit one application for a funding year. Applicants can consider combining projects into one application, however, a total of \$5,000 per application will still apply.

Can organisations or groups apply for funding if they were unsuccessful in previous Community Grants Scheme rounds?

Yes. Organisations and groups that were unsuccessful in previous Community Grants can apply for the current Community Grants Scheme providing the eligibility criteria has been met.

What if our organisation doesn't have access to the internet to complete the online form?

Where completing an online application is not possible, the Yorke Peninsula Council staff are happy to help. Our staff can arrange a time to meet with you and support you to complete the online form.

If you require any assistance in completing your application, please contact the Executive Assistant, Corporate and Community Services, Yorke Peninsula Council on 08 8832 0000 or admin@yorke.sa.gov.au.

Who assess the Community Grants Scheme Applications?

All applications are assessed initially by the Grants Working Party who make recommendations to the Council based on the Community Grant Scheme Eligibility Criteria.

The Council retain the right to endorse funding and make the final decision on offering grants.

If successful, when will our organisation or group received the Community Grants money?

Successful applicants will receive funding monies on completion of the project, receipt of Tax Invoice and completed Acquittal form.

Definitions

ABN

The Australian business number (ABN) is a unique 11-digit identifier that makes it easier for businesses and all levels of government to interact.

Acquittal

The process of evaluating and reporting on the outcomes and expenditure of funds provided by the funding body.

Auspice

Means to lend support. In the context of grant applications, an unincorporated organisation will require an Auspice organisation that is an incorporated entity.

Capital Works

This term encompasses: the upgrading of facilities or buildings, structural alterations/improvements, the installation of fixed built items, any additional that adds capital value.

Grant

A grant is a payment made by Council to an eligible organisation for a specific purpose or project that demonstrates community benefit and assists in meeting the Yorke Peninsula's strategic goals. Grants are subject to an application process and are awarded following council endorsement.

GST

Goods and services tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia.

Incorporated Association

Most non-for-profit organisations in South Australia hold incorporation status under the *Associations Incorporation Act 1985*.

An incorporated association is a registered legal entity usually established for recreational, cultural or charitable purposes. Incorporation makes an association a legal entity and gives it a legal structure independent of its individual members, making it easier for the organisation to enter into contracts.

In-kind Contribution

An in-kind contribution means support, other than money, provided by your organisation towards a project. This can include voluntary labour or donated goods and services.

Not-for-profit organisation

A not-for-profit organisation provides services to the community and does not operate for the profit or personal gain of its individual members. All profits made must go back into the services the organisation provides and must not be distributed to owners, members or other private people.

One-off Grant

Is where only one funding payment can be received for the project, programmes or purchase.

Attachment A

How are the Community Grants Applications assessed?

Eligible applications will not necessarily be funded. In the event that the community grants scheme is heavily oversubscribed (i.e. the requests for funding are higher than available funds) the Working Party may not consider applications that meet the following criteria:

- Applicants that received a community grant in the previous year of the Community Grants Scheme.
- Applicants recommended for other grants in the current Community Grants Scheme.

Applications will be scored and assessed in accordance with the following criteria:

- Applications must comply with the eligibility requirements
- The application identifies a clear outcome/s, which is aligned to the strategic goals in the YPC Strategic Plan.
- Meet an identified need.
- Benefit the wider community or a specific community group within the YPC District.
- Applications that represent value for money.
- Has defined start and end dates in the 2020-21 financial year.
- Applications that have secured in-kind support to reduce the project cost.