



COUNCIL POLICY

Community Grants Scheme

Policy Number:	PO149		
Strategic Plan Objective:	4. Community Engaged and Supported		
Policy Owner:	Director Corporate & Community Services	Record Number:	16/14861[v9]
Responsible Officer:	Director Corporate & Community Services	Minute Reference:	347/2024 (13/11/2024)
Date Adopted:	13/11/2024	Next Review Date:	November 2028

1. POLICY OBJECTIVES

The Yorke Peninsula Council (YPC) is committed to developing the region by providing funding opportunities through the Community Grants Scheme (CGS) to not for profit community organisations.

The CGS is designed to strengthen and empower the community to build capacity and encourage partnerships with Council, facilitating the effective use of community resources and sustainable services and programs to benefit the whole community.

2. SCOPE

This policy applies to organisations wishing to apply to Council for funding towards programs, projects, initiatives and events.

3. DEFINITIONS

Refer to Attachment 1.

4. POLICY STATEMENT

YPC will provide funding for the CGS capped at \$100,000 for the financial year (to be reviewed by Council during the budget formulation process each year).

The CGS provides the opportunity for organisations to participate in and contribute to the community, by funding projects, programs and activities relating to recreation, culture, environmental, community, social development and welfare.

Individual grants are capped at a maximum of \$7,500 (GST Exclusive).

4.1. Conditions of Funding

- 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 each \$1 granted over \$1,000 (GST Exclusive) and up to \$5,000, the applicant is expected to contribute \$1 towards the establishment of the project.
 - For each \$2 granted over \$5,000 (GST Exclusive) and up to the maximum of \$7,500, the applicant is expected to contribute \$1 towards the establishment of the project.

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. Voluntary labour is to a maximum of 50 hours applicable.

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

- 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 GWP.
- 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 from Council's website from 1 July. 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 obvious 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) 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.
- o) 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). Copies of all Tax Invoices, receipts/proof of purchase 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) Applicants must ensure that the estimates provided and the amount requested accurately reflect the true cost of the project. Applicants must demonstrate an ability to meet the financial and project management requirements of the proposal.
- q) Council may request more than one quotation for equipment / works costing more than \$1,000 as deemed necessary.
- r) Applications for funding must be submitted by the advertised deadline.
- s) Applicants must demonstrate the capacity to deliver the required service or program.
- t) Council reserves the right to refuse funding in accordance with this policy.

4.2. Ineligible Applications

The CGS is not intended to be an alternative funding source for organisations whose predominant funding comes from the State or Commonwealth governments. Requests may be ineligible for a number of reasons including;

- Incomplete applications in accordance with clause 4.1.i) above.
- 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 without a request for extension approval from Council.
- 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 (professional fundraisers) are not eligible for funding via sponsorship of fundraising events. Such organisations may still be eligible, at the discretion of the GWP for grants for specific projects in the YPC Council area.
- Applications for unlawful, unethical, profit-making or political purposes.
- Applications relating to annual or ongoing events or programs / activities.
- Applications from Section 41 Committees of Council.
- Funding for remission of rates, retrospective payments or deficit funding.
- Applications for unsustainable projects.
- Applications without adequate insurance(s) cover.

4.3. Grants Working Party

The GWP comprises of the Mayor and a minimum of three Elected Members. The GWP is assisted by the Director Corporate and Community Services and the Executive Assistant to the Director Corporate and Community Services. Elected Members are elected as members to the GWP at the first general meeting of Council, for the term of Council.

The GWP will consider and assess all applications for eligibility and make recommendations for funding approval.

If a GWP member is affiliated with a particular organisation, or is a member of an organisation that has applied for funding, they must declare their conflict of interest and remove themselves from any discussion in regard to eligibility or voting process surrounding the application.

On receipt of the funding recommendations of the GWP, the Director Corporate and Community Services will prepare a debate report to Council for endorsement at the September general meeting of Council.

All applicants will be notified of the funding determinations in writing as soon as possible after that meeting.

Council's Annual Report will contain a summary of expenditure for all grants issued under the CGS.

4.4. Insurances and Industry Obligations

Applicants must provide evidence of adequate and appropriate insurances. Public Liability Insurance for a minimum cover of \$10 million is required. A copy of the policy schedule or a certificate of currency for the relevant funding period must be attached to all applications.

4.5. Council Permission to Undertake Certain Projects/Activities

Council permission must be gained for all projects/activities being undertaken on land which is owned by Council or under the care, control and management of Council.

Should any project/activity require development approval or specific permits from Council, the applicant is responsible for obtaining these approvals/permits.

4.6. Risk Assessment

Where appropriate, a risk assessment should be applied to applicable projects and activities. The risks must be clearly identified, assessed and managed in line with the International Risk Management – Principles and Guidelines ISO 31000:2009. Refer Attachment 2: Risk Assessment Example (Project Risks).

4.7. Timeline

The following timelines apply each year:

July	CGS Open
August	Closing Date for Applications Must be Lodged by 5pm
Early-Mid September	Assessment Process & Council Endorsement
Late September	Notification of Outcomes
October	Funding Available
31 May (of following year)	Funding Expended & Evaluation Report and Acquittal Form Submitted

4.8. Evaluation

Upon completion of the funded project/activity, successful grant recipients are required to complete and submit an Evaluation Report and Acquittal Form to Council and provide information about the success of the project.

An Evaluation Report and Acquittal Form must be received by Council before any future applications for funding can be considered.

5. COMPLAINTS

All complaints relating to the CGS can be addressed in writing to the Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy.

6. REVIEW

This policy will be reviewed every four (4) years in consultation with the GWP. The Policy will also be reviewed as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Training needs will be reviewed during induction and annually, during individual performance reviews and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RECORDS

Records shall be maintained as required by Council’s Records Management Policy (PO063) and relevant legislation.

9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

YPC Strategic Plan

YPC Annual Budget

PO014 Employee Behavioural Standards Policy

PO091 Risk Management Policy

PO148 Fraud, Corruption, Misconduct and Maladministration Prevention Policy

PO147 Complaints Policy

PO156 Internal Financial Control Policy

YPC CGS – Guidelines for Applicants

10. REFERENCES AND LEGISLATION

Behavioural Standards for Council Members

Local Government Act 1999

International Risk Management – Principles and Guidelines ISO 31000:2009

11. COUNCIL DELEGATION

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

12. VERSION HISTORY

Version No	Issue Date	Description of Change
1	22/07/13	New policy
2	14/05/14	Update IAW review
3	30/06/17	Update IAW review, minor formatting changes
4	09/05/18	Update – Service Level Review, capped funding to the value \$100,000 with updated eligibility guidelines
5	15/05/18	Minor formatting changes
6	29/04/19	Update – Annual review, minor changes
7	19/06/20	Update – Change to applicant contribution

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Version No	Issue Date	Description of Change
8	21/06/21	Update – Annual review – minor changes
9	XX/XX/2024	Update – Full review with increase to maximum amount for individual projects.

ATTACHMENT 1: DEFINITIONS

Term/Reference	Definition
<i>In-Kind Support</i>	Items or services an organisation receives in place of financial payments or donations. In kind support could be in the form of volunteer services, venues provided at no charge, or non-cash items which have been donated.
<i>GST Exclusive</i>	GST exclusive is the total cost of each item, without the GST charges included.
<i>Acquittal</i>	The process of evaluating and reporting on the outcomes and expenditure of funds provided by Council. All necessary documents should demonstrate that an organisation has spent grant monies as specified in the Grant Agreement.
<i>Public Acknowledgement</i>	Recognition of the monies granted by Council published in a public forum (i.e. media releases, flyers, public documents, speeches, social media etc.)
<i>Organisation</i>	For the purpose of this policy, any incorporated, not for profit community group, body, association or club within the YPC Council area.

ATTACHMENT 2: RISK ASSESSMENT EXAMPLE (PROJECT RISKS)

<i>Risk</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Level of Risk</i>	<i>Treatment/Controls</i>	<i>Responsible Person</i>
Bins overflowing and litter on the ground	Possible	Insignificant	Low	Monitor bins during events. Empty bins regularly during the event	Community Group/Progress Association
Community spread of COVID	Possible	Moderate	Moderate	Adhere to any relevant regulations relating to COVID-19 at the time of the Event Physical distancing Hand Sanitiser Regularly clean equipment (after each use) Promote hand hygiene and cough etiquette.	Community Group/Progress Association
Electrical shock	Possible	Moderate	Moderate	All electrical equipment owned and supplied to be tested and tagged and within currency date.	Community Group/Progress Association
Inclement Weather	Possible	Moderate	Moderate	Check BOM Have alternative arrangements if inclement weather	Community Group/Progress Association