

## Community Grants Scheme – Guidelines 2017 / 2018

### Objectives of the Community Grants Scheme (CGS):

To strengthen the Yorke Peninsula community through supporting the development and promotion of a diverse range of quality services and leisure options

To encourage increased participation in a wide range of quality activities and services within the Council area

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

### APPLICATIONS CLOSE 5PM THURSDAY 10<sup>th</sup> AUGUST 2017

Council has made available 1% of Rates Revenue for distribution to organisations for the 2017 / 2018 Community Grants Scheme.

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

### TIMELINE

1 <sup>st</sup> July 2017	Community Grants Scheme Open
10 <sup>th</sup> August 2017	Closing Date for Applications – Must be Lodged by 5pm
14 <sup>th</sup> – 22 <sup>nd</sup> August 2017	Assessment Process
13 <sup>th</sup> September 2017	Council Endorsement
25 <sup>th</sup> September 2017	Notification of Outcomes
2 <sup>nd</sup> October 2017	Funding Available
31 <sup>th</sup> May 2018	Funding Expended & Evaluation Submitted

### COMPLETED APPLICATION MAY BE SUBMITTED BY THE FOLLOWING

**Email** [admin@yorke.sa.gov.au](mailto:admin@yorke.sa.gov.au)

**Post** Yorke Peninsula Council - Community Grants Scheme  
PO Box 57  
MAITLAND SA 5573

**Fax** (08) 8853 2494

**In Person** Council Offices at Maitland, Minlaton, Yorketown or Warooka during business hours

## MAKING YOUR APPLICATION – PLEASE ENSURE YOU INCLUDE:

- ✓ **Application Form**
- ✓ **Risk Assessment – refer to attached forms**
- ✓ **Supporting documentation**
  - **Certificate of Insurance**
  - **Proof of Incorporation**
  - **Quotes**
  - **Recent Financial Statements (audited if applicable)**
  - **Evidence of Landowner Consent**
  - **Development Approval (if required)**
  - **Evidence of Community need/support**
  - **Anything else that will support your application**

## REQUEST FOR FUNDING AFTER A SUCCESSFUL APPLICATION – PLEASE INCLUDE:

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

## 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 out the 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. Please **do not** staple applications, or use display folders.
5. Applications will only be considered if submitted on this template and supporting documentation must be submitted.
6. Please complete the Application Form in BLACK or BLUE pen and write clearly, or use the electronic document supplied on Council's website.
7. Refer to the Yorke Peninsula Council Community Grants Scheme Policy for eligibility criteria and selection guidelines. Available on Council's website or by contacting Council.
8. All attachments must be on A4 paper for copying and scanning purposes.
9. No covering letter is required.
10. 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.
11. If you have any queries / comments regarding completion of this application form, please contact Rachel Rich, Executive Assistant to the Director Corporate and Community Services at the Maitland Office on 8832 0000
12. Ensure that you retain a copy of your application for your records.
13. **Applications close at 5.00pm Thursday 10<sup>th</sup> August, 2017. Late applications will not be accepted.**

## 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. This may be provided in the form of financial contribution, voluntary labour 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 organisation 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 CGS has one funding round each year.
- 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<sup>st</sup> July to the 30<sup>th</sup> June however all funds must be expended or assigned to a particular item of expenditure by 31<sup>st</sup> 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) All sections of the application must be fully completed and all supporting evidence must be supplied when the application is lodged.
- j) Applicants must be incorporated under the Associations Incorporation Act.
- k) There must be no obvious competing interests to the project.
- l) Applications for funding 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<sup>st</sup> 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 31<sup>st</sup> May.
- q) Applicants must ensure that the amount requested accurately reflects 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.

## **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 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 12 month 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 application form, and submit the 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

## **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 application 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

## RISK ASSESSMENT

It is important that you consider all risks associated with your project. The risks must be clearly identified and assessed so that action can be taken to mitigate that risk.

Risk may arise from an action or from a lack of action. Risk management is about having a plan in place to ensure losses can be eliminated or reduced.

The Risk Rating Matrix (next page) is a tool to assess the identified risks of the project so that they may be managed. The objective is to determine the level of risk in order to identify the appropriate course of action to eliminate or reduce that risk.

A risk assessment is the process of determining the likelihood of a risk occurring combined with assessing the severity of the consequence if it were to happen. The risk can then be classified as *extreme, high, moderate* or *low*.

Risk Assessment must be applied to all project activities. You may use the Risk Assessment Template included with your application to identify, assess and adopt controls to eliminate or reduce the risk.

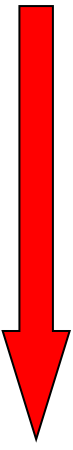
Examples of Hazards may include (but is not limited to):

- Electrical incidents
- Explosion
- Structure collapse, falls from structures
- Vehicles
- Fireworks (including interference)
- Lifting
- Slips/Trips/Falls
- Medical (trauma injuries, minor and major medical treatment)
- Extremes of temperature and UV index
- Food poisoning
- Drug/alcohol related incidents
- Bomb threats
- Crime
- Crowd control
- Demonstrations/riots
- Vandalism
- Access to unauthorised areas
- Public health pests and other animals such as mosquitoes, flies, snakes, spiders, bees and wasps which may pose a risk to health
- Poisonous plants, dust, pollen and other allergens
- Proximity to transport routes and major roads
- Chemicals stored on site

### RISK RATING MATRIX (Ref: ISO 31000 Risk Management)

#### C o n s e q u e n c e

		Insignificant	Minor	Moderate	Major	Catastrophic	Hazard Consequence Rating	Likelihood Rating
L i k e l i h o o d	Almost Certain	High (H)	High (H)	Extreme (E)	Extreme (E)	Extreme (E)	<b>Catastrophic</b> - Fatality, extensive financial loss.	<b>Almost Certain</b> is expected to occur in most circumstances.
	Likely	Moderate (M)	High (H)	High (H)	Extreme (E)	Extreme (E)	<b>Major</b> - Serious injury, high financial loss.	<b>Likely</b> will probably occur in most circumstances.
	Possible	Low (L)	Moderate (M)	High (H)	Extreme (E)	Extreme (E)	<b>Moderate</b> - Medical treatment required, moderate financial loss.	<b>Possible</b> might occur at some time.
	Unlikely	Low (L)	Low (L)	Moderate (M)	High (H)	Extreme (E)	<b>Minor</b> - No hospitalisation, minor financial loss.	<b>Unlikely</b> could occur at some time.
	Rare	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)	<b>Insignificant</b> -First aid treatment, low financial loss.	<b>Rare</b> may occur in exceptional circumstances.



**Hierarchy of Controls (please work down the hierarchy)**

1. **Eliminate:** remove the hazard completely e.g. remove noisy equipment, change a work system.
2. **Substitute:** replace a hazardous process / substance with one which is less hazardous e.g. smaller packages, use a less toxic chemical.
3. **Isolation:** remove the person from the hazardous environment or the hazardous environment from the person e.g. place barriers around spill until cleaned up, locate photocopier in separate well ventilated room.
4. **Engineering:** provide a physical barrier or other engineered modifications to manage the hazard e.g. provide a trolley to move heavy loads, place guards around moving plant / machinery.
5. **Administrative:** establish policies, procedures and work practices, provide training e.g. job rotation, shorter task shifts, regular maintenance, instruction and training, safe operating procedures.
6. **Personal Protective Equipment:** use equipment that provides protection to all individual persons against the hazard, e.g. eye or hearing protection, gloves and mask.

<b><u>E: extreme risk</u></b>	Operation of plant or activity should not be allowed to continue until the risk level has been reduced:  <i>Will commonly be an unacceptable level of risk</i>  <i>May include both short term and long term control measures</i>
<b><u>H: high risk</u></b>	Operation of plant or activity should not be allowed to continue until the risk level has been reduced with appropriate controls and treatment.
<b><u>M: moderate risk</u></b>	Acceptable provided appropriate controls and treatment strategies are in place.
<b><u>L: low risk</u></b>	Acceptable provided appropriate controls and treatment strategies are in place.



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# APPLICATION FORM

## Community Grants Scheme – 2017 / 2018

Application Close 5pm Thursday 10<sup>th</sup> August 2017

Name of Project: \_\_\_\_\_  
Name of Organisation: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Amount of Funding Requested: \$ \_\_\_\_\_

### DO YOU QUALIFY?

1. Are you a not for profit organisation

YES

NO

2. Please indicate how your organisation is legally constituted

Incorporated Association – Number: \_\_\_\_\_

Limited Company

Auspiced by an Incorporated Body

Name: \_\_\_\_\_

Address: \_\_\_\_\_

3. Do you have current Public Liability Insurance? (*Minimum \$10 million*)

YES - Please attach a copy of Certificate of Currency

NO - How do you plan to insure the project?

\_\_\_\_\_

\_\_\_\_\_

*\*Applicants must demonstrate that all relevant insurances as required are in place and that Public Liability Insurance is held to a minimum cover of \$10 million. Failure to provide this information will result in an ineligible application. A copy of certificates of currency covering the 2016/2017 funding period must be included as an attachment.*

***If you have answered 'no' to any of the questions above, you do not qualify for a Community Grant. Please contact Rachel Rich on 8832 0000 to discuss other available options.***

## APPLICANT INFORMATION

### 1.1 Name of Group / Organisation

\_\_\_\_\_

### 1.2 Address

\_\_\_\_\_

### 1.3 Contact person & their position within the organisation

Name: \_\_\_\_\_ Position: \_\_\_\_\_

### 1.4 Telephone numbers

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

### 1.5 Email Address

\_\_\_\_\_

### 1.6 Objects of the Organisation

\_\_\_\_\_

\_\_\_\_\_

### 1.7 Number of Members of the Organisation

\_\_\_\_\_

### 1.8 Has your Organisation received Community Grants funding in any of the last three financial years?

YES

NO

Financial Year	Amount Received	Purpose of Funds
2016/2017	\$	
2015/2016	\$	
2014/2015	\$	

### 1.9 Australian Business Number (ABN): \_\_\_\_\_

*\*If you do not have an Australian Business number you must complete a 'Statement by Supplier' form and submit with your Evaluation Report & Acquittal form if you are successful in your application.*

### 1.10 Is your group / organisation registered for GST?

YES

NO

### 1.11 Your group / organisation must have its own Bank / Credit Union Account or similar:

Account Name: \_\_\_\_\_

Bank / Credit Union Name: \_\_\_\_\_

Branch: \_\_\_\_\_

### 1.12 Is your organisation registered with the SA Community – Connecting Up Website?

YES

NO - If No – your organisation is encouraged to register – [www.sacommunity.org](http://www.sacommunity.org)



## THE PROJECT

### 2.1 Project / Activity Description:

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### 2.2 How will this project benefit the community?

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### 2.3 How did you decide the project was needed?

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### 2.4 Location (s) of the Project

Assessment Number: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

### 2.5 You may be required to have the consent of the Landowner to complete your project.

#### The Landowner is:

- This Organisation – Attach proof of ownership
- Yorke Peninsula Council – Complete and attach Landowner Consent Form
- Other – Attach proof of consent

### 2.6 What do you expect will be the annual maintenance / cyclical replacement cost of the project over the next 10+ years? How will you fund this cost?

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2.7 Proposed start date: \_\_\_\_\_

2.8 Proposed completion date: \_\_\_\_\_

### 2.9 Development Approval for your project from Council – Is it required?

- YES – Received - *Attach a copy of the approval*
- NO – Lodged and awaiting decision - *Attach a copy of lodgement form*
- NO – Required, but not yet lodged
- Not Required - This is not a development project or this type of development does not require approval

## PROJECT BUDGET

3.1 Could your project proceed if only partial funding were received?

Yes

No

If yes, how would you fund this project?

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3.2 Is this project contingent on additional funding being secured from other State / Australian Government funding programs?

Yes

No

If yes, what other forms of funding have been secured/applied for?

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3.3 You must attach a copy of your last financial year's audited annual financial statements for your Organisation. If your organisation has "surplus funds" above what is required for the project please provide an explanation of why the organisation cannot self-fund the proposed project.

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### PROJECT INCOME

Club / Organisations Funds	\$
Fundraising activities	\$
Donations / fees for activity or project	\$
In kind - Calculate volunteer hours @ \$20/hour	\$
Income already secured – i.e. Other grants	\$
	\$
	\$
<b>Council Grant Requested</b>	<b>\$</b>
<b>TOTAL PROJECT INCOME (Must Equal Expenditure)</b>	<b>\$</b>

### PROJECT EXPENDITURE

	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROJECT EXPENDITURE (Must Equal Income)</b>	<b>\$</b>

\* If your organisation **IS** registered for GST – DO NOT add GST to any amounts in your budget

\* If your organisation **IS NOT** registered for GST – include ALL GST on expenditure





# LANDOWNER CONSENT FORM for Council Owned Property

## Community Grants Scheme – 2017 / 2018

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1. In relation to the Grant Application from *(name of applicant)*

\_\_\_\_\_

2. For the following project *(name of project)*

\_\_\_\_\_

3. To be undertaken at *(address of facility)*

\_\_\_\_\_

4. The applicant's arrangement with the landowner is

Leaseholder - Expiry Date of Lease: \_\_\_\_\_

Other: \_\_\_\_\_

5. Is the proposed project permitted under the agreement?

YES

NO - If no, will a change to the agreement be required?

\_\_\_\_\_

6. Will this project change the purpose of the land as intended?

YES

NO

7. Council will be providing the following support;

No other support is to be provided

Financial Support (in addition to any grant application) of \$

In-Kind Support *(Details below)*

Type of In Kind Support	Conditions i.e. Budget	Value

8. As land owner, we have the following requirements for any work undertaken;

Only licenced tradespeople are permitted to undertake work on the site

Other: \_\_\_\_\_

\_\_\_\_\_

### Office Use Only

AUTHORISATION on behalf of Landowner

As landowner, we give in principle consent for the project.

Works may be subject to the relevant Council Development application outcomes.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CERTIFICATION BY APPLICANT

I certify that I have been authorised to prepare and submit this application on behalf of the applicant organisation and that the information contained is a true and correct record to the best of my knowledge. On behalf of the organisation I agree that this application has been made in accordance with the eligibility criteria and the conditions of funding and the following conditions:

- ✓ **To provide the Yorke Peninsula Council with the required documentation, once the project is completed and prior to 31<sup>st</sup> May 2018 for payment of the grant to the applicant organisation**
- ✓ That the funds applied for in this application will be expended as outlined and in accordance with this grant application
- ✓ To notify the Yorke Peninsula Council if funding is gained from another source for this project
- ✓ To acknowledge the Yorke Peninsula Council as a sponsor of the project / activity in any publicity or promotion
- ✓ Where required, the project will comply with all relevant building codes, standards and legislation
- ✓ Failure to comply with these conditions may preclude our organisation from support in the future

By ticking this box you are agreeing to the above certification.

### Primary Signatory

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Secondary Signatory

Name \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPLETED APPLICATION MAY BE SUBMITTED BY THE FOLLOWING

**Email**      [admin@yorke.sa.gov.au](mailto:admin@yorke.sa.gov.au)

**Post**      Yorke Peninsula Council - Community Grants Scheme  
PO Box 57  
MAITLAND SA 5573

**Fax**      (08) 8853 2494

**In Person**      Council Offices at Maitland, Minlaton, Yorketown or Warooka during business hours