



PortAugusta

CITY COUNCIL

COMMUNITY GRANT GUIDELINES

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

Contracts & Events Officer
Port Augusta City Council
Telephone (08) 86419199

GUIDELINES

The Community Grants scheme is designed to promote the active participation of local residents in community initiatives, to build and strengthen local networks and partnerships and to support community leadership, learning and skill development. Council will provide financial assistance to community groups and organisations to support the provision of programs, activities and services which respond to identified community needs, contribute to the building of a stronger community, will result in a benefit to the broader community and are in accordance with Council's strategic objectives.

Grants of up to \$1,500 are available to local not-for-profit community groups and organisations who meet the eligibility criteria below.

ELIGIBILITY CRITERIA:

Eligible groups and organisations must:

- Be a not-for-profit community organisation, as defined by the Australian Taxation Office
- Be incorporated or auspiced by an incorporated body other than Council
- Be resident in the City of Port Augusta, or be able to demonstrate that they provide a significant benefit to the City of Port Augusta community
- Demonstrate that the purpose of the grant meets a recognised community need in accordance with the relevant funding categories
- Have satisfactorily acquitted all previous grants from the Port Augusta City Council

Applications **NOT** considered eligible for funding include the following:

- Requests for regular maintenance costs, or normal ongoing operational costs such as lease costs, existing and ongoing salaries, auditing, rent and other administrative expenses
- Reimbursement for projects already completed or monies already spent
- Funding of the same project more than once in a financial year or calendar year
- Services which are considered to be primarily the responsibility of the State or Federal Governments
- Fundraising ventures
- Commercial undertakings
- Organisations/Groups that have Poker Machine

SELECTION CRITERIA:

It is a requirement of the Scheme that applicants should demonstrate that their proposed project, program or activity meets the following mandatory selection criteria:

- Targets a recognised community need or identified gap
- Has been designed to foster community engagement and participation
- Will primarily benefit residents of the City of Port Augusta and the Port Augusta community
- Encourages a strong sense of community wellbeing that supports learning, participation, inclusiveness, healthy lifestyles and environmental sustainability.

Once applications have met the mandatory criteria, priority will be given to those that meet the following conditions:

- Have not received any funding from Council within the financial year
- Target groups of special need within the community, i.e. youth, people with a disability, aged, socially isolated, culturally diverse, disadvantaged, etc
- Demonstrate the capacity to contribute to the project through their own financial or in-kind resources
- Does not duplicate an existing service or facility
- Have clearly defined, specific objectives and measurable outcomes
- Encourage and support the involvement of volunteers

Types of Projects that MAY receive funding

Community Projects

These are projects that are designed to provide benefits to the community in a wide range of areas, for example:

- Community and cultural development
- Community health and safety
- Environmental improvement

Community Events

These are events that contribute to the community in the following ways:
Strengthen a sense of community, belonging and pride

- Encourage residents to participate in social, cultural, sporting and recreational activities
- Foster social and cultural diversity
- Promote local business and trading groups
- Enhance the City of Port Augusta as a desirable destination

Facilities Upgrades & Equipment Purchases

This category covers the funding of works or equipment related to community capacity building projects which support an ongoing community activity, program or project that can demonstrate one or more of the following objectives:

- Increases community participation in projects and activities
- Assists community groups to operate more effectively
- Contributes to environmental sustainability
- Encourages and supports the involvement of volunteers and improves work health and safety

Priority will be given to projects that can demonstrate a high level of community need, or where the service or program is in danger of being discontinued without the required facility upgrade or equipment purchase.

Quotations must be submitted with all applications in this category.

Prior approval must be sought from Council for any proposed improvement to Council owned property.

APPLICATION PROCESS:

- There will be 2 funding rounds per financial year, call for applications will be advertised in April and October.
- Applications will only be accepted on the forms made available by Council at the time the grant funding round is advertised
- Responses must be provided to all questions on the application form
- Applications not received by the closing date will not be considered
- Applications must include all supporting documentation where required, i.e. Certificate of Incorporation, quotations, etc.
- Applications must include a clearly documented budget for spending the funds sought
- Applications from unincorporated groups and organisations must be authorised by an auspicing organisation
- Applicants must agree in writing to the conditions of the grant as set out in the application form.

ASSESSMENT:

- A nominated Council officer will assess applications against the eligibility requirements and selection criteria and make preliminary recommendations.
- All applications, together with the recommendations of the nominated Council officer, will be presented to Council at a meeting held approximately four weeks following the closing date of the funding round.
- The Council will review the applications and officer recommendations and make a decision on which applications will be approved and for what amount of funding.
- Applications will be approved depending on their level of compliance with the selection criteria, the funds available, and the number of applications received.
- Decisions regarding the allocation or non-allocation of funding made by the Council are considered final.

- Council reserves the right to part-fund an application.
- Subsequent to the final decision by the Council, applicants will receive written notification about the success or otherwise of their grant application.
- Successful applicants will be notified in writing, outlining the conditions under which the grant will be made available.
- Council may elect to pay an invoice on behalf of the applicant rather than paying funds direct.
- Payment of a grant will be made by cheque or electronic funds transfer in the name of the applicant.
- Successful applicants will be advised to provide an invoice/tax invoice to Council within one month of receipt of advice that the application has been successful in order that the funds can be paid.
- Funding is released once Council's Finance Department has processed payment, taking approximately 14 days.
- Council may, at its discretion, promote the recipients of grants to the community.
- Council may make funding conditional on other specific conditions being met.
- Funding is not automatic on application. All requests are subject to approval by Council.

ACCOUNTABILITY:

- Grants provided under the Community Grants scheme must only be spent on the project as approved by Council.
- All grant monies must be expended before the end of the financial year of the grant being made available, or the funds must be refunded to Council.
- Within 3 months of receipt of the grant, the recipient must provide Council with a statement of expenditure detailing how the monies have been expended, a summary and evaluation of the completed project and confirmation that City of Port Augusta was acknowledged in promotional material or publicity about the funded project.
- Any unspent funds must be returned to Council.

Submitting Applications

Applications will not be assessed unless they are formally registered by Council's Records Department. To ensure this happens applications will only be assessed if submitted as follows:

Email: admin@portaugusta.sa.gov.au

In person -

Port Augusta City Council
4 Mackay Street
PORT AUGUSTA SA 5700