

Tatiara District Council COMMUNITY GRANTS POLICY

GUIDELINES AND APPLICATION FORM



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Tatiara
the good country

**MINOR GRANTS APPROVED
MONTHLY**

**MAJOR GRANTS APPROVED
JULY & JANUARY
EACH YEAR**

Tatiara District Council

COMMUNITY GRANTS

POLICY



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Scope

The purpose of this policy is to provide a basis for Council to allocate funds in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

The Community Grants program is developed with a philosophy of partnership, whereby Council recognises the vital role that individuals, community groups and organisations play in contributing to the creation of a vibrant and sustainable region. In return, Council provides a range of grants to encourage and support individuals and groups in the community to engage in activities that enhance the quality of life in the Tatiara.

Council will apply appropriate management practices to ensure that there is a balance between responsibly administering public funds, and supporting the community in a practical and effective manner.

Policy

- Council has pegged the annual budget allocation for the Community Grants Program at 0.7% of rate revenue;
- There will be 2 funding rounds (July and January), with a guide of approximately 60% of the Community Grants (Major) Program funds distributed in round 1 (July) and the balance of approximately 40% distributed in round 2 (January).
- If, after Round 2, funds remain unallocated, a 3rd round may be offered to the Community. This 3rd Round will be held in April of that year.
- Community grants will be made available for financial and in-kind support;
- The Community Grants will be consistent with the Goals, Objectives and Strategies of Council's Strategic Plan;
- The Community Grants Program Guidelines booklet is the primary document in guiding individuals, groups and organisations in applying for grants;
- Council will have eligibility criteria to support individuals, community groups and organisations to be able to access the grants in line with the community grant principles and objectives.
- Council will have an assessment panel to assess all Major, Minor and Community Event grant applications, which will comprise the Chief Executive Officer, Manager Corporate & Community Services and Finance Manager.

Objectives

The objectives of the Tatiara District Council's Community Grants Program are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources.
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services.
- Support community development initiatives and socially responsible community activities.
- Give particular consideration to those community groups that can demonstrate the greatest need.
- Encourage and support equity of access to community facilities, programs and activities for all citizens within the Tatiara District, particularly those people who are economically or socially disadvantaged or have disabilities.

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- Support those groups that are providing and developing local community services.
- Encourage communities to promote their region through promotional activities.
- Encourage the development of excellence in recreational, sport and cultural activities

In the first instance, Council encourages you to seek support from other sources before applying for funding requested through this grant process. This might include financial or in-kind support from the community, local business/es or other government funding programs. In-kind contributions could include pro bono services or materials contributed to the project, or assistance from volunteers. Council also encourages joint ventures and/or partnership projects.

Purpose

The Community Grants Program aims to provide funding and/or loans to not-for-profit community groups and organisations to run projects and/or activities whose purpose is:

- sport & recreation activities
- youth activities
- lifelong learning activities
- cultural and art activities
- community development
- welfare activities
- addressing the needs of mature age residents and people with disabilities
- maintenance and upgrade of community facilities

Assessment Guidelines

A set of guidelines have been developed in line with the grant categories determined by Council. The guidelines will be made publicly available and offered to each grant applicant. The guidelines will provide detailed information about:

- The grant categories and supporting rationale;
- The application process; Support available for applicants;
- Assessment criteria and the assessment process;
- Timelines; and
- Feedback on application process and outcome.

The Grants Assessment Panel will assess applications against a set of predetermined criteria as follows:

- Meet all the eligibility criteria;
- Contribute to the Tatiara Strategic Management Plan 2016-2020;
- Show strong evidence of the “need” for the project;
- Show clearly defined project goals, planning, budget, timeline and outcomes;
- Show administration costs that do not exceed 20% of the total grant budget requested from Council;
- Clearly identify in-kind, cash or a voluntary contribution in the budget;
- Actively engage community members in all stages of the project / event;
- Show support, cooperation and partnership with other groups;
- Show evidence that the applicant can deliver the project;
- Identify how the project will directly benefit and strengthen the Tatiara Community;

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- Show evidence that the project is accessible for and inclusive of people of all abilities and backgrounds; and
- Show a high level of initiative, innovation and sustainability.

A report containing details of the assessment process will be provided to Council for information and consideration. Only those applications satisfying or meeting the assessment guidelines will be presented. The success and priority of an application and the quantum of allocation will be determined by how applications score against the assessment criteria and matrix.

All grant applicants **must** make contact with the relevant Council Officer who will provide advice and guidance to assist applicants develop their project. Officers will support applicants to:

- Fully develop their concept or application in line with the Community Grant Guidelines;
- Create partnerships with other organisations seeking similar aims; and
- Identify additional or alternative funding sources.

Grant Categories

Council's Community Grant program currently considers submissions under 4 categories, including:

- **Funding Stream No. 1:** Small Grants ("Quick Response Grants")
- **Funding Stream No. 2:** Events & Festivals Grants Program
- **Funding Stream No. 3:** Recreational Facilities Upgrade Grant
- **Funding Stream No. 4:** Individual Achievement Grant

Applicants must apply in **one (1)** funding stream only.

While all community submissions are more or less treated and/or assessed by the same set of core eligibility criteria, a separate assessment form has been established for each Funding Stream to help with the assessment process.

Funding Stream 1 – Small Grants ("Quick Response Grants")

The maximum funding available to any one organisation per financial year in this category is \$750 (not including GST).

Applications in the Small Grants Stream must meet the selection criteria set out on page 9. Applications in this stream can be for equipment needed for community projects or activities or for funding for small community events or activities in the following categories:

- Aged, Disability & Social Support – funding towards ongoing costs for seniors and support groups. However, groups must not be in receipt of other forms of Council funding. 'Aged' refers to people aged 55 years plus;
- Arts and Heritage – eligible groups can apply for funding for community programs and for funding to assist individual artists where community benefit can be demonstrated. General, smaller arts and heritage activities are also eligible in this category;

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Although operated monthly, grants from this fund are only available to each voluntary and staffed not-for-profit incorporated organisation once per financial year. Submissions can be made at any time of the year and will be allocated monthly.

Funding Stream 2 – Events & Festivals Grants Program

The maximum funding available to any one organisation per financial year in this category is \$2,000 (not including GST).

Council is committed to supporting a range of festivals and events that promote cultural exchange and contribute to the life of the community and the local economy. Council is committed to ensuring that communities are able to plan meaningful festivals and events that contribute to the achievement of the overall goals of the Community Grants Program.

Note: A 'festival', as opposed to a one-off event, is an activity of at least one or two days, open and advertised to the general public, which expects to attract people outside of those directly connected with the host organisation.

Objectives

The objectives of the Tatiara District Council's Events and Festival Grants Program are to:

- Encourage the development of new and existing events which meet and enhance identified community needs and objectives of the district.
- Enhance and improve the quality of life of residents of the district.
- Promote active participation by local residents in community events initiatives and the development of their skills, knowledge and opportunities while bringing people into a network of supportive social relationships.
- Provide socially inclusive events and festivals, taking into account equality of access and the need to target and involve particular groups that may be under-served or socially isolated.
- Provide assistance to the community to develop new events and festivals initiatives and activities consistent with Council objectives and programs but not directly operated by Council.
- Ensure there are fair, transparent and accountable processes for the assessment and distribution of Events & Festivals Grants and infrastructure support services.
- Strategically increase 'event tourism' visitation to the district to maximise local economic benefit.
- Encourage a spread of events across the calendar year in order to sustain attraction and visitation.
- Work with event organisers to develop the promotional capacity and profile of Tatiara events locally, regionally, nationally and internationally to strategically foster resulting visitation.
- Maintain a balance between events which promote economic development and events which primarily foster community development.
- Foster events and festivals which promote community strengthening and address identified community development issues and objectives.

Funding Stream 3 – Recreational Facilities Upgrade Grant Scheme

The maximum funding available to any one organisation per financial year in this category is \$10,000 (not including GST).

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The aim of the Recreational and Facilities Upgrade Grants Scheme is to assist recreation and sport clubs, groups and organisations to provide a diverse and interesting range of programs, events and activities to residents, workers, students and visitors in the district.

The Tatiara District Council, through its Recreation and Facilities Upgrade Grant Scheme, provides financial assistance to community groups for capital works projects in the district which fulfil any of the following criteria:

- Extend or improve the quality of existing facilities.
- Increase accessibility to assist the aged, people with disabilities, prams, etc., to an existing facility.
- Develop a new facility which does not duplicate an existing facility at the relevant venue.
- Will lead to an increase in participation in a recreation of sporting activity.

Examples of eligible projects for a Recreation Facilities Upgrade Grant include:

- Construction of new buildings/facilities.
- Alterations/Renovations to existing buildings (permanent fixtures).
- Extensions to buildings.
- Connection of water and/or electricity to an existing or new building.
- Installation of pop-up sprinklers.
- Construction of ramp.
- Fencing of reserves.
- Re-surfacing of recreation areas, e.g. ovals, tennis courts, etc.
- Special projects may also be submitted for consideration, e.g. internal road works, hall improvements, equipment.
- Major projects may be undertaken over a period of three years with funds being allocated each year.

The application will assess the application against the following selection criteria:

- Potential to increase or maintain recreation opportunities available to the community.
- Evidence of adherence to social justice principles.
- Permanency of proposed works.
- Evidence of tenure of the land
- Non-duplication of existing facilities.
- Capacity of organisation to successfully complete Project.

NOTE

Applicants should note that Club administration costs, repair of equipment, rates, power, telephone and other recurring costs are not eligible for assistance under this Scheme.

Generally, the purchase of equipment such as tractors, mowers and sporting goods which are not a permanent fixture of the facility will not be eligible for funding.

Funding Stream 4 – Individual Achievement Grants

The maximum funding available to any one individual per financial year in this category is \$350 for attending National Events and \$500 for attending International Events (not including GST).

The Individual Achievement Grant Program provides funding to people who are participating in a national or international event held either in this state, interstate or overseas or an approved development program. Eligible categories for funding are academic, arts and culture, environment, community leadership and ambassadors, heritage and history and sport and recreation. Funding is available by application throughout the year.

Eligibility Criteria:

- Requests for Grants will only be accepted from people residing in the Tatiara District.
- Requests for Grants will only be accepted from people who are participating in an approved development program or representing the state or nation in a national or international event.
- The maximum amounts available are \$350 if attending a National Event or \$500 if attending an International event.
- The person's application must be supported by official documentation from the relevant peak association to ensure that criteria are met.
- Where the person is participating in a development program the application must be supported by additional information about the program, how participation will benefit the person in their chosen field, and the potential benefit to the community. This should include letters of support from a teacher, community leader or organisation.
- Only one application for each applicant will be considered per financial year, although an additional grant may be approved for representation at an international level within the same 12-month period.

Grant Process Overview

Grants are defined as “the giving of funds” with no onus on the recipient to repay these funds. Any requests for such funds will be decided on a case by case basis by full Council. Council will require a 3-5 year history of the applicant in relation to Council grants.

MAJOR GRANTS:

- \$750 and over
- By application process – must use attached application document.
- 2 funding rounds (July and January);
- Approved biannually by Council at the July and January Budget Review Meetings each year.

MINOR GRANTS:

- Under \$750
- By application process – use attached “quick response” application
- Approved monthly at each Council Meeting

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Eligibility of Primary and Secondary Educational Facilities

The eligibility criteria for the Community Support Grants Program states that funding will not be provided to projects or activities that are considered to be the responsibility of another sphere of government. This includes the core activities of primary, secondary and tertiary educational facilities.

However, not all activities undertaken within these educational facilities are funded by either state or federal government and therefore may be considered for funding through the Community Support Grants Program. This note seeks to clarify eligibility for such applications.

Broadly speaking, activities which would be considered ineligible include curriculum activities and also activities that are student focused and occur within the educational facility.

A school's curriculum activities can be considered as things one would expect a school to do as part of providing a balanced education to its students. 'Curriculum' refers to all the courses of study offered by an educational institution. It can also include, but is not limited to, equipment for educational activities, excursions, concerts, speech nights and awards.

Activities that may be considered for funding must demonstrate a community focus and/or benefit as part of the project. Such activities would not typically be solely student-focused and would involve community activity of some sort. Examples could include a community art project at the school, programs aimed to build young people's community awareness and participation, or visits to regional organisations or institutions.

Student welfare-related activities may be considered for funding where they are not solely student-focused and occur within the educational facility. Welfare activities or programs that include a community component may be considered eligible for funding.

Potential applicants from the education sector are encouraged to contact Council's Finance Manager, to discuss their project and eligibility, prior to applying.

Annual Budget Allocation

Council allocates funds annually to be distributed to eligible community groups. The annual discretionary amount is to be set by Council in the annual budget, however, an amount of 0.70% of rates (for Major Grants) and \$10,000 capped (for Minor Grants) is to be used as a guideline to keep some stability towards the effect on Council's rate burden. There are 2 funding rounds held each financial year for Major Grants, to be approved in July and January each year. Minor Grants will be approved monthly at Council meetings.

Loans

For the purpose of this Policy, Loans are described as "the lending of money to organisations with an agreement for these funds to be re-paid within a given period of time".

Criteria for the issue of Loans

- (a) Loans may only be made available up to a limit prescribed by the budget for the financial year.

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- (b) Loans may be offered by the Council to non-profit community groups and organisations who provide one or more of the following:
- Assistance to the general community (business support, organisations who seek to improve the local area, tree planting etc.).
 - Services or support to particular groups (e.g. Youth groups).
 - Sport or recreational opportunities (e.g. tennis, model cars, cake decorating etc.).
 - Self-help groups.
- (c) Loans will only be offered if organisations and community groups:
- Identify the purpose of the loan.
 - Can clearly demonstrate that they cannot access the funds from other sources (investments etc.)
 - Can demonstrate an ability to repay the debt within the timeframe specified. Financial statements will be required.
 - List the office bearers and membership numbers of the group.

Conditions:

- If any organisation or community group does not expend the funds in the manner described in their application then the Council has the right to recall the debt at any stage.
- The onus is on the community group or organisation to advise the Council as soon as possible any changes in the circumstances of the group, which may reduce their capacity to repay the debt on time, and also when officer bearers change.
- Only one loan per organisation will be offered at any given period of time. Exceptions to this will need to be approved by the full Council.

Eligibility Criteria

- The applicant **must** be community not-for-profit group or organisation serving residents of the Tatiara District Council.
- Can clearly demonstrate their contribution to the project, whether financial, in-kind or by some other means. (Applicants who cannot contribute to the project in some way or seek funding from other sources will generally not be awarded the total amount requested.)
- Have a limited capacity to raise funds.
- The project must benefit residents of the Tatiara District Council.
- The applicant must provide either, an ABN although it is not necessary to be registered for GST or, a "Statement by Supplier" signed form.
- Applicants **must** provide evidence of financial management.
- Are located within the Tatiara District Council area and/or primarily serve Tatiara District Council residents.

In addition to the above to be eligible for a **Significant Community Grant**, groups, organisations and clubs must:

- Make a considerable and measurable contribution to the Tatiara District community.
- Demonstrate clear links between the Tatiara District Council's current Strategic Plan and endorsed strategies.
- Demonstrate the capacity to deliver the project/proposed outcomes.
- Request no more than the established funding ceiling per grant.
- Limit of one application per category per organisation per year.

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- Have not received a Significant Community Grant in the previous financial year or current year.
- Disclose if they have or are receiving any other source of financial assistance from Council (i.e. having scheduled hire fees waived for use of a Council facility under Council's *Managed Hire Facilities Policy*).

Guidelines

- Applications for Major Grants and Loans **will only** be accepted on the Community Grants Program Application Form.
- Recipients of Community Grants Program funding in the past must have completed and returned the Financial Acquittal Form for that grant.
- Applications **must** include the latest financial statements and demonstrate the financial need for the grant, audited statements are preferred.
- Applicants must provide acknowledgement of Council during the term of the project.

Exclusions

- Individuals (except for Individual Achievement).
- Applicants that do not reside in the Tatiara.
- Projects that are considered to be the major responsibility of the State or Federal Governments.
- Projects that are clearly duplication of an existing service.
- Applicants who have not lodged a Financial Acquittal Form for a previous Grant.
- Applicants who have an outstanding debt owing to Council (does not apply to compliant loan arrangements).
- Upgrading of Government or privately owned buildings.
- Recurrent funding.
- Retrospective funding.

Priorities

- Applications that demonstrate a significant degree of self-help.
- Projects and programs that benefit a significant number of residents in the Tatiara District Council.
- Applications that assist Council in meeting the outcomes of Council's Strategic Management Plan.

What Happens to the Completed Application?

- When you have submitted your completed Community Grants Application a letter of acknowledgement will be sent to you outlining when the next Council meeting will be for decision making (e.g. July or January.)
- Successful applicants will be formally notified of Council's decision.
- Successful applicants will then submit a Tax Invoice to Council for payment within 30 days.
- Within 14 days of Council's endorsement, unsuccessful applicants will be notified in writing. Feedback will be provided if requested.
- Budget limitations can restrict the granting of funds even though a project may meet all the eligibility criteria.

Grant Funding Acquittal

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- The Acquittal form (attached with the Funding Application) should be completed within 2 months of the completion of the project.

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Record of Amendments

<u>Date</u>	<u>Rev No:</u>	<u>Reason for amendment</u>
4 th November 2003	Rev 00	Draft Policy to be adopted.
11 th November 2003	Rev 00	Policy Adopted Res No 147
10 th May 2005	Rev 01	Policy revised and adopted
11 th September 2007	Rev 02	Policy reviewed and adopted
13 th January 2009	Rev 03	Policy revised and adopted
12 th January 2010	Rev 04	Policy revised and adopted
18 th January 2011	Rev 05	Policy Revised and adopted
12 th June 2012	Rev 06	Funding Stream 6 – Discretionary Grants added
13 th August 2013	Rev 07	Reviewed eligibility criteria and grant allocations
12 th July 2016	Rev 08	Policy reviewed – removed Environmental and Discretionary Funding Categories.
17 th January 2017	Rev 09	Policy review - Allow for 3 Rounds if funds remain unallocated after Round 2
12 th December 2017	Rev 10	Policy revised – removed contradictory statements re: funding guidelines and criteria

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APPENDIX A

APPLICATION FORM – ORGANISATION INFORMATION

Organisation			
Contact Person:		Position:	
Address:			
Telephone:	B/H:	A/H:	Mobile:
Email:			
Incorporation No.		ABN:	
Public Liability Policy No.		Registered for GST?:	Yes/No
Is your organisation Auspiced?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Is Your Organisation: (Please Tick)	<input type="checkbox"/> Non-Government <input type="checkbox"/> Government	<input type="checkbox"/> Not for Profit <input type="checkbox"/> For Profit	
Name of Project			
Amount of Funding Sought			
What Funding Stream are you Applying For?	<input type="checkbox"/> Funding Stream No. 1: Small Grant (“Quick Response Grants”) (up to \$750)		
	<input type="checkbox"/> Funding Stream No. 2: Events & Festivals Grant (Maximum \$2,000)		
	<input type="checkbox"/> Funding Stream No. 3: Recreational Facilities Upgrade Grant (Maximum \$10,000)		
	<input type="checkbox"/> Funding Stream No. 4: Individual Achievement Grants		
When was your organisation formed?			
How many members does your group have?:			
What geographic area does your group cover?			
What are the main activities, events, programs, or projects your group conducts or has conducted in the past?			
If you do not receive the full amount requested, can/will the project still go ahead?	<input type="checkbox"/> No		<input type="checkbox"/> Yes

APPENDIX B

Application Form

Funding Stream No. 1: Small Grants (“Quick Response”)

(Up to a maximum of \$750)

Questions that need to be addressed by the applicant.

Your answers to each of the following questions will be weighed against the selection criteria & assessed, so it is important that you provide as much information as possible to support your application.

Project Information

Project Name:

Project Location:

Outline of Request:
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1. What need will the grant meet?

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2. How will you carry out the project?

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3. How does your request align with Council’s Strategic Plan 2016 – 2020?

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4. Does this Project benefit the community in general and if so, how?

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5. What is your organisation’s financial contribution to the grant?

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6. What is your organisation’s in-kind contribution to the grant?

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APPENDIX C

Application Form

Funding Stream No. 2: Events & Festivals Grant Scheme (Maximum funding of \$2,000)

Questions that need to be addressed by the applicant.

Your answers to each of the following questions will be weighed against the selection criteria, so it is important that you provide as much information as possible to support your application.

Project Information

Project Name:

Project Location:

Outline of Project:
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1. Has the event been held before?

- Yes, When? Where?
- No

2. Is this a new component to an existing event?

- No Yes,

3. Please provide a brief description of the event, including how your event will be innovative & flexible. Attach additional information if required to support your application.

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4. Where will the event take place (venue)?

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5. When will the event take place?

Day/s & Dates	Time (From / To)
Day 1:	
Day 2:	
Day 3:	
Day 4:	

6. Will there be a cost to enter this event?

- Yes, entry fee of \$.....
 Gold coin donation only
 No entry charge

7. What marketing and promotional activities will be implemented?

Type	Please Specify
Media Liaison (e.g. Media releases, Media conferences, Response to issues)	
Advertising (e.g. Print (newspaper, magazine), Radio, Television, Internet)	
Digital Solution (e.g. Websites, Social networking, Blogs, Search engine optimisation, Podcasting)	
Collateral (e.g. Flyers, Brochures, Invitations, Business cards, Published reports)	
Direct Mail	
Promotions (e.g. Competitions, Merchandise)	
Other	

8. Events & Festivals Grants applications will be assessed against the criteria listed below.

Therefore, for each criterion applicable to your event/festival, please indicate how outcomes will be addressed and achieved.

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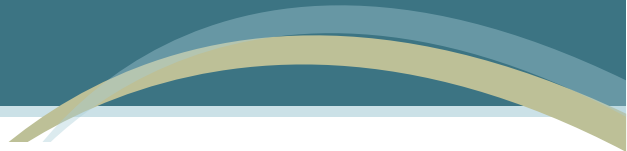
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How well is your Festival / Event aligned to Council's Strategic Plan 2012-2016	✓
1. Will your festival/activity involve people from the following groups:	
<input type="checkbox"/> Culturally Diverse Backgrounds	
<input type="checkbox"/> Young People	
<input type="checkbox"/> Disability	
<input type="checkbox"/> Other Target Groups (Specify)	
2. Will your festival/activity involve community participation/volunteers?	
3. Will your festival/activity promote community development and/or social relationships?	
4. Will you be providing any in-kind contribution (e.g. labour, cash etc.)? (Specify):	
5. Have you identified the development potential of the festival/activity (e.g. potential to attract District, Regional, State event)? (Specify):	
6. Will the festival/activity be sustainable over 1, 2, 3 or 5 years? (Specify):	
7. Continuing innovation and flexible thinking	
8. Will your festival/activity be promoted locally?	
9. Will your festival/activity be promoted regionally?	
10. Will your festival/activity be promoted state-wide?	
11. Will your festival/activity be promoted nationally?	
12. Event/festival attendance:	
16a. Number of visitors estimated (Please tick (☑) one only)	
<input type="checkbox"/> Up to 100	
<input type="checkbox"/> 101-200	
<input type="checkbox"/> 201-300	
<input type="checkbox"/> 300 +	
16b. Number of locals estimated (Please tick (☑) one only)	
<input type="checkbox"/> Up to 50	
<input type="checkbox"/> 51-100	

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101-200

300 +

APPENDIX D

Application Form

Funding Stream No. 3:

Recreation Facilities Upgrade Grant Scheme

(Maximum funding \$10,000)

Questions that need to be addressed by the applicant.

Your answers to each of the following questions will be weighed against the selection criteria, so it is important that you provide as much information as possible to support your application.

Project Information

Project Name:

Project Location:

Outline of Project:
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What is the potential of the project to increase or maintain recreation opportunities available to the community?

1. How will this Project maintain or increase participation?

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2. Does this Project offer a new experience or recreation opportunity?

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3. How will this Project benefit current & potential participants/club members?

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4. Does this Project benefit the community in general and if so, how?

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Evidence of adherence to social justice principles:

5. Will this Project increase accessibility for people with disabilities?

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6. Does this Project cater for a range of age groups (particularly juniors or older adults)? Please explain.

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7. Does this Project benefit a range of groups such as cultural groups, women, rurally remote communities, etc.

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Permanency of proposed works:

8. How long will the facility / improvement last?

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9. Will your Project require any ongoing maintenance and if so how will your club ensure maximum longevity?

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.....
.....

Non-duplication of existing facilities:

10. Are there any other facilities nearby that are similar to the Project, and if so, explain how they fail to meet the needs of you club?

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Organisational Capacity:

11. What is your organisation’s financial contribution to the Project?

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12. What is your organisation’s in-kind contribution to the Project?

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.....
.....

Do you currently have an unfinished Projects which have been funded through the Tatiara District Council’s Community Grant Scheme (this includes outstanding final reports)?

Yes / No

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If yes, have you requested an extension – please provide details:

.....
.....
.....

If your Project is on Council land, have you attached a letter with your application requesting permission to undertake the works?

Yes/No

Further Information:

How will the success of the Project be determined?

.....
.....
.....
.....
.....
.....

Do you have any other relevant supporting information (more detailed submissions may be attached):

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APPENDIX E

PROJECT BUDGET

(Please indicate your proposed budget for the project)

Proposed Project INCOME

Council Grant / Loan (i.e. amount requested)	\$.....
Your Group's Financial Contribution (if applicable)	\$.....
Your Group's In Kind Contribution (if applicable)	\$.....
Other Funding Sources	\$.....
TOTAL PROJECT INCOME (should equal total project expenditure)	\$.....

Proposed Project EXPENDITURE

_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
TOTAL PROJECT EXPENDITURE (should equal total project income)	\$.....

APPENDIX F

APPLICATION CHECKLIST

- Have I met the selection criteria?
- Have I listed our ABN number?
- Have I listed our incorporation number?
- Have I listed our Public Liability Policy Number and Certificate of Currency?
- Have I answered every question on the application form?
- Have I provided at least 1 relative quote on the project idea?
- Is the budget correct?
- Have I attached our organisations last financial statement or Treasurers most recent monthly report?
- Have I included other attachments/evidence which will assist the application (e.g. Annual report, detailed business plan)?
- Have I kept a copy of this application for my records?

APPENDIX G

DECLARATION & UNDERTAKING BY APPLICANT

If this application is successful, we undertake to:

- Supply Council with a suitable invoice dependent on GST status, for the grant amount.
- Use the grant only for the purpose outlined in the application.
- Seek written approval from Tatiara District Council for any significant changes in the budget or project.
- Spend grant monies within stated period.
- Acknowledge Council's assistance in any material relating to the project.
- Complete and submit a Funding Acquittal Form detailing income/expenditure within three (3) months of completing the project and no later than June 30, 20.....
- Return any unspent grant monies with the Financial Acquittal Form.

Signature:.....
(Committee member)

Name:.....
(Please print clearly)

Signature:.....
(Committee member)

Name:.....
(Please print clearly)

Date:.....

If you are Auspiced by an Incorporated Association, a representative from that parent body will also need to sign this application below:

Signature:.....

Name:.....

APPENDIX J

INFORMATION ON GOODS & SERVICES TAX (GST)

Introduction

The following information is provided to assist grant applicants to understand the impact of GST on grants.

The GST treatment on grants of financial assistance depends primarily on whether the grant represents consideration that has relevant connection with a taxable supply.

To determine whether GST applies, the following information is required:

1. Is the recipient of the grant registered or required to be registered?
2. Is there a supply of goods or services in return for the grant?
3. Does the grant have conditions attached?
4. What is the ABN of the recipient?

Registration

GST registration is compulsory for entities that carry on an enterprise and have an annual turnover of \$50,000 or more, or in the case of non-profit organisations, \$100,000 or more.

Registered Grantee

A registered grantee will be required to remit GST payable on the supply to the Australian Tax Office with the Business Activity Statement for the tax period in which the grant is attributable.

Registration for GST will be an advantage to a grantee as Council will “gross up” the grant by the amount of the GST.

Unregistered Grantee

If an organisation is not registered for GST purposes and is not required to be registered, it is not subject to GST. If the grantee is not registered, the grantee is treated as a consumer and GST is ultimately borne by consumers. Council will not be grossing up the grants to unregistered grantees. Organisations do not need to fill in ‘Recipient Created Tax Invoice’.

Overview

Put simply, if the organisation is registered and provides an Australian Business Number (ABN), Council will provide the full value of the grant as approved, plus the relevant GST amount, therefore the organisation’s grant will not be affected in real terms. If the organisation is not registered, only the approved grant amount will be provided.

APPENDIX K

FREQUENTLY ASKED QUESTIONS

Can I get some help in developing my project and completing the application form?

Yes. Council staff is happy to discuss your ideas and answer any of your questions.

Can I have an electronic Word version of the application form to type straight into?

Yes. You can download the application forms from council's internet site www.tatiara.sa.gov.au.

Can I submit my application online?

No. The Tatiara District does not have the facility at this time to receive applications online. Emailed applications are accepted, providing the signed page of the application is also forwarded to council.

Can I fax in my application?

Yes. Applications sent by fax will be accepted.

Can individuals apply?

Yes. Individuals may apply for a "Quick Response Grant".

Can I apply if my group/organisation doesn't have an Australian Business Number (ABN)?

Yes, you can still apply. You will need to provide us with a copy of your group/organisation's Certificate of Incorporation together with a Statement by a Supplier form from the Australian Tax Office, confirming tax exemption status. The Statement by a Supplier form is available online at www.ato.gov.au/content/downloads/nat3346.pdf.

Can I apply if my group/organisation or myself aren't registered for GST?

Yes. If your organisation is not required to be registered for GST, then GST will not apply to any grant allocated.

If my organisation is not located in the Tatiara District, can we still apply?

Yes. As long as there is a service/project/event being delivered in the Tatiara District and there is benefit to the Tatiara community, your organisation can apply for "Community Support Grants". However, applicants in the "Quick Response Grant" category **must** be based in the Tatiara.

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Does my project need to benefit all residents of the Tatiara District?

No. As long as there is a service/project/event being delivered in the Tatiara region and there is benefit to communities within the Tatiara District.

Can a school apply?

Yes. However the application needs to be submitted by the School Association (i.e. P&F) and must be for a project/activity/event that is not the core responsibility of the school.

If my application is unsuccessful, can I apply for the same thing next round?

There is a limit of one application per organisation / individual for each grant category per year. If you are unsuccessful in one category you may only apply for a different grant category in the same year. However, we would strongly advise that you seek feedback as to why your application was unsuccessful in the first instance.

APPENDIX L

ASSESSMENT MATRIX

The following assessment matrix will help provide a consistent and objective method to assessing proposals and ensure the assessment process presented to Councillors weighs in favour of:

- Applications from groups that are based in the Tatiara Council area and/ or can demonstrate that a significant proportion of the project participants are Tatiara rate payers.
- Events and activities that have volunteer involvement.
- Applicants that have demonstrated a significant need for financial support in undertaking the initiative for which they are applying for funding.

The assessment matrix Identifies and recommends funding for proposals that will provide the greatest value for money in the context of Council's Strategic Management Objectives.

The assessment matrix information across the full assessment process (e.g. when reviewing applications, an applicant with facilities valued above \$100,000, seeking \$10,000 of funding for a \$40,000 project, should be reviewed differently than a request for \$5,000 for a \$8,000 project from a community organisation with very few assets).

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Funding Stream 3: Assessment Matrix Facilities Upgrade

Criteria	Max Funding	Assessment Scoring										
		Value	\$10k	\$20k	\$30k	\$40k	\$50k	\$60k	\$70k	\$80k	\$90k	\$100k
Project Value	\$5,000	Funding	\$500	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500	\$5,000
Meeting Strategic Plan Objectives	\$2,500	Funding available if project is aligned to an objective/strategy/action in Council's Strategic Management Plan.										
Existing Infrastructure	\$1,500	Value	<\$10,000			\$10,001 - \$50,000			>\$50,000			
		Funding	\$500			\$1,000			\$1,500			
Economic/ Tourism Benefits	\$1,000	Funding available if project will attract visitors from outside the region.										
Total Funding Provided	\$10,000											
Notes:	Description of Assessment / Merit Criteria											
1.	Current Infrastructure: <i>Current Infrastructure: Recognises that organisations with large facilities would be expected to deliver greater benefits than facilities of lower values. Facilities must have been erected by the applicant.</i>											
2.	Meeting Strategic Plan Objectives: <i>Proposals are assessed according to their degree of alignment with Council's Strategic Management Plan.</i>											
3.	Value of Project: <i>Recognise that smaller value projects should be expected to deliver fewer benefits than higher value projects.</i>											
4.	Economic &/or Tourism Benefits: <i>Whether the project / event / activity will provide an economic and/or tourism benefit to the Region, measured by its potential to attract tourists and/or visitors from outside of the Region.</i>											
5.	Total Funding provided: <i>Proposals predominately aimed at increasing their facilities are generally scored more highly against criterion 1, 2 and 3, placing them above the value for money threshold.</i>											

APPENDIX M

OTHER FUNDING INFORMATION

This section is intended as a guide only. Please contact the listed agencies for up-to-date information and more details about their funding programs.

MAJOR EVENTS/ACTIVITIES SPONSORSHIP

Events South Australia
C/- SA Tourism Commission
Level 3, Tower 2
121 – 125 King William Street
ADELAIDE SA 5000

Contact:
General Manager
Events South Australia
Phone: 8463 4500 Fax: 8463 4718

Please refer to the Arts and Culture and Recreation and Sport listing within this section for other funding sources appropriate to large community events. There are also sponsorship opportunities from the Corporate and Private Sector within Adelaide and it is advised that applicants contact the appropriate persons of such organisations for further information.

ARTS AND CULTURE GRANTS

ARTS SA

Offering a wide range of funding programs, the South Australian Government assists artists and arts activities through Arts SA, an arm of the Department of Premier and Cabinet. Twin objectives are to create opportunities for South Australian artists and audiences, both existing and potential.

Contact:
West Coffee Palace
110 Hindley Street
ADELAIDE SA 5000
Phone: 8463 5444
www.arts.sa.gov.au

Australia Council for the Arts

The Australia Council's primary responsibility is to help create an environment which encourages the creativity and development of Australian artists, and which provides greater access to arts and cultural activities for all Australians.

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Contact:

PO Box 788
STRAWBERRY HILLS NSW 2012
Phone: (02) 9215 9000
TOLL-FREE 1800 226 912
Email: mail@australiacouncil.gov.au
www.australiacouncil.gov.au

Screen Australia (Formerly Australian Film Commission)

Screen Australia is where to look for the types of advice and financial assistance it provides for film/program makers and those involved in the screen culture sector. Development and production funding is available through a number of schemes offered by Screen Australia.

TOLL-FREE 1800 213 099 Head Office (Sydney)
TOLL-FREE 1800 213 681 (Melbourne)
www.screenaustralia.gov.au

SAYAB

The South Australian Youth Arts Board (SAYAB) Grants Program aims to encourage exciting and innovative youth arts activity of a high standard, across the full range of the arts. The SAYAB Grants Program provides grants and schemes to support and develop artistic activity for, by and with young South Australians up to the age of 26 years.

Contact:

11 Jeffcott Street
NORTH ADELAIDE SA 5006
Phone: 8267 5111
www.sayab.org.au

Department of the Environment, Water, Heritage and the Arts

The Australian Government Department of the Environment, Water, Heritage and the Arts (formerly the Department of the Environment and Water Resources) develops and implements national policy, programs and legislation to protect and conserve Australia's environment and heritage and to promote Australian arts and culture.

The Department provides funding for a range of environment, art, water and heritage projects. Visit: www.environment.gov.au and follow the links provided.

Other Australian Government websites provide information on a wide range of funding opportunities.

You can find information from the following websites:

www.ausport.gov.au
www.health.gov.au
www.australia.gov.au
www.dest.gov.au

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COMMUNITY DEVELOPMENT GRANTS

Annie Danks Trust Fund

The Danks Trust disburses funds to projects and organisations that fit the categories of religion, education or the relief of poverty (broadly interpreted).

Contact:

Mr J Graeme Danks
Trustee, The Danks Trust
414 – 426 Lower Dandenong Road
BRAESIDE VIC 3195
Phone: (03) 9264 5007
Email: dankstrust@danks.com.au

Department for Families and Communities

Community Benefit SA Grants are to provide assistance to disadvantaged individuals, families and communities. Community organisations, which are non-profit, non-government and incorporated bodies, may apply.

Contact:

The Executive Officer
Phone: 8415 4234
www.dfc.sa.gov.au/cbsa

Housing SA

The Community Project Grant Fund provides funding for initiatives that benefit Housing SA customers and the general community. Applications are invited from: - community organisations or those with a community development focus to subsidise; - projects for which Housing SA customers are the prime beneficiaries; - individuals wishing to form a group to begin a project in the area; and - existing Housing SA customer groups or organisations.

Contact:

Business and Customer Services
Phone: 131 299
www.housing.sa.gov.au

Office for the Ageing

The Positive Ageing Development Grants (PADG) offer one- off grants up to \$25,000. Grants are available to community organisations for projects which provide opportunities and choices for older people in line with the following themes: - enabling choice and independence; - participation and learning; and - positive perceptions. The Grants for seniors offer one-off grants up to \$5,000 for: - equipment or materials; - cultural, social or skill enhancing activities; and - fitness, sporting or educational programs.

Contact:

Contracting and Funding Team Office for the Ageing
Phone: 8207 0522

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Email: ofta@dfc.sa.gov.au
www.ageing.sa.gov.au/seniorsgrants

Premier's Community Initiatives Fund

The Premier's Community Initiatives Fund has been established by the Premier of South Australia to provide financial assistance to non-profit charitable South Australian organisations that offer direct services and support to excluded, disabled or socially isolated members of the community. The objective of the Fund is to assist such organisations undertake a one-off project that will benefit the community.

Contact:
Department of Premier and Cabinet
GPO Box 2343
ADELAIDE SA 5001
Phone: 8226 2815 or 8226 7671
Email: pcif@dpc.sa.gov.au
www.premcab.sa.gov.au/dpc/community_initiatives.html

SGIC

Community groups undertaking projects aimed at improving safety or protecting their local environment have the chance to receive a financial grant of up to \$5,000, thanks to the SGIC Community Help Grants program. The Community Help Grants program is an SGIC initiative that supports community groups working to reduce risk and increase safety in their communities specifically in the areas of crime prevention, injury prevention, emergency services and the environment. Grants between \$500 and \$5,000 are available through the program. SGIC, as a strong advocate for reducing risk to build safer and more sustainable communities, is proud to partner with key organisations including the Royal Flying Doctor Service (Central Operations), Salvation Army Emergency Services, and St John Ambulance Australia. Our Community Help Grants program complements these key partnerships by providing funding to local organisations working hard to make a difference in their communities.

For further information, or to apply online, visit:
www.sgic.com.au

RECREATION AND SPORT

Office of Recreation and Sport Active Club Program

This program provides financial assistance to incorporated, community based sporting and recreation organisations to develop and expand the services which they provide. There are three types of grants:

1. Local Initiative Grants (up to \$10,000)
2. Minor Capital Works Grants (up to \$20,000)
3. YES (Youth Encompassing Sport Grants) (Up to \$10,000)

There are two funding rounds per year advertised around April and October.

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Community Recreation and Sport Facilities Program

This program assists incorporated, community based sporting and active recreation organisations, Councils and schools to develop and improve the standard of sport and active recreation facilities for the benefit of the community. For schools there is a particular emphasis on community access. There are two types of grants:

1. Community Facilities Grants (between \$20,000 and \$50,000) – services the local community; and
2. Regional Facilities Grants (between \$20,000 and \$300,000) – draws significant numbers of participants from outside the local community.

There is one funding round per year advertised around July.

Move It! Making Communities Active Program Provides financial assistance to incorporated active recreation and sport organisations for projects and programs that target inactive people in SA. Applicants can apply for up to \$50,000 per annum for up to three years.

There is one funding round per year advertised around June.

Inclusive Recreation, Inclusive Sport (IRIS) Program Provides financial assistance to incorporated organisations to increase participation levels of, and improve the quality of services provided to, people with a disability in the South Australian community to enable appropriate and sustainable recreation, sport and physical activities.

There is one funding round per year advertised around August.

State-wide Enhancement Program (STEP) Provides financial assistance to: 1. Stream One – Peak Sport and Active Recreation organisations to support their core activities; and 2. Stream Two – Incorporated eligible organisations to assist in the development and delivery of sport and active recreation services on a regional or State-wide basis as well as projects that assist the growth and development of the sport and recreation industry.

There is one funding round per year advertised around January/February.

Contact:

Manager Grants Office for Recreation and Sport

Phone: 7424 7708

www.recsport.sa.gov.au

YOUTH FUNDING

Office for Youth

www.officeforyouth.sa.gov.au

OTHER FUNDING

A wide range of grants and other funding opportunities are available from government agencies, corporate bodies and non-government organisations. Please use the following links below for more information:

www.southaustralia.biz/Funding-Grants.aspx

www.standlikestone.com.au/