



The District Council
of Elliston

Policy Document

COMMUNITY GRANTS POLICY

Date Adopted: 9 December 2014
Minute Number: **2014.180**
Review Date: 9 December 2015

COMMUNITY GRANTS POLICY

1. POLICY STATEMENT

Council will provide financial grants to incorporated organisations, or individuals or groups sponsored by incorporated organisations for community projects that will improve infrastructure in, or services to, local communities throughout the Council district.

2. BASIS FOR POLICY

The *Local Government Act 1999* (Section 137) (the Act) provides that a council may expend its funds as the council thinks fit in the exercise, performance or discharge of its powers or duties under the Act, or other Acts.

The Council allocates funds for the Community Grants Program each year through its annual business plan and annual budget processes.

3. POLICY PRINCIPLES

In satisfying the policy statement, Council will adhere to the following principles:

- Equitable and even distribution of funds throughout the whole district
- Consistency with Council's strategic plan and annual business plan
- Accountability in the processes for seeking, approving, and expending public funds
- Probity in the processes for seeking, approving, and expending public funds
- Contribution levels from the grantee and other sources
- Not-for-profit status of applicants
- Exclusion of projects involving new or upgraded assets, or significant maintenance on assets, on land that is owned by, or under the care, control and management of the Council (including projects on land that is leased by the Council to another party)¹.

1. Projects involving new or upgraded assets, or significant maintenance on assets, on land that is owned by, or under the care, control and management of the Council (including projects on land that is leased by the Council to another party) will be funded separately by the Council through the annual business plan and annual budget process.

Council adopts this position because of the need for a higher level of Council involvement in such projects due to the additional risks to the Council associated with work on property where Council has legal responsibilities and liability.

APPLICATION OF COMMUNITY GRANTS POLICY

4. POLICY APPLICATION

The following requirements apply to this policy.

4.1 Definitions

“CEO” means chief executive officer of the Council

“Council” means The District Council of Elliston, and the CEO where he or she is acting under delegated authority

“Program” means Council’s Community Grants Program.

4.2 Available funds

Council allocates funds each financial year for the Program.

The amount of those funds will be determined at the time that Council adopts its annual business plan and annual budget for the up-coming financial year.

4.3 Eligible projects

Projects eligible for funding must:

- Be a new or upgraded facility, service or activity
- Be delivered in or apply to the Council district
- Be consistent with Council’s strategic plan and annual business plan
- Be detailed in a business plan of a reasonable standard that is acceptable to the Council
- Have wide community benefits for Council residents
- Have financial and or in-kind contributions from the applicant and or other bodies
- Not be for commercial purposes
- Not apply to normal operational and or maintenance costs (including insurance premiums, rates, taxes, administration costs, etc.)
- Not be the responsibility of another level of government or another relevant party
- Not require any further or on-going financial support from the Council.

4.4 Eligible applicants

Applications may be submitted by:

- Incorporated community organisations
- Community groups (not incorporated) that are sponsored by an incorporated community organisation, provided that that incorporated community organisation manages the project administration and funding requirements
- Individuals, provided that that an individual is sponsored by an incorporated community organisation and that organisation manages the project administration and funding requirements

- Applicants that have previously been successful in receiving a community grant, provided that such applicants have satisfied the grant funding conditions applying to that previous grant.

4.5 Funding conditions

The following conditions apply:

- An application for funding must be in the form of Schedule 1 and be accompanied by a business plan, drawings, and documents that detail the project, and are of a reasonable standard appropriate to that project and acceptable to the Council
- An application must be accompanied by copies of all required approvals and relevant certificates of currency from insurance companies
- An application for funding must be accompanied by a copy of the audited annual statements of the applicant for the year prior to the submission of an application
- Council will not approve a grant to an applicant where the audited annual financial statements of that applicant for the year prior to the submission of the application show that the applicant is holding significant cash reserves
- Grant funds from the Council for the approved project must be spent only on the approved activity shown in the grant application form and attachments
- An approved project must not be changed in any way without the specific, prior approval of the Council
- A funded project must be completed within the financial year in which the grant funds are approved
- A funding agreement must be executed by the relevant incorporated community organisation within 14 days of the receipt of written advice that an application has been approved by the Council
- Payment of the approved grant funds, including payment instalments, must be negotiated by the successful applicant with the Council staff
- Any funds not expended on completion of the project must be returned to the Council immediately
- Council's funding of the project must be acknowledged in any publicity or promotion
- Where the funding conditions are not satisfied, the funds must, either not be paid, or any paid grant funds must be refunded to the Council
- An acquittal form in the style of Schedule 2, a project evaluation report, a financial statement certifying that the funds have been expended in accordance with the grant approval, and supporting evidence (photographs, documents, etc.) must be lodged with the Council within 21 days of practical completion of the approved and funded project
- Failure to comply with these conditions will preclude the applicant and or the sponsoring organisation from eligibility for Community Grant Program funds in the future
- An applicant and or sponsoring organisation operating from licensed premises, must both join the "Good Sports Program" and support responsible alcohol consumption
- Applicants must comply with Council's *Community Grants Policy* and all associated procedures and conditions that apply to this policy
- The applicant must certify that the information given in the application, including any attachments hereto, is true and correct in every particular.

4.6 Process

There will be two (2) funding rounds each financial year – in September and the following March.

Half of the budgeted funds for the Program in each financial year will be allocated in each funding round.

Council will advertise in July and February each financial year seeking applications from community organisations, groups and individuals for projects to be funded under this Program.

Eligible applications resulting from those advertisements will be submitted to the Council meetings in September and March of the respective years.

Any application that is not submitted within the advertised timeframes will not be considered for that particular funding round. The applicant will be advised to submit the application, if it is still relevant, to the next funding round.

Council will, in its absolute discretion, determine whether or not to approve any application for the Program.

All applicants will be notified about their applications following the Council meeting at which a decision was made by the Council.

4.7 Alterations or substitution of policy

This policy will be reviewed annually.

The CEO will report to Council on the outcome of the review and make recommendations for amendments, alteration or substitution of a new policy, if relevant.

The policy will not be altered or substituted so as to affect a process already commenced.

4.8 Availability of the policy

The policy is available for inspection during ordinary business hours at the Council Office, 21 Beach Terrace, Elliston or at www.elliston.sa.gov.au.

A copy of this policy will be provided to interested parties upon request.

Further information about this policy can be obtained by:

Telephone: 8687 9177

Email: dce@elliston.sa.gov.au

Version Control

Version no.	Date adopted by Council	Prepared by:
Version 1	16 July 2013	CEO
Version 2	9 December 2014	CEO



SCHEDULE 1 - COMMUNITY GRANTS PROGRAM APPLICATION FORM

NAME AND ADDRESS OF APPLICANT

Organisation name:

Postal Address:
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Does your organisation have an ABN? Yes/No

If "Yes", please provide the ABN

If "No", please complete "Statement of Supplier" form

Is your organisation registered for the GST? Yes/No

Special note:

When a grant is paid for a specific purpose or with any conditions, GST is payable on the grant.

Where grants are provided to GST registered organisations, the Council will increase the grant by 10 per cent. This is dependent on the submission of a tax invoice from the successful organisation.

Where an organisation is not registered for GST, GST is payable on goods and services and the grantor (Council) is not entitled to an input tax credit. Council therefore reserves the right not to increase the grant to compensate for an unregistered organisation having to pay GST.

CONTACT DETAILS - FOR ENQUIRIES RELATING TO THE APPLICATION

Full name:

Position in Organisation:

Telephone: (Day Time Contact) Mob:

Email: Fax:

1. Description of the project - what do you want to do?

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2. What are the project's goals and objectives - what are you trying to achieve?

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3. How will you implement the activity, program or project?

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4. How will this project benefit the broader community?

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5. How will you know if you have achieved you goals and objectives? How will you measure the success or otherwise of the projects?

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6. Will the project generate income, or have you received, or will you receive, other sources of income (e.g. grants/donations)? (If the answer is “yes”, please provide details)

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BUSINESS PLAN AND BUDGET

Please provide a detailed business plan and budget for the project. Your business plan and budget must include full details of your proposal, including costs and all sources of income for the project. Particulars about in-kind support must be included.

The business plan may be incorporated in responses to questions 1 to 7, inclusive, above, or a separate document. If a separate document is prepared, please note in response to questions 1 to 7, inclusive, "Refer to separate business plan".

Description	Units	Unit cost	Total
Expenditure			
Project staff wages			
Materials			
Contractors			
Equipment hire			
Advertising/Printing			
Photocopying			
Postage			
Venue hire			
Other – in-kind expenses ¹			
Other			
Total expenditure			
Income			
Fees and charges			
Grants/donations from other sources (include source name)			
Other – in-kind income off-set (include details in note ¹ above)			
Total income			
Grant Required (Total expenditure less Total income)			

About the applicant

Please confirm that you are or your group or organisation is a not-for-profit individual, group, or organisation - Yes/No

Is your group or organisation incorporated? Yes/No

If your answer is “**No**”, it is essential that the following section be completed by the incorporated body that will take legal and financial responsibility for the administration of the grant.

Name of sponsor organisation.....
Address.....
ABN.....

The (insert name of sponsoring organisation) agrees to take legal and financial responsibility for the administration of any approved grant funds on behalf of (insert name of applicant).

PAYMENT FOR SUCCESSFUL GRANT APPLICATIONS

If your grant application is successful, payment arrangements will be negotiated with Council staff.

Grant funds will be paid to the sponsoring incorporated organisation where the applicant is not an incorporated body.

CONDITIONS OF THE GRANT

I/We (insert name of applicant) being the applicant, or the authorised officers of the sponsoring organisation making this declaration, confirm and agree to the following:

1. The application includes and or is accompanied by a business plan, drawings, and documents that detail the project
2. The application is accompanied by copies of all required approvals and relevant certificates of currency from insurance companies
3. The application is accompanied by a copy of the audited annual statements of the applicant for the year prior to the submission of this application
4. The Council will not approve a grant where the audited annual financial statements for the year prior to the submission of this application show that the applicant is holding significant cash reserves
5. If the application is successful, the funds received from the Council for the approved project will be spent only on the approved activity shown in the grant application form and attachments
6. If the application is successful, the approved project will not be changed in any way without the specific, prior approval of the Council
7. If the application is successful, the funded project will be completed within the financial year in which the grant funds are approved

8. If the application is successful, a funding agreement will be executed within 14 days of the receipt of written advice that the application has been approved by the Council
9. If the application is successful, payment of the approved grant funds, including payment instalments, will be negotiated by the successful applicant with the Council staff
10. If the application is successful, any funds not expended on completion of the project will be returned to the Council immediately
11. If the application is successful, Council's funding of the project will be acknowledged in any publicity or promotion
12. If the application is successful, where the funding conditions are not satisfied, the funds will, either not be paid, or any paid grant funds will be refunded to the Council
13. If the application is successful, an acquittal form, a project evaluation report, a financial statement certifying that the funds have been expended in accordance with the grant approval, and supporting evidence (photographs, documents, etc.) will be lodged with the Council within 21 days of practical completion of the approved and funded project
14. If the application is successful, failure to comply with these conditions will preclude the applicant and or the sponsoring organisation from eligibility for Community Grant Program funds in the future
15. If successful, and the applicant or sponsoring organisation operates from licensed premises, both the applicant and or the sponsoring organisation will join the "Good Sports Program" and support responsible alcohol consumption
16. Compliance with Council's *Community Grants Policy* and all associated procedures and conditions that apply to that policy (copy attached)
17. The information given in this application, including any attachments hereto, is true and correct in every particular.

DOCUMENTATION CHECKLIST

Attached is:

1. A copy of the project business plan (if not included in this application form)
2. Supporting documents about the application
3. Certified Financial Statement for the last financial year detailing income and expenditure, and assets and liabilities. Please note that your application will not be processed without a Financial Statement signed by your auditor or treasurer.
4. Quotes for any purchases (if applicable)
5. Details of any other sources of income.

Please ensure that the application is signed by two different signatories on behalf of the applicant organisation and returned, with the required attachments, to:

Chief Executive Officer
District Council of Elliston
PO Box 46,
ELLISTON SA 5670

Organisation name _____

Name _____

Position Held _____

Signature _____

Date _____

Name _____

Position Held _____

Signature _____

Date _____



SCHEDULE 2 – COMMUNITY GRANT PROGRAM ACQUITTAL FORM

Funding Recipient Details	
Recipient (organisation)	
Postal address of recipient	
Phone number:	
Fax number:	
Contact Person Full Name	
Total amount of funding received from Council	\$
What was the funding spent on?	
Date of event/ date project was completed	

Acquittal details (Please attach)	
<input type="checkbox"/> Receipts of goods/ services purchased with Council funding	
I CERTIFY THAT THE ABOVE ATTACHMENTS ARE A TRUE AND ACCURATE RECORD OF THE DISTRIBUTION OF THE FUNDING AWARDED BY THE DISTRICT COUNCIL OF ELLISTON	
Full name:	Signature:
Position held:	Date:
Post acquittal (with receipts) to District Council of Elliston, PO Box 46, Elliston, SA, 5670. Phone 8687 9177 if you have enquiries.	