



## COMMUNTY GRANTS POLICY

<b>Policy/Procedure Type</b>		GOVERNANCE	
<b>Responsible Department</b>		Office of the Chief Executive Officer	
<b>Responsible Officer</b>		Chief Executive Officer	
<b>Applicable Legislation</b>		<i>The Local Government Act 1999</i>	
<b>Related policies and / or procedures</b>			
<b>Date adopted</b>	<b>16 June 2020</b>	<b>Minute Number</b>	2020.137
<b>File Ref</b>			
<b>Version</b>		3.0	
<b>Last Reviewed</b>		9 December 2015	
<b>Next Review</b>		December 2023	

### 1. Introduction

The District Council of Elliston values and recognises the role of community groups and organisations within the Council area and endeavours to financially support a range of projects and activities that are seen to enhance the quality of life, deliver services and provide facilities to the community.

Each year, DCE makes funds available under its Community Grants Program for (but not limited to) local non-profit community, sporting, recreational, social and arts groups and eligible individuals in the support of one off projects.

### 2. Scope

Organisations are eligible to receive only one grant per annual funding round and applications may be submitted at any time during the financial year. However, projects must be completed and acquitted by the 30 June in the same year.

Applications will be accepted from groups that have received funding assistance from Council in previous years. If the total number of applications received exceeds the amount of funds available, priority will be given to organisations that have not received funding within the previous two years.

Projects / activities should deliver a benefit to the Elliston District and applicants must reside in the District.

Eligible organisations will have limited capacity to raise funds of their own.



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Projects that may be considered (but not limited to) are:

- Recreational activities
- Equipment purchases
- Upgrading/improving sport and recreation facilities/infrastructure
- Art and cultural activities
- Health and wellbeing activities
- Youth development sponsorship
- Environmental activities
- Activities that attract visitors and promote the Council area
- Skill development where the activity is made available to the wider community

### 3. Assessment of Applications

Applications will be submitted to Council for consideration by the Elected Members. All applicants will be notified in writing of the Council decision.

To ensure an accountable and transparent assessment process is maintained, Elected Members, Council Officers and community representatives on Council Committees assessing grant applications are required to declare any potential conflict of interest.

This may include, but is not limited to personal connections with any applicant. Any person having a conflict of interest may not be permitted to debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

### 4. How to Apply

Application forms are available at the Council office or via Council's website [www.elliston.sa.gov.au](http://www.elliston.sa.gov.au). Completed applications should be forwarded via email to [dce@elliston.sa.gov.au](mailto:dce@elliston.sa.gov.au), via post to PO Box 46 ELLISTON SA 5670 or in person to the Council office.

### 5. Further Information

Please contact Council's governance officer if you require further information, further assistance with completing your application, or if you would like to discuss any aspect of your project on 08 8687 9177 or email [dce@elliston.sa.gov.au](mailto:dce@elliston.sa.gov.au).

### 6. Acquittal

All successful applicants will be required to complete an acquittal form providing income and expenditure of the funded project, return unexpended funds to Council, obtain written approval for any significant variation to agreed funding as well as details of community outcomes and participation.

In addition:

- Grant monies are only to be used for the purpose outlined in the application
- Any material relating to the project should acknowledge the District Council of Elliston
- Grant monies must be expended by the end of the financial year of the grant funding
- Acquittal form, receipts and other supporting documentation to be provided to Council within three months of the project conclusion.

### 7. Risk Management

**This Policy facilitates the fair and equitable distribution to groups / individuals of community grants as well as a consistent acquittal process to ensure funds are used for the purpose they are granted.**



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### 8. 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.

### 9. 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](http://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](mailto: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
Version 3	June 2020	Council Support and Governance



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### APPLICATION FORM

1. GROUP / ORGANISATION DETAILS	
Legal Entity Name:	
Address:	
2. CONTACT PERSON DETAILS (This is the address that all correspondence will be sent)	
Name: (First name and surname)	
Title: (your role within the group/organisation)	
Address:	
Phone:	Work: Mobile:
Email:	
3. GROUP / ORGANISATION MANAGEMENT DETAILS	
Is your organisation:	
a) If Incorporated:	Incorporation Number:
b) Operated under a parent organization:	Parent Organisation Name:
c) Community / not for profit and non government entity	Yes No
5. ORGANISATION FINANCIAL DETAILS	
Balance of Accounts:	\$ \$
Outstanding Loans:	\$ \$
<i>Please provide a copy of your organisation's most recent Balance Sheet and Profit/Loss Statement</i>	
6. BANKING INFORMATION	
Full Account Name:	
Insurance Details:	
Does your Organisation have an ABN?	ABN Number:
Is your Organisation registered for GST?	Yes / No



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### PROJECT INFORMATION

Name of Project requiring funding	
Estimated commencement date of Project	
Estimated completion date of Project	
Total cost of Project	\$
Amount of Community Grant Funding Requested	\$
Location of Project	
Has funding been sought from other sources? Please list Name and Amount	\$ \$
What resources will your Organisation contribute to the Project	\$ \$ \$ \$ In Kind:

### PROJECT SUMMARY OR DESCRIPTION

Attachments: Please list any attachments relating to the Project.
1.
2.
3.



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### APPLICATION DECLARATION

***Please note that this declaration must be signed by two current senior office holders of the group / organization (ie President, Secretary, Treasurer)***

I acknowledge that I am authorized to make this application on behalf of the Organisation.

I acknowledge that the information provided in this application is true and correct.

I acknowledge that our Organisation may be required to supply further information prior to consideration of this application.

I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements.

I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the District Council of Elliston may request further information.

By signing this form this Organisation gives the District Council of Elliston permission to use details of this Project and photos in any media or publicity pertaining to the Community Grants Program.

On behalf of: \_\_\_\_\_  
(Group / Organisation)

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

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

*And*

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

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

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



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### ACQUITTAL FORM

Organisation:

Date Project was completed:

Total funding amount to be received from Council

\$

ACQUITTAL DETAILS (Please attach copies of tax invoices supporting this acquittal)

What was the funding spent on?

***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:

Position held:

Signature:

Date:

Please email acquittal (with receipts) to [dce@elliston.sa.gov.au](mailto:dce@elliston.sa.gov.au) or post to  
District Council of Elliston PO Box 46 ELLISTON SA 5670  
Phone 8687 9177 if you have enquiries.