# Community Grants and Sponsorship Program Guidelines

The District Council of Elliston provides Community Grants and Sponsorship to support local non-profit community groups and organisations in the delivery of local initiatives which make a positive contribution to the building of community capacity and wellbeing and which support Council's Strategic Plan.

These Guidelines are designed to provide information and guidance in how to apply for this program. These Guidelines apply to Council's:

- Community Grants
- Sponsorship

## Aim

The aim of this program is to support groups and organisations to provide activities, services, and events to make Elliston an even greater place to live.

## Definitions

Community Grants – the provision of a one-off financial or non-financial allocation made to encourage the development of services, programs and facilities which meet demonstrated community needs and which otherwise could not be developed or recognised.

Sponsorship – the provision of financial support to community organisations and groups for staging events and activities for the benefit of the local community.

## How to apply

Before completing the online grant application, we recommend that you read these guidelines.

Grant application forms can be accessed via Councils website or at the Council office: 21 Beach Terrace, Elliston.

## Eligibility Criteria

Eligibility criteria includes:

- applications will only be considered by groups who are resident in the District Council of Elliston or provide a significant benefit to the community
- applicants must be (or apply under the auspice of) an incorporated, not-for-profit community group or voluntary association
- applications will not be considered if the applicant has an outstanding debt owing to Council (excluding community loans where terms and conditions are being met) or an outstanding grant acquittal from a previous grant
- applicants must be able to demonstrate financial viability and the capacity to manage and acquit the funding grant if successful

- It is a condition of receiving funding that the successful applicant will assume all responsibilities including public risk and/or any other appropriate insurance cover for the project.
- Projects/equipment/sponsorship will NOT be funded retrospectively

### What makes a project ineligible for funding?

Grants and sponsorships will not be provided to:

- Organisations which are, or may be perceived to be, in conflict with Council's policies, plans and responsibilities to the community;
- Groups, projects or events that exclude any sectors of the community based on culture, gender, sexuality, religious belief, race or disability;
- Groups that undertake commercial, political, or religious activities;
- Organisations which are in legal conflict with or indebted to Council;
- Any project, program or event that promotes or encourages the consumption of alcohol as its core activity;
- Individual people – other than through an existing program; and
- Council Elected Members or employees (or their families).

Additionally, Council will not fund:

- Employment of staff
- Production of business plans/feasibility studies
- Day-to-day operational expenses incurred by community organisations.

A sponsorship agreement should not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially. All parties should understand that arrangements have no bearing on Council's exercise of its regulatory or inspectorial functions.

### Application Form Overview

The application form consists of the following:

### The Project

In this section of the application, you will be required to address the following:

### Project Title

A short descriptive title of your project

### Project time frame

Provide the project start and end dates

### Project Description

Describe your project as clearly as possible

### What will the funds be used for?

Provide a brief summary of how the funds will be spent.

### How does your project align with at least one of the following strategic pillars?

1. A healthy welcoming and inclusive community, with pride in our history and heritage.
2. A thriving community, with an abundance of opportunities for all.
3. Responsibly planned communities that are attractive, vibrant, and well connected.
4. Promoting, protecting, and enhancing our natural environment, now and for generations to come.

Describe for example how your project creates a welcoming and inclusive community; or how does your event assist the community? Or; how does your project support the natural environment or create infrastructure that adds to the attractiveness of our District.

### Who will benefit from the project?

Describe how the District Council of Elliston and the community will benefit from the project.

### What are the expected outcomes of the project?

Briefly describe the outcomes that you hope to achieve by undertaking your project.

### How will you know if these outcomes have been achieved?

Briefly describe how you will measure the success of your project.

### Does your project involve undertaking work or altering property that may require approval from a land or property owner?

If you answered yes to this question is your building owned by Council?

Being awarded a grant does not imply that Council has given permission for works to be undertaken. All planning approval processes must be undertaken by the organisation before any works can be carried out on any Council property. While a grant may be awarded prior to planning approval or lease condition requirements being met, works cannot be undertaken until all the normal approvals have been acquired and it is the sole responsibility of the applying organisation to ensure that all lease conditions are met.

### Project Budget

In this section you are required to:

### Indicate if your project could succeed if only partial funding is granted.

Council often receives applications that exceed available funds, and the Council may elect to part fund projects to extend the level of support.

## Provide a detailed income and expenditure budget for the project

Expenditure amounts should be verified by a quote or another form of evidence.

### Example Budget:

| EXPENDITURE | | INCOME | | | | |
|---|---|---|---|---|---|---|
| DESCRIPTION | TOTAL EXP | APPLICANT FINANCIAL CONTRIBUTION | IN-KIND CONTRIBUTION | COMMUNITY GRANT FUNDING | OTHER FUNDING | TOTAL EXPENDITURE |
| Play equipment: | $3,000 | $ 250 | $ 0 | $2,300 | $ 250 | $3,000 |

In-kind contributions are the **non-cash contributions**. These can include labour contributions and facilities, equipment and services provided by project partners to the project.

All budgets must be provided exclusive of GST.

## Declaration and Agreement to the Conditions of the grant

The applicant is required to agree to the Conditions of the Grant and declare that:

- The individual/s completing the application have the organisations authority to do so
- All information provided is true and correct
- Should this application be approved the organisation agrees to the conditions of the grant in accordance with Councils accountability and reporting requirements

## Acknowledgement of Funding

District Council of Elliston requires acknowledgement of its support for any project or activity funded under this program.

This should include one or a combination of the following:

- Acknowledgement of the Council's support on all printed materials related to the project or program; or
- Opportunities for a representative of the Council to attend or speak at key activities; or
- Inclusion of sponsor messages in any program or project related publicity including Council Name and Logo Use.

## Financial reporting and project evaluation

An Acquittal Form is required to be completed upon finalisation of the project or by 30 June in the financial year the grant is awarded.

The applicants have a responsibility to provide this form. Payment will not be made until this form is received.

The Acquittal verifies that the grant funding has been utilised in accordance with the Project Budget provided in the Application Form.

An extension of time for acquittal may be granted upon request if it is deemed that circumstances justify this extension.

### We are here to help

For information, assistance or to discuss your application contact the Council, on 8687 9177 or email dce@elliston.sa.gov.au

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# SPONSORSHIPS UP TO $1,000 (ex GST)

## Sponsorships available for:

### Financial support

Funding is available to support events and activities.

### Community Sponsorships

The aim is to provide financial assistance to eligible applicants to run an activity or event that encourages community participation.

### Applications

- Application form must be completed
- Approval is subject to annual budgetary limitations
- Applications will be assessed against the eligibility criteria

### Successful Applicants

- The applicant will receive notification of their successful sponsorship.
- Successful applicants will need to provide appropriate acknowledgment of Council's sponsorship by including the following statement in any relevant publication or promotion material 'Proudly supported by District Council of Elliston'.

District Council of ELLISTON

# COMMUNITY GRANT up to $10,000 (ex GST)

## Grants are available for:

### Financial support

Funding is available to support the development of services, programs, and facilities.

### Community Infrastructure Projects

The aim is to provide financial assistance and/or in-kind assistance to eligible applicants to encourage the development of services, programs and facilities which meet demonstrated community needs.

## Applications

- Application form must be completed
- Approval is subject to annual budgetary limitations
- Successful applications are required to provide a full acquittal (evidence of expenditure)
- Applications will be assessed against the eligibility criteria

### Successful Applications

- The applicant will receive notification of their successful grant
- Successful applicants will need to provide appropriate acknowledgment of the Council's grant by including the following statement in any relevant publication or promotion material. 'Proudly supported by the District Council of Elliston'.

### Equipment/Infrastructure

The aim is to provide financial assistance to purchase equipment or develop infrastructure that directly relates to the group, club or organisation's activities..

### In-kind support

Applications may also be made for in-kind support such as hall hire, fundraising activities or council event equipment hire.

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# Community Grants Program
# Application Form

You must be able to answer Yes to the below check list before starting your application.

**Checklist**

☐ Have you read and understood the guidelines?

☐ Is your organisation based in the District Council of Elliston (DCE) Area? Or does your organisation provide a wide community benefit to the DCE?

☐ Is your event based in the DCE Area?

☐ Is your organisation a not-for-profit Community organisation?

☐ Is your organisation covered by a minimum of $20m public liability insurance?

**Which grant are you applying or?**

☐ Sponsorship up to $1,000

☐ Community Grant up to $10,000

**SECTION ONE**

ORGANISATION DETAILS

Applicant Organisation:

Are you incorporated? Auspicing body details if not:

Organisation Postal Address:

Grant Contact Person:

Role within organisation:

Phone:

Email:

Is your organisation registered for GST? ☐ ☐

ABN :

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**If applying for an event, equipment, materials, resources or to undertake infrastructure works, is the land on which the project is located**

☐ Owned by the applying organisation

☐ Other – please specify

*Landowner consent must be attached if not owned by the applicant*

***Note:*** *Being awarded a grant does not imply that Council has given permission for works to be undertaken. All planning approval processes must be undertaken by the organisation before any works can be carried out on any Council property. While a grant may be awarded prior to planning approval or lease condition requirements being met, works cannot be undertaken until all the normal approvals have been acquired and it is the sole responsibility of the applying organisation to ensure that all lease conditions are met.*

**SECTION THREE**

PROJECT DETAILS

Title of project:

Project Location:

Project Description:

Project Start Date:

Project Finish Date:

## How does your project align with at least one of the following strategic pillars?

1. A healthy welcoming and inclusive community, with pride in our history and heritage.
2. A thriving community, with an abundance of opportunities for all.
3. Responsibly planned communities that are attractive, vibrant, and well connected.
4. Promoting, protecting, and enhancing our natural environment, now and for generations to come.

*Describe for example how your project creates a cohesive community; or how does your event assist the community? Or; how does your project support the natural environment or create infrastructure that adds to the attractiveness of our streetscapes, coasts, etc.*

## What will the grant funds be used for?

*Provide a brief summary of how the funds will be spent and exactly what they will be spent on (e.g. funds will be utliised to undertake concrete works to ensure disability access, we will be purchasing 15 new tables)*

## Who will benefit from the project?

*Describe how the District Council of Elliston and the community will benefit from the project. This is a very important part of your application and necessary for its success. Here you can demonstrate community support for your project. If you have a letter of support or other written evidence, please submit this.*

## What are the expected outcomes of the project?

*Briefly describe the broader community outcomes that you hope to achieve by undertaking your project.*

## How will you know if these outcomes have been achieved?

*Briefly describe how you will measure the success of your project.*

## Partnerships and collaboration

*List any other organisations that you will be working collaboratively or in partnership with and how you will be working together, include any financial contributions from third parties (e.g. other funding bodies).*

## How many people will be involved in organising the project/activity/event? (Staff / Volunteers)

## Estimated attendance (Events Only):

## BUDGET

Will this project/activity/event still go ahead if not fully funded as per application?

☐ Yes ☐ No

Provide a detailed income and expenditure budget for the project.

This is an essential element of your application. Failure to provide appropriate detail of income and expenditure may impact on your applications chance of success. Expenditure amounts must be verified by a quote or another form of evidence. Refer to example on page 4-5 of the guidelines.

## BUDGET

| EXPENDITURE | |
|---|---|
| DESCRIPTION | |
| TOTAL EXPENDITURE | |
| INCOME | |
| APPLICANT FINANCIAL CONTRIBUTION | |
| IN-KIND CONTRIBUTION | |
| COMMUNITY GRANT FUNDING | |
| OTHER FUNDING | |
| TOTAL INCOME | |

If applying for a Community Grant you must attach a recent copy of your bank statement and financial statements with this application.

## Acknowledgement of Funding

District Council of Elliston requires acknowledgement of its support for any project or activity funded under the Community Grants Program.

This should include one or a combination of the following:

- Acknowledgement of the Council's support on all printed materials related to the project or program; or
- Opportunities for a representative of the Council to attend or speak at key activities; or
- Inclusion of sponsor messages in any program or project related publicity.

## Please ensure you attach the following documents before submitting:

☐ Bank Statement (Community Grant)

☐ Financial Statement (Community Grant)

☐ Certificate of Currency – Public Liability Insurance (minimum $20m)

**Please note that failure to submit required documents may result in your application being denied.**

## SECTION 5

## DECLARATION

I _____ hereby certify that I have been authorised to prepare and submit this application on behalf of the above-mentioned group or organisation and that the information contained in the application is true and correct to the best of my knowledge.

I acknowledge that the District Council of Elliston requires acknowledgement of its support for any project or activity that is funded under this program and acknowledge that this requirement will form part of the acceptance of any funding through this program.

Name:

Position held:

Signature:

Date:

## Submission Methods:

Postal: PO Box 46, Elliston, SA 5670
Email: dce@elliston.sa.gov.au.
or phone Ph: 8687 9177

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