

Welcome to the District Council of Streaky Bay

Community Grants Program Guidelines

Community Development Grants sits under Council's Grants, Sponsorship and Donations Policy. The District Council of Streaky Bay provides Community Development Grants 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 Council Grants. These Guidelines apply to Council's

- Minor Community Grants
- Major Community Infrastructure Grants
- Major Event Grants

Aim

The aim of the Community Grants is to support groups and organisations to provide activities, services, and events to make Streaky Bay an even greater place to live.

Principles

Community grants are based on the principles of:

- Social inclusion: where everyone in the Community can participate, connect and contribute regard less of age, culture or level of ability.
- Access and Equity: where eligible individuals, community groups and organisations have equal opportunity to access, apply and be considered for the Community Grants Program.
- Openness and Transparency: where all eligible applications will be fairly assessed by an independent panel and communicated to the Community.

Definitions

Auspicing

An unincorporated association has no legal status, nor does a group that is specifically formed to work on a project or a small group who catches up as a club. An auspicing body who are legally constituted and generally be a not-for-profit incorporated body.

Incorporated

An organisation which exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially. Any money earned must be retained by the organisation, and used for its own expenses, operations, and programs.

How to apply

Community Grants are advertised in local media each year.

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

Grant application forms can be accessed via Councils website, at the main Council office 29 Alfred Terrace, Streaky Bay or Visitor Centre, 21 Bay Road Streaky Bay.

Eligibility Criteria

The Community Grants are open to:

- applications will only be considered by groups who are resident in the District Council of Streaky Bay 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
- applicants must not have received a Community Development Grant in the previous year's grant round (groups may only receive grant funding once every two years (biennially))
- grants are assessed to ensure a diverse range of initiatives that benefit the community are supported
- Approval for a prior grant application does not guarantee approval of future subsequent grant applications
- Where an event is being held in the district the event must have a clear benefit to the district (just holding your event in the area does not guarantee a successful grant)
- applications from religious institutions will not be considered unless there is clear, far reaching community benefit from the project proposed
- 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 funding round
- 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/donations/sponsorship will NOT be funded retrospectively

Priority Projects

Preference will be given to:

- projects that demonstrate community collaboration and partnership
- projects that will benefit a wide range of people in the community
- projects that widen the range of activities available in the community and facilitate diversity and inclusion
- applications that can demonstrate that the activity or project will be ongoing in nature
- projects that build community capacity and resilience
- applications that reflect strategic objectives as outlined in Council's Strategic Plan
- projects that involve a level of contribution, financial and/or in kind from the applicant
- projects that support biodiversity management

What makes a project ineligible for funding?

- Grants, sponsorships and/or donations 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.
- To groups, projects or events that exclude any sectors of the community based on culture, gender, sexuality, religious belief, race or disability;
- To groups that undertake commercial, political, or religious activities
- To organisations which are in legal conflict with or indebted to Council;
- To any project, program or event that promotes or encourages the consumption of alcohol as its core activity.
- To organisations involved in the manufacture or wholesaling of tobacco, tobacco-related products, or alcoholic products. To individual people – other than through an existing program.
- To Council Elected Members or employees (or their families);
- For the employment of staff
- For the production of business plans/feasibility studies
- (In relation to sponsorships and donations) when application for a community grant should be made instead (i.e. under the approved grants program).
- Projects/equipment/donations/sponsorship will not be funded retrospectively
- Eligible and ineligible grant applications will be detailed in the Community Grants Guidelines available each year.
- Council will not endorse any commercial products or services associated with the sponsor, recipient or any third party. Council will not cover the 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

In providing details of the proposed project describe your project as clearly as possible so that the selection panel has a good understanding of what you hope to achieve. Please include the "who, what, where and why" of your project.

What will the grant 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 three strategic pillars?

- A welcoming and cohesive community
- A robust and adaptive economy that provides sustainable employment
- A healthy natural environment and an attractive built environment

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

Who will benefit from the project?

Describe how the District Council of Streaky Bay and the community will benefit from the project. This is a very important part of your application and necessary for its success.

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. Provide evidence of community support for the project. Here you can demonstrate community support for your project. If you have a letter of support or other written evidence, please submit this.

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).

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 organization 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 organization 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 Assessment Panel may elect to part fund projects to extend the level of support.

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.

Example Budget:

EXPENDITURE			INCOME				
ITEM	DESCRIPTION	TOTAL EXP	APPLICANT FINANCIAL CONTRIBUTION	IN-KIND CONTRIBUTION	COMMUNITY GRANT FUNDING	OTHER FUNDING	TOTAL INCOME
Shelter	3m x 3m	\$15,000	\$ 5,000	\$ 0	\$5,000	\$ 5,000	\$15,000

In this instance you would need to include a copy of a quote for the item that you wish to purchase and a copy of a quote from the tradesperson completing the installation to verify your planned expenditure.

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.

Financial Statement

In this section you are also required to provide a copy of your last annual Financial Statement. This shows us that your group is viable, can meet any contribution indicated in the budget and has the capacity to manage the grant funds if your application is successful.

These do not have to be audited financial statements.

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 Streaky Bay 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 Council Name and Logo Use. Council name, logo and brand are subject to strict guidelines and requirements for use.

Financial reporting and project evaluation

An Acquittal Statement and Evaluation Form are required to be completed upon finalisation of the project or within 12 months of receipt of funding.

Grant recipients are notified that their acquittal is due via an email which includes a copy of the form. This email is sent to the contact details as listed on the grant application by the applicant. Should the contact person change during the project Council must be notified of this change.

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

The Evaluation Form provides valuable feedback to Council on how the community has benefitted from the Community Grants Program.

Applicants are unable to be considered for any future grants or forms of financial support from Council whilst an acquittal is outstanding. Failure to acquit or late acquittal may jeopardise future grant applications.

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 Jess Davis, Community Development Supervisor on 8626 7033 or email davisjessica@streakybay.sa.gov.au

MINOR GRANT up to \$2000 (ex GST)

Grants are available for:

Financial support

Funding is available to support activities, programs, events, projects, or equipment (includes sponsorship)

Community Projects

The aim is to provide financial assistance and/or in-kind assistance to eligible applicants to run an activity, program or project that encourages community participation, community ownership and focus on developing the local community.

Potential projects could include:

- arts/cultural development
- Community Wellbeing
- Lifelong learning
- Environment
- Sport/Recreation and active lifestyles (non-facility related)
- establishment of a community group
- Diversity inclusion and accessibility
- Youth Development

Equipment/Infrastructure

The aim is to provide financial assistance to purchase equipment 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, council event equipment hire, visitor centre room hire or community bus hire.

Applications

- A Grant application form must be completed
- Late applications will not be considered
- 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 Applicants

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

MAJOR COMMUNITY INFRASTRUCTURE GRANT over \$2000 up to \$5000 (ex GST)

Grants are available for:

Financial support

Funding is available to support and implement infrastructure renewals or upgrades.

Community Infrastructure Projects

The aim is to provide financial assistance and/or in-kind assistance to eligible applicants to renew, upgrade, or build new facilities to provide a better level of service, increased programs or improve how spaces function. Our priority is to support community-led projects that increase community access and participation, demonstrate collaboration between groups and result in greater use of facilities.

Applications

- A Grant application form must be completed
- Late applications will not be considered
- Applicants must provide a recent profit and loss statement and a balance sheet
- 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 Streaky Bay's Community Grants program'.

MAJOR EVENT GRANT up to \$5,000 (ex GST)

The Major Event Grant provides financial assistance or in-kind assistance to support community events where everyone is invited to celebrate, participate, and enjoy the event.

The purpose of the event needs to have a benefit to the community and contribute towards the District Council of Streaky Bay area being vibrant and providing an opportunity for people to connect.

- Applications must be received on the Event Grant application form
- Late applications will not be considered
- Applicants must provide a recent profit and loss statement and a balance sheet for the applicant or auspicing organisation
- Approval is subject to annual budgetary limitations
- Successful applications are required to provide a full acquittal (evidence of expenditure)
- Applications will be assessed by a selection panel against the eligibility criteria Successful Applications

Successful Applications

- The applicant will receive notification of their successful grant including conditions
- Successful applicants will need to provide appropriate acknowledgment of Council's grant by including the following statement in any relevant publication or promotion material 'This event is proudly supported by the District Council of Streaky Bay's Community Grants program' and prominently display a Council banner (supplied by Council) to demonstrate Council's support of the event which will need to be collected and returned to Council.

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 Streaky Bay Area? Or does your organisation provide a wide community benefit to the District Council of Streaky Bay ?
- Is your event based in the District Council of Streaky Bay Area?
- Is your organisation a not-for-profit Community organisation?
- Is your organisation incorporated or have an auspicing body?
- Are you able to demonstrate alignment to the recommended DCSB Strategic pillars?
- Is your organisation covered by a minimum of \$20m public liability insurance?
- Have you prepared a recent copy of your financial statements (for grants \$1000 and above)?

Which grant are you applying or?

- Minor Community Grant up to \$2000
- Major Community Grant up to \$5000
- Major Event Grant up to \$5000

SECTION ONE

ORGANISATION DETAILS

Applicant Organisation: Click or tap here to enter text.

Are your incorporated?

Organisation Postal Address: Click or tap here to enter text.

Grant Contact Person: Click or tap here to enter text.

Role within organisation: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Auspicing body details if not incorporated: Click or tap here to enter text.

Is your organisation registered for GST?

ABN : Click or tap here to enter text.

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

- Owned by the applying organisation
- Other – please specify [Click or tap here to enter text.](#)

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 organization 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 organization to ensure that all lease conditions are met.*

SECTION THREE

PROJECT DETAILS

Title of project: [Click or tap here to enter text.](#)

Project Location: [Click or tap here to enter text.](#)

Project Description: [Click or tap here to enter text.](#)

Project Start Date: [Click or tap to enter a date.](#)

Project Finish Date: [Click or tap to enter a date.](#)

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

- A welcoming and cohesive community
- A robust and adaptive economy that provides sustainable employment
- A healthy natural environment and an attractive built environment

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

[Click or tap here to enter text.](#)

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 utilised 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 Streaky Bay and the community will benefit from the project. This is a very important part of your application and necessary for its success. Provide evidence of community support for the project. Here you can demonstrate community support for your project. If you have a letter of support or other written evidence, please submit this.

Click or tap here to enter text.

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.

Click or tap here to enter text.

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)

Click or tap here to enter text.

Estimated attendance (Events Only):

Click or tap here to enter text.

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				INCOME			
ITEM	DESCRIPTION	TOTAL EXP	APPLICANT FINANCIAL CONTRIBUTION	IN-KIND CONTRIBUTION	COMMUNITY GRANT FUNDING	OTHER FUNDING	TOTAL INCOME

You must attach a copy of your financial statements to this application.

Promotion and Advertising

How will the project, activity or event be promoted?

- Newspaper
- Radio
- TV
- Social Media
- Website
- Signage
- Council community events calendar
- Other, please specify [Click or tap here to enter text.](#)

Acknowledgement of Funding

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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 Council Name and Logo Use. Council name, logo and brand are subject to strict guidelines and requirements for use.

Please ensure you attach the following documents before submitting:

- Completed Financial Statements for past two financial years
- Certificate of Currency – Public Liability Insurance (minimum \$20m)
- Risk Assessment (for major grant applications only)

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

SECTION 5

DECLARATION

I Click or tap here to enter text. 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 Streaky Bay 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: Click or tap here to enter text.

Position held: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Submission Methods:

Postal: PO Box 179 , Streaky Bay , SA 5680

Email: davisjessica@streakybay.sa.gov.au

Please direct all queries to Council's Community and Economic Development Officer

Via email: davisjessica@Streakybay.sa.gov.au or phone Ph: 86267 033