

## CITY OF ADELAIDE - COMMUNITY DEVELOPMENT GRANTS PROGRAM

### Guidelines

The Community Development Grants Program provides funding to eligible groups, organisations and individual residents who present applications that demonstrate consistency with the City of Adelaide Strategic Plan 2016-2020 outcomes including:

- Increase participation by the broadest range of residents in the community life of their neighbourhood
- Develop and celebrate strong and resilient City communities that are welcoming and encourage people of all ages, cultures and means to participate in City life, including through volunteer opportunities

Applicants are encouraged to refer to these documents prior to considering an application:

- City of Adelaide Strategic Plan 2016-2020
- Reconciliation Vision Statement
- National Sorry Day Acknowledgement
- Access and Inclusion Strategy

### What the guidelines cover

- What type of project might be funded?
- Who can apply?
- What will NOT be funded
- What is the application and funding process?
- Reporting and Acquittals
- How will Community Development Grants be assessed?
- What are the funding conditions?
- More information
- Important dates
- How to apply?

### What type of project might be funded?

The Community Development Grants Program has three funding categories and levels that are designed to respond to different needs in the community such as larger ongoing projects, medium sized programming opportunities and small scale community initiatives.

Funding Category	Name	Maximum amount per application	Length of Funding Agreement	Rounds
1	Major Grant	Up to \$50,000 per year	1- 3 years	One round per year
2	Minor Grant	Up to \$10,000	1 year	Open year round but assessed four times a year
3	Quick Response Grant	Up to \$2,000	1 year	Open and assessed year-round

Program priorities are for applications that:

- Encourage residents and community groups to actively participate in their local city community
- Strengthen reconciliation practices
- Deliver inclusive responses to meet the needs of isolated and marginalised groups, including but not limited to services to vulnerable people who are affected by extreme weather conditions
- Promote lifelong learning
- Increases volunteer participation
- Promote active participation in decision making
- Provide access to learning, services and ideas
- Create opportunities for people to connect with and welcome newcomers into their local neighbourhood

### Who can apply?

Applications will be considered from:

- An organisation or group that is legally constituted as an incorporated association
- A not for profit company limited by guarantee
- An Aboriginal and Torres Strait Islander Corporation (under the Aboriginal and Torres Strait Islander Act 2006)
- A city resident (Quick Response Grant only)
- An unincorporated group (Quick Response Grant only unless an auspice organisation is secured)

## What will NOT be funded?

Applications ineligible for Council funding;

- The applicant undertakes canvassing or lobbying of councillors or employees of the City of Adelaide in relation to their grant application during the application and assessment process;
- Applications that do not meet the identified priorities of the City of Adelaide as detailed in Council's Strategic Plan;
- Activities, events or programs occurring outside the City of Adelaide area;
- Applications that duplicate an existing service or program that operates in the City;
- Applications that will contravene an existing City of Adelaide Policy or Operating Guideline;
- The application denigrates or excludes any groups in the community;
- The application has safety and/or environmental hazards;
- Large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment;
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts;
- Requests for reimbursement of funds already spent;
- The funding request is for training or education in government or private institutions, or research activities that will be offered for assessment in such institutions;
- Applications for conferences, tradeshows, award ceremonies or travel expenses that are for overseas and interstate;
- General fundraising activities (the Council may however consider applications for events and activities where they meet the assessment criteria);
- Funds for State or Australian Government departments, other Councils or individual private enterprises;
- The funding request is from a commercial organisation operating on an expected profit basis, unless it can be demonstrated that there is significant benefit for the City; and
- Funding for programs or services that are the core responsibility of other levels of government.

## What is the application process?

Applicants seeking funding in Category 1- Major Community Development Grant are required to submit an expression of interest (EOI) prior to a full application. Selected applicants will be invited to submit a complete application.

Applicants seeking funding in Category 2 and 3 can apply by submitting an application form within the given timeframes. Once submitted, an application will be assessed according to:

- The eligibility criteria;
- Assessment criteria;
- Available funding.

All applicants will be notified in writing of the outcome of their application. Council will endeavour to adhere to the following timelines for assessment and notification:

Category	Application Turnaround
1. Major Grant	Up to 16 weeks
2. Minor Grant	Up to 4 weeks
3. QR Grant	Up to 10 working days

All successful applicants to the Major and Minor category will be required to:

- Provide to Council a copy of the organisation's Public Liability Insurance "Certificate of Currency (minimum \$20 million)
- Provide to Council a tax compliant invoice for the agreed amount of funding plus GST
- Sign a funding agreement detailing the terms and conditions of the grant for funding over \$10,000
- Sign a letter of agreement detailing the terms and conditions of the grant for funding less than \$10,000.

## Reporting and Acquittals

All successful applicants (including multi-year funding commitments) will be required to provide a detailed written report on all outcomes of the project funded by Council in the form of an acquittal report document. Acquittal reports will be required within 6 weeks from the conclusion of each project or annually for multi-year funding commitments). Applicants who do not complete and return an acquittal report will be ineligible for any future applications and funding.

## How will Community Development Grants be assessed?

Applications will be scored and assessed according to the following criteria:

No.	Consideration	Weighting
1	The application identifies a clear outcome/s, which is aligned to the strategic priorities of Council and contributes to making the City of Adelaide a creative and liveable city	10%
2	The application responds to one or more of the program priority areas	10%
3	The application demonstrates evidence and/or clear reason for why it has been developed	20%
4	A plan for engaging the target group is outlined	10%
5	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation	15%
6	The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures	10%
7	The application outlines matched funding, in kind support or partner contribution (financial and in kind)	10%
8	The application demonstrates consideration of: <ul style="list-style-type: none"> <li>• environmental sustainability (see the “Green” theme in City of Adelaide Strategic Plan 2016-2020)</li> <li>• Inclusivity of all members of our community and accessibility for all</li> <li>• low or no cost for disadvantaged groups</li> </ul>	15%
<b>Total</b>		100%

All questions in the application form must be answered and any requested attachments provided in order to be assessed.

Applications will then be scored against the specific funding criteria and an overall total score will be allocated to each funding application. The amounts of funding requested per round will determine the number of applications that can be funded within a particular category.

## What are the funding conditions?

- An Australian Business Number (ABN) is essential and can be obtained from the Australian Tax Office (enquire by telephone: 13 28 66 or at [www.abn.gov.au](http://www.abn.gov.au)). (this does not apply to Quick Response Grants)
- The ABN must be provided on application or the application will be automatically returned/rejected (this does not apply to Quick Response Grants).
- Project proposals should be supported by the land and/or building owners, committees of management, local council planning authorities and Adelaide City Council, if applicable.
- The organisation submitting the application for funding will be expected to show a contribution, either in cash or in-kind (labour or materials etc.).
- Funds must be spent on the project as described in the funding application and be spent within 12 months of the funding becoming available.
- A request to vary the funding program must be submitted to Council in writing for approval.
- Successful organisations that receive grants in excess of \$10,000 may be required to enter into a Funding Agreement outlining the requirements of the grant prior to the commencement of the project.
- Successful applicants will be required to complete all reports on the project, including a funding acquittal, before being eligible for future grant funding from Council and preferably within 6 weeks of agreed completion date.
- Where appropriate, City of Adelaide will be acknowledged for their role in supporting the project. This may include media releases, event flyers and boards.
- Council may impose other special conditions on any successful applications.
- ALL relevant permits, approvals and insurance requirements must be obtained as part of the project and is the responsibility of the applicant. Council *may* require evidence of these before the grant is issued.
- Successful applicants will be required to provide a copy of their Return to Work SA certificate of registration, or similar employee insurance policy, if paid staff are employed.

## More information

For more information or assistance with your proposal, please telephone the Grants Administration Officer 8203 7653 during office hours.

## Frequently asked questions (FAQs)

*Auspice organisations* – may auspice a number of applications concurrently per year.

*Individual residents* – can apply for a Quick Response Grant for local activities or projects with evidence of neighbourhood support for their proposal either through support letters or other evidence of support such as photos or emails.

*Insurance* - Individual residents and unincorporated groups applying for funds to support a neighbourhood street party or small scale event on Council land (e.g. a Square or Park Lands) may be able to be covered by Council's Ad Hoc Hirers Liability Policy at no cost (subject to discussion with Council's provider). These applicants must indicate whether they wish to apply for public liability insurance from Council on their application form. Other applicants must provide their own public liability insurance and other relevant insurance cover where required.

*Multiple Applications* – applications from the same club, group or organisation in multiple Council grant categories or programs will be considered and assessed on their individual merits.

*Permits and Fees* – applicants must apply for a permit to undertake activities on Council land, and must factor this cost into their application. All applicants must provide details of public liability insurance cover if undertaking activities on Council land. Council will not waive fees associated with the delivery of events e.g. road closures, cleaning, waste, site fees etc.

*Unincorporated groups* - can apply for a Quick Response Grant, to apply for a Minor or Major Grant an auspice organisation will need to be secured.

## Important dates for Community Development Grants

Quick Response	Minor 2018/19	Major 2019/20
Open all year round	Round 1 closes 8 August 2018	EOI opens 30 January 2019
	Round 2 closes 9 November 2018	EOI closes 13 February 2019
	Round 3 closes 7 February 2019	Applicant notified of outcome of EOI 11 March 2019
	Round 4 closes 5 April 2019	Full applications (for invited applications only) opens 15 March 2019
		Due date for full applications 5pm 12 April 2019
		Budget allocation July 2019

### How to apply?

We encourage you to utilise our online application facilities available on our website [www.cityofadelaide.com.au](http://www.cityofadelaide.com.au)

### IMPORTANT

The following information will be required during the online application process, so please ensure you have this information prior to commencing the application process:

1. The applicant organisation's Australian Business Number and GST status (except for Quick Response Grant).
2. Written evidence of all confirmed partners and other contributions.
3. Certified copies of the applicant organisations last year's audited financial statements (except for Quick Response).
4. A Certificate of Incorporation for the applicant organisation (except for Quick Response).