

Community Grants Program 2023/2024

ANNUAL ALLOCATIONS AND GRANT OPERATIONS

1. OVERVIEW

- 1.1. The purpose of Berri Barmera Council's Community Grants Program is to:
 - 1.1.1. Encourage the development of services, facilities and events, which meet and enhance identified community needs and objectives of the Berri Barmera Council.
 - 1.1.2. Promote the active participation of local residents in community initiatives and the development of their skills, knowledge and opportunities.
 - 1.1.3. Recognise the need for equality of access to services and the need to target particular groups that are under-served when providing assistance.
 - 1.1.4. Recognise that both cash and in-kind support provided by Council has a financial impact on Council's budget.
- 1.2. Particular interest will be given to projects that address some of Berri Barmera Council's strategic principles:
 - 1.2.1. Council will reward groups that have a strong self help culture to work in partnership to maximise the benefit from limited funds
 - 1.2.2. Council will promote and support Community Events, recognition activities and festivals that bring the community together.
 - 1.2.3. Council will be "Young Family Friendly" with areas and events that support community involvement to make it easier for families to move and stay in the region
 - 1.2.4. Council will support creative practitioners to create music, art and cultural projects which have a publicly accessible outcome i.e.. public artworks, workshops, performances, exhibitions and events that support community diversity, cultural expression, experiences and participation.
 - 1.2.5. Other Community Goals
 - Support activities for our diverse and aging populations
 - Community engagement and involvement
 - Increases in shared facility use and reduction in duplicated services and assets
 - Increased physical activity opportunities, especially non structured recreation infrastructure
 - Community Safety initiatives
 - Sustainable environment activities
 - Improve accessibility and inclusiveness of our community.

2. TYPES OF GRANTS

- 2.1. Community Development Grants
 - 2.1.1. Capital Development Grants
 - 2.1.2. Community Events / Activities Funding
- 2.2. Iconic Events Support
- 2.3. Financial Assistance Program
 - 2.3.1. Youth Sport & Cultural Sponsorship
 - 2.3.2. Minor Support Funding
 - Quick Response Donation
 - Organisational Support Donation
 - Services Support Donation

3. GRANT OPERATIONS

- 3.1. The Community, Recreation and Events Manager will oversee the Community Grants Program processes, review and make preliminary assessment of the applications, and make recommendations:
 - 3.1.1. In the case of all Community Development Grants to the Planning and Strategy Committee.
 - 3.1.2. In the case of all Iconic Events Support Grants to the Council as part of Annual Budget Preparation.
 - 3.1.3. In the case of Youth Sport & Cultural Sponsorship, Quick Response Donation, Organisational Support Donation and Services Support Donation to the CEO or delegated officer, with a listing of supported organisations included in the Growth and Activation Department Reports to Council.
- 3.2. The release date(s), funding limits, criteria and Grant Implementation Guidelines shall be reviewed and endorsed by Council annually.
- 3.3. Council will receive and approve the Planning and Strategy Committee funding recommendations twice per year.
- 3.4. Applications for Community Grants must be submitted on the forms supplied for this purpose.
- 3.5. The Growth and Activation Committee can request additional information to be supplied by the applicants at any time.

4. PROMOTION

- 4.1. All grants will be promoted across the Council area in a manner that will allow maximum opportunities for organisations and individuals to apply for funds.
- 4.2. The timing of grants are as follows:
 - 4.2.1. Community Development Grants - 6 monthly.
 - 4.2.2. Community Events / Activities Funding – 6 monthly.
 - 4.2.3. Iconic Events Support Grants – Annually as part of the budget process
 - 4.2.4. Minor Support Funding
 - Quick Response Donation – year round.
 - Organisational Support Fund – year round but approved annually as part of the budget process.
 - Services Support Donation- year round.
 - 4.2.5. Youth Sport & Cultural Sponsorship – year round.
- 4.3. Invitations to apply for Community Development Grants will appear in/on:
 - 4.3.1. A Riverland Newspaper,
 - 4.3.2. The Berri Barmera Council web and Social Media sites,
 - 4.3.3. The Council offices, and
 - 4.3.4. Via Councils electronic newsletter.
- 4.4. Details regarding the application process and criteria for the Financial Assistance Program will be available on the Council website and in each Council office.

5. GENERAL INELIGIBLE APPLICATIONS

- 5.1. For individuals (except for Youth Sport & Cultural Sponsorships);
- 5.2. Commercial venture or political activities;
- 5.3. Recurrent costs associated with day-to-day operations (except in the case of the Organisational Support-Donation);
- 5.4. Projects that do not focus on the Berri Barmera community;
- 5.5. Retrospective funding (except for Youth Sport & Cultural Sponsorships). This includes activities that have already occurred, reimbursement of funds already spent, or that have been invoiced prior to notification of the outcome of the application;
- 5.6. For the employment of staff or the support of activities undertaken by paid positions;
- 5.7. For the production of Business Plans/Feasibility Studies, etc;
- 5.8. For services that are a primary funding responsibility of either the State or Federal Government (ie. schools are generally ineligible as they are a primary funding responsibility of State Government, however, applications may be accepted where the activity provides significant community benefit);
- 5.9. Proposals that will lead to a dependence on Council funds;
- 5.10. Unsatisfactory or incomplete reporting on any previous funding allocation received from Council;

- 5.11. Where individuals/organisations are not fulfilling existing legal obligations with Council in regard to leasing, or any other financial obligation with Council;
- 5.12. For sporting equipment (i.e. disposable items of low cost and a short life, unless integral to the activity applied for)
- 5.13. Fundraising or activities that have a primary aim of supporting a charity (however; in kind support may be provided);
- 5.14. For clubs/organisations that receive substantial income from other sources, such as commercial sponsorship(s) or ongoing government funding for their core activities;
- 5.15. For organisations that have poker machines and/or hold a liquor licence; and
- 5.16. Activities, programs or projects which seek to make a financial profit for the organisation or group.
- 5.17.
- 5.18. For undertaking training or education courses that result in a vocational or tertiary qualification.
- 5.19. Applications which have been submitted after the closing date **(late applications will not be considered)**.
- 5.20. Incomplete applications will not be accepted.

6. RECURRENT FUNDING OF GRANTS

- 6.1. Applications for the continuation of projects/activities that have previously been funded under a Community Grants Program, will:
 - 6.1.1. Not be guaranteed ongoing funding, and
 - 6.1.2. Be subject to the conditions relating to eligible and ineligible applications.
- 6.2. Applications will need to include:
 - 6.2.1. An appropriate report (organisational status) from the previous financial year, if applicable, indicating how any previous funds received from Berri Barmera Council were spent;
 - 6.2.2. Budget income and expenditure report for the previous funded project.
 - 6.2.3. A project budget for spending the funds sought; and
 - 6.2.4. Information and rationale to meet the selection criteria.
- 6.3. Previous funding of a project will in no way guarantee any subsequent success. All applications will be assessed and prioritised against the current rounds criteria.

6.4. *Unspent Funds*

- 6.4.1. It is expected that projects will be completed within 12 months of grant allocation, with any unspent funds at the conclusion of the 12 months being returned to Council.

6.5. *Balance of Budget*

- 6.5.1. Where the assessment process of the Planning and Strategy Committee results in less than a total allocation of budget, any surplus budget remaining may be re-allocated based on the recommendations of the Planning and Strategy Committee.

7. ACKNOWLEDGEMENT OF FUNDING (APPLIES TO ALL GRANT CATEGORIES)

- 7.1. Berri Barmera Council requests acknowledgement of its support for any project/service/activity for which funding is provided under any part of this program. This could include one or a combination of the following:
 - 7.1.1. Acknowledgement of the Council's support on all printed materials related to the project or program; or
 - 7.1.2. Opportunities for a representative of the Berri Barmera Council to speak at key activities; or
 - 7.1.3. Inclusion of sponsor messages in any program or project related publicity.

8. DELEGATIONS

- 8.1. That the allocations of Youth Incentive Grants and Minor Support Funding for the purpose of providing one-off donations for various activities be dealt with by the relevant staff under delegation from the Chief Executive Officer.
- 8.2. That the Planning and Strategy Committee will be responsible for assessment of applications for Community Development Grants.

Grant Operations Guidelines

ANNUAL ALLOCATIONS & IMPLEMENTATION SCHEDULE

Budget Total - Community Grants

Last year's Expenditure: \$25,000

2023/2024 allocation: \$25, 625

It is recommended that this budget be allocated in the following manner:

- a) A minimum of \$10,000 per round of Community Development Grants;
- b) A maximum of \$1,500 towards Youth Sport and Cultural Donations
- c) A maximum of \$2,000 towards Minor Support (Cash) Funding
- d) A maximum of \$1,500 of advertising across the two rounds of the grant program

Individual Grant Maximums

Community Development Grants

- o **Capital Development Grants** up to a maximum of \$4,000
- o **Community Events / Activities Funding Grants** up to a maximum of \$1,500 (or \$2,500 inclusive of in-kind)

Iconic Events Support Grants at the discretion of Council but anticipated to be between \$1,500 - \$5,000 (inclusive of in-kind)

Financial Assistance Grants

- o **Youth Sport and Cultural Donations** to a maximum of \$500 (see below for detail)
- o **Minor Support Funding**
 - **Quick Response Donation** \$500
 - **Organisational Support Donation** \$500
 - **Services Support Donation** \$500

Individual Sponsorship amounts under the **Youth Incentive Grants** will be:

- a) If, up to and including, 3 members of the same club, competing at the same event applies, then the sponsorship amount (per competitor) shall be:
 - o Up to a maximum of \$50 if state competitions are held within South Australia,
 - o Up to a maximum of \$100 if state competitions are held interstate,
 - o Up to a maximum of \$200 if competitions are held overseas.
- b) If more than 3 members of the same club, competing at the same event apply, then the sponsorship amount (to be shared equally between all applicants) shall be:
 - o \$150 if state competitions are held within South Australia,
 - o \$300 if state competitions are held interstate,
 - o \$500 if competitions are held overseas.

Implementation Schedule: 2023/2024

	Round One	Round Two
Grant Program opens	Monday 25 September 2023	Monday, 4 March 2024
Grant Information and Application Writing Workshop		
Grant Program Closes	Monday 30 October	Monday 15 April
Planning and Strategy Committee Meeting	Tuesday 14 November	Tuesday 14 May
Council meeting – final report	Tuesday, 28 November	Tuesday 28 May
Notification of results sent to Applicants	4 to 8 December	29 May to 7 June
Acquittal of Community Development Grants due	1 December 2024	3 June 2025