



# 2023-24 Community Grants Scheme

## Application Guidelines

### Introduction

This document sets out the application process for organisations and groups wanting to apply for a community grant from the Barunga West Council.

Applicants should review these guidelines carefully before submitting an online application.

By submitting an application, your organisation or group agrees and acknowledges that it is bound by these guidelines.

Applications must not be lodged unless all the eligibility criteria are met. The organisation or group must notify the contact person for the Community Grants Scheme if it becomes aware that any of the criteria will not be met subsequent to the application being lodged.

### **Purpose of the Grants**

The purpose of the Community Grants Scheme is to assist eligible groups and organisations with grant funding by providing a contribution towards the total project cost as follows:

- for grants up to \$5,000 (GST Exclusive) no contribution is required from the applicant; and
- for grants over \$5,000 (GST Exclusive) the applicant is expected to match Council's contribution.

For Grants over \$5,000 (GST Exclusive) The matching contribution may be provided in the form of financial contribution, voluntary labour (costed at \$30 per hour) or goods in-kind and must be reflected in the project budget.

Council has made available \$40,000 for distribution to community groups and not-for-profit organisations for the 2023/2024 Community Grants Scheme.

The maximum grant available for any individual organisation is limited to \$10,000 (GST exclusive).

Note: The Council may consider applications that do not comply with these conditions under special circumstances.

## How to Apply

**Community Grant applications are available online:**

<https://www.barungawest.sa.gov.au/community-information/community-grants>

To ensure your application is successfully submitted, please ensure all areas of the application are completed.

Incomplete applications will not be assessed. Applicants must provide the following supporting documentation:

- certificate of Currency for Insurance;
- proof of Incorporation e.g. Incorporation Certificate;
- quotes for scope of work(s);
- recent End of Financial Year Statements (audited if applicable);
- evidence of Landowner Consent;
- development Approval/commitment to attain (if required);
- evidence of Community need/support; and
- any other documents that will support your application.

Failure to include these documents will render your application invalid. Missing or unclear information may result in your application being ineligible for funding.

## Conditions of funding

All projects must demonstrate a contribution to the improved quality of life of residents of Barunga West Council through:

- clearly stated aims and a practical plan for achieving the intended purpose;
- a clearly demonstrated Community need with project outcomes appropriate and proportionate to that need (evidence must be provided);
- project outcomes that complement, rather than duplicate, other locally available services of a similar nature; and
- accessibility to the widest possible range of citizens living in the area of service.

All applicants must align their proposed project to a goal or strategy against Council's Strategic Management Plan. A copy of the Strategic Management Plan is available at <https://www.barungawest.sa.gov.au/documents/strategic-documents/strategic-management-plan> Check that the timing of the funding programme is relevant to your project and that your organisation is ready to commence the project.

Successful applicants will be required to meet all expenses for the project prior to submitting an invoice to Council for agreed funding. If your organisation is unable to facilitate this requirement you will need to request advance funding at the time of your application. Acquittal requirements for this scenario will be advised should the application be successful.

Please ensure that you have the appropriate approvals or approvals in principle for your project to proceed. If your application is successful, Development approvals must be completed in order to receive grant funding. The allocation of a community grant does not waive your responsibility to obtain Development Approval or any other approval required by Government or Local Government.

## **Eligibility Criteria – Who can apply?**

Community organisations and groups will be eligible for funding if they can demonstrate that they meet the following criteria:

- be a 'not-for-profit' incorporated organisation body or sponsored by an incorporated body;
- be an organisation based within the geographical area of the Barunga West Council;
- an organisation whose project does not rely on recurrent funding from the Council for its continuance;
- an organisation that is able to demonstrate that it is able to meet the financial and project management requirements of the project application;
- groups and organisations may only submit one application in each grant round;
- grant funds must be expended within the current 2023/2024 grant period - any unnecessary delay may result in the withdrawal of the grant;
- council reserves the right to request more than one quotation for equipment / works costing more than \$5,000;
- applicants must address the objectives of the programme, complete all required sections of the online application form, and submit the online application by the advertised deadline;
- late applications will be rejected as ineligible; and
- capacity to deliver the project.

### **What will not be funded?**

Requests may be ineligible for a number of reasons including:

- applications from organisations and groups whose predominant funding comes from the State or Commonwealth Governments;
- grants for salaries, on-going running and maintenance costs, including administrative support or employment of consultants;
- new building projects, capital works requests or facility maintenance projects to Council owned buildings - requests for structural repairs to Council owned buildings should be directed to the Manager, Assets and Infrastructure;
- projects must have appropriate permissions (e.g. Development Approval) or a statement of intent to secure such permissions to be considered for funding - failure by the applicant to secure the appropriate approvals will result in withdrawal of funding approval;
- core school curriculum activities / infrastructure;
- applications for specific operating expenses e.g. telephone, internet, printing, photocopying etc;
- applications and supporting information received after the deadline for applications;
- applications where an acquittal is outstanding from a previous successful application;
- applications to cover a shortfall in the applicant organisation's general operating costs or projects;
- applications for a duplication of existing services without strong evidence of existing demand/need that cannot be met through existing resources/service providers;
- organisations and groups whose main purpose is to fundraise are not eligible for financial assistance (professional fundraisers) or sponsorship of fundraising events;
- applications for unlawful, unethical, profit-making or political purposes;
- applications relating to annual or ongoing events or programmes / activities;
- funding for remission of rates, retrospective payments or deficit funding;
- applications for unsustainable projects; and
- Applications without adequate Insurance.

### **Assessment, evaluation and acquittal**

## **Assessment of applications**

Applications for community grants will be assessed by the administration according to the criteria (see Attachment A) and presented to Council for consideration.

## **Information for successful applicants**

All applicants will be notified in writing of Council's decision following the Council Meeting. Please be aware that the information detailed in your application may be publicly available.

## **Project completion, evaluation and acquittal**

On completion of the project and to request funding, successful applicants are required to complete an Evaluation Report and Acquittal by 31 May 2024 as follows:

Complete and submit an online Community Grants Scheme Evaluation Report Form.

Supply a Tax Invoice from your Organisation to Barunga West Council for the approved grant amount.

Submit supporting documentation for your expenditure – invoices from suppliers/contractors, plus receipts and/or proof that payment of invoices has been made.

Acknowledge Council's funding. This can be done by providing evidence of any promotional or advertising material, publications or social media referring to the project (permission must be sought from Council to use the Council logo).

Statement by supplier form – (Only if you do not have an ABN)

Return any unspent funds to Council at the end of the grant period.

Seek consent from Council for any modification/to alter the original approval to the funds being spent, such as changes to major items purchased or the timelines of the project. All requests must be received in writing prior to May 2024 for consideration by Council.

## **Audit and/or Inspection**

The Barunga West Council and its authorised representatives shall have the right to audit and/or inspect to examine that grant-funding monies have been spent appropriately against the successful project.

**For further information, please contact us at the Port Broughton Council office  
11 Bay Street, Port Broughton  
Email: [barunga@barungawest.sa.gov.au](mailto:barunga@barungawest.sa.gov.au)  
Ph.: 8635 2107**

How are the community grants applications assessed?

Eligible applications will not necessarily be funded. In the event that the community grants scheme is heavily oversubscribed (i.e. the requests for funding are higher than available funds) Council may not consider applications that meet the following criteria:

- applicants that received a community grant in the previous year of the Community Grants Scheme; and
- applicants recommended for other grants in the current Community Grants Scheme.

Applications will be scored and assessed in accordance with the following criteria:

- applications must comply with the eligibility requirements;
- the application identifies a clear outcome/s, which is aligned to the strategic goals in the Council's Strategic management Plan 2020-2030 – Uniquely Barunga;
- meet an identified need;
- benefit the wider community or a specific community group within the Barunga West Council area;
- applications that represent value for money;
- has defined start and end dates in the 2023-24 financial year; and
- applications that have secured in-kind support to reduce the project cost.