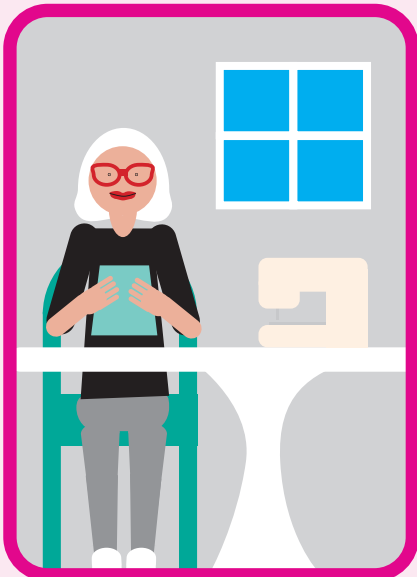
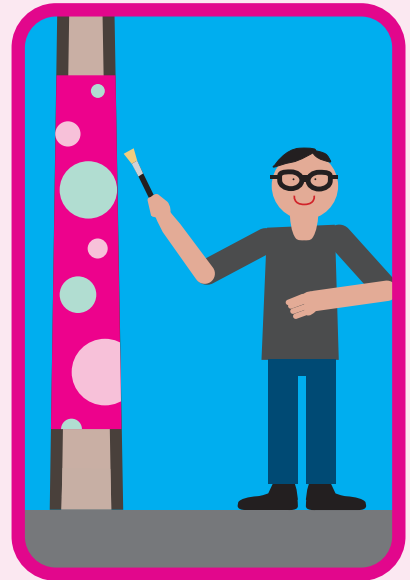


Local Neighbourhood Project Grants



guidelines

City of
West Torrens



Guidelines for City of West Torrens Local Neighbourhood Projects Grants



1. Council vision

Committed to be best place to live, work and enjoy life.

2. Purpose of the grants

The Community Grants Program provides funding to eligible groups, organisations and individuals who present application to support community projects and initiatives aligned with the [Council's Community Plan 2034](#).

Local Neighbourhood Projects aim to support community art projects, new artistic installations and cultural awarenesses programs.

The Council offers a **maximum of \$4,000** in funding for Local Neighbourhood Projects applications.

3. Funding allocation and assessment

Funding for Local Neighbourhood Projects, Community Grants, Festivals and Events, and Wellbeing and Recreation Grants is limited each financial year. Applications will be assessed in the order they are received and considered until the funding allocation is fully expended. Once the limit is reached, no further applications will be accepted until the next grant round.

Applicants are encouraged to submit their applications early to improve their chances of receiving funding.

All Local Neighbourhood Projects Grant applications will be assessed against these guidelines and presented to Council for approval.

4. Eligibility criteria

Individuals, incorporated and not-for-profit organisations and groups are eligible to apply if they:

- 4.1 Are located within the Council area and primarily serve West Torrens residents.
- 4.2 Can demonstrate their capacity (if located outside of the City of West Torrens) to provide services and benefits to West Torrens Council residents by forming partnerships with one or more local community groups.
- 4.3 Applicants must not have received a grant from West Torrens in the past and current financial years. Only one application per individual, organisation or group is allowed every two years.
- 4.4 Applicants must have a current ABN or are auspice/sponsored by an incorporated body with an ABN.
- 4.5 Form a partnership (if an individual applicant) with one or more local community groups that have an ABN.
- 4.6 Can provide an estimate of attendees expected to attend or participate in the activity or program.

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- 4.7 Able to provide current, reputable written quotes as required for each grant category.
- 4.8 Are a school and can demonstrate a partnership with one or more local community group(s) for the delivery of the funded activity.
- 4.9 Applications from schools require approval from the school's governing council/board prior to making a submission to the City of West Torrens.
- 4.10 Community Groups can establish (if asked) the bona fides of their group by providing the following information:
 - a copy of their constitution;
 - a copy of the minutes from their most recent AGM;
 - a membership application form and annual cost of membership (if any);
 - total membership numbers and the percentage of members who are residents of West Torrens;
 - and the name and contact details of group members who are authorised to speak on behalf of their group.

5. Funding priorities

In line with the [Community Plan 2034](#) funding is available for community grants that encourage and foster:

- 5.1 Community art projects, activities and programs that celebrate multicultural, and indigenous heritage, cultural awareness programs that encourage a diverse, inclusive and welcoming community.
- 5.2 Art in public spaces including community buildings, streetscapes and open spaces.
- 5.3 A resilient community through community involvement, social connections and life-long learning.
- 5.4 Recognition of our unique local cultural identity and heritage.

6. Ineligible applications

Applications will be considered ineligible if projects, initiatives, events and resources:

- 6.1 Clearly duplicate an existing service, program, project or event.
- 6.2 Have a political or religious purpose and objectives.
- 6.3 Are deemed to be inappropriate or offensive.
- 6.4 Seek to make financial profits, charge entry/participation fees more than a gold coin donation or undertake commercial activities .

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- 6.5 Are considered the primary role or responsibility of another level of government, including the State Education Department and the Commonwealth Departments responsible for Aged and Disability.
- 6.6 Are eligible for funding by other levels of Government.
- 6.7 Are not open and/or accessible to the wider City of West Torrens community.
- 6.8 Seek funding for:
 - recurrent operating, for the day-to-day operation of the organisation/group (including facilities/venue hire);
 - salaries, where the salary forms part of the organisation's/individuals, performing usual responsibility (not including instructors or tuition fees, artists or performers);
 - payment of travelling allowances or prize money;
 - projects or initiatives which have already commenced or been completed prior to the application being lodged and application assessment finalised;
 - large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of transport vehicles;
 - overseas purchases without approval by Council.
- 6.9 When individuals or incorporated not for profit organisations and/or groups successfully applied and received Grant funding from the City of West Torrens in the immediate previous year, your application will be deemed ineligible.
- 6.10 Applications submitted outside the 2 designate application rounds will not be accepted, and early application will not necessarily be assessed separately.
- 6.11 Council reserves the right to decline applications, even if they meet the criteria, as noted in the application process.
- 6.12 Elected members, employees, and their household members are ineligible to receive community grants from the City of West Torrens. However, community and sporting groups can apply for and receive these grants, even if a member of the group resides with an elected member or employee of the City.

7. Accountability

All successful applicants will be required to complete an acquittal form through SmartyGrants portal, providing information about the outcomes of the project funded by Council. Acquittal reports will be required within 6 weeks from the conclusion of each project.

The **acquittal report** must include any relevant receipts and a short report on the effectiveness of the project, program or equipment in achieving the stated outcomes in the application.

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Expenditure statements must be signed by the appointed Treasurer of the organisation where applicable. Failure to fulfil this requirement will prejudice any future funding applications and/or funds received may be required to be reimbursed.

8. GST requirements

If your grant application is successful and your organisation is registered for GST, an official **tax invoice** will be required by the Council before processing the grant. This is in accordance with GST legislation.

9. General requirements

- 9.1 There will be 2 rounds of Community Grant Funding per financial year. Grant funding will be assessed at the end of the application period.
 - Round 1 will commence on 1 July and conclude on 15 August.
 - Round 2 will commence on 1 January and conclude on 15 February.
- 9.2 Applications received outside of the 2 application rounds will not be accepted.
- 9.3 Grants funding is required to be returned to council if a project/event does not occur or is relocated to a venue outside of the West Torrens Council area.
- 9.4 Grant funding is required to be returned to Council if statements contained in the application process are found to be untrue or incorrect.
- 9.5 Applicants may only receive one type of grant funding from the City of West Torrens every 2 financial years.
- 9.6 Applicants must provide the appropriate insurances for the implementation of their grant funded program/activity.
- 9.7 Applications must be completed in full, or they will not be accepted.
- 9.8 Council will not be responsible for any expenses incurred by an applicant in preparing their application or as a result of an applicant anticipating approval of their application.
- 9.9 The **City of West Torrens logo** must be included on all promotional materials to acknowledge the grant or sponsorship.
- 9.10 A draft of the marketing material must be submitted to the Creative Services team to ensure correct logo usage, as per the Corporate Style Guide. The logo must not be downloaded from the Council website or any other online source. For queries, contact the Creative Services team.