

Guidelines for City of West Torrens Community Grants & Sponsorships

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1. Council's vision

Committed to being the 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 applications that demonstrate consistency with Council's *Community Plan 2030*. The types of Grants that are available are:

- **Community Grants** - to support community projects and initiatives that help us achieve our Community Plan
- **Community Equipment Grants** - to assist community groups and sporting clubs to purchase equipment for their programs and activities.
- **Environment Grants** - to support community projects and initiatives that help us achieve the environment strategies in the Community Plan
- **Junior Development Grants** - to assist young people who have been chosen to represent their institution, club, or organisation in a variety of areas such as sport, recreation, science, arts and culture.
- **International Representation Grants** - to assist people over the age of 18 who have been selected to represent their institution, club or organisation overseas in a variety of areas such as sports, recreation, science, arts and culture.
- **Women in Sports** - to support sporting clubs with projects, initiatives and equipment to encourage women and girls to participate in sport, physical activity and active recreation.
- **Sponsorships** - to support community groups with events
- **Donations** - to support community organisations and groups working with people in need, including in cases of urgent need or emergency situation not budgeted by the organisation.

3. Eligibility criteria

Community Grants, Environment Grants, Community Equipment Grants, Sponsorships, Donations:

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

- Are located within the Council area and primarily serve West Torrens residents.
- Can demonstrate their capacity (if located outside of the City of West Torrens) to provide services and benefits to Council residents by forming partnerships with one or more local community groups.
- Have a current ABN or are auspiced/sponsored by an incorporated body with an ABN.
- Form a partnership (if an individual applicant) with one or more local community groups that have an ABN.
- Can provide an estimate of attendees expected to attend the event
- Are a school and can demonstrate a partnership with one or more local community group(s) for the delivery of the funded activity. Applications from schools require approval from the school's governing council/board prior to making a submission to the City of West Torrens.

- 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.
- Elected Members, employees and members of their households are ineligible to receive community grants, environment grants, community equipment grants, sponsorships or donations. However, community and sporting groups are not precluded from applying for or receiving these grants, sponsorships or donations on the basis that a member of these groups lives in the same household as an Elected Member or employee of the City of West Torrens.
- Only one (1) application per individual or incorporated not for profit organisation and/or group will be accepted per financial year.
- **Junior Development Grants:**
 - An individual resident of the City of West Torrens.
 - Participating in activities and events and/or representing their institution or the State within South Australia, Australia or internationally.
 - The applicant must provide a letter of support and confirmation of selection from either their club or relevant peak body.
 - Aged 18 years or younger at the time of the sponsored event or activity.
 - Applications must be received before the event/activity takes place.

One or more application per person can be submitted providing the second application applies to activity/event at a higher level (eg. From a state competition to a national competition).

International Representation Grants:

- An individual resident of the City of West Torrens.
- Participating in activities and events representing their institution, South Australia or Australia internationally.
- The applicant must provide a letter of support and confirmation of selection from either their club or relevant peak body.
- Aged 18 years or over at the time of the sponsored event or activity.
- Applications must be received before the event/activity takes place.
- One application per person can be submitted and accepted per financial year.

4. Funding Priorities

In line with the *Community Plan 2030* funding is available for community grants that encourage and foster:

- Local events, activities and programs that celebrate multicultural and indigenous heritage and encourage a diverse, inclusive and welcoming community.
- Art in public spaces including community buildings, streetscapes and open spaces.
- A resilient community through community involvement, social connections and life-long learning.
- Sporting, and recreational programs and facilities that facilitate active and healthy lifestyles for all ages and abilities.
- Facilitation of community health, wellbeing and safety and safety.
- Recognition of our unique local cultural identity and heritage.

Environment Grant applications must focus on significant environmental outcomes across one or more of the environmental strategy target areas as outlined by the Community Plan.

- Environmentally sustainable development.
- Reduction of ecological impact.
- Enhanced natural environment.

5. Ineligible applications

Projects, initiatives, events or resources are considered ineligible if they:

- 5.1 Clearly duplicate an existing service, program, project or event.
- 5.2 Have a political or religious purpose and objectives.
- 5.3 Are deemed to be inappropriate or offensive.
- 5.4 Seek to make financial profits, charge entry/participation fees more than a gold coin donation or undertake commercial activities.
- 5.5 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
- 5.6 Are eligible for funding by other levels of Government.
- 5.7 Are not open and/or accessible to the wider City of West Torrens community.
- 5.8 Seek funding for recurrent operating, for the day-to-day operation of the organisation/group.
- 5.9 Seek funding for salaries, where the salary forms part of the organisation's/individuals usual responsibility (not including instructors or tuition fees).
- 5.10 Seek funding for the payment of travelling allowances or prize money.
- 5.11 Seek funding for projects or initiatives which have already commenced or been completed prior to the application being lodged.
- 5.12 Seek funding for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment.
- 5.13 Seek funding that is to be used for overseas purchase without approval by Council.
- 5.14 The applicant has applied for a CWT grant previously and has been successful in the same financial year.

6. Assessment of applications

All applications will be assessed against these guidelines and applicants will be notified in writing of the outcome of their application within 12 weeks of their application. In cases where the Administration recommend less than the grant funding applied for, the applicant will be contacted and advised.

Donation applications will be assessed against the following:

- The organisation is located in the City of West Torrens and/or is supporting residents in the City of West Torrens.
- The organisation has limited capacity to raise funds.
- The organisation is incorporated and not for profit.
- How the donation will target the most disadvantaged members of the West Torrens community (eg. Homeless, families in need, frail aged, vulnerable people).
- How/why the situation is urgent and/or immediate.
- Can provide an estimate of attendees expected to attend the event

Assessment for **Community Grants, Community Equipment Grants** and **Sponsorships** will be scored in the following manner:

No.	Consideration	Weighting
1	The application identifies a clear outcome/s, which is aligned to the strategic priorities of Council as outlined by the Community Plan.	10%
2	The application responds to one or more of the program priority areas.	10%
3	The application demonstrates innovation and evidence and/or clear reason for why it has been developed	15%
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	5%
7	The application outlines matched funding, in kind support or partner contribution (financial and in kind)	5%
8	The activity or event is being held within West Torrens	15%
9	The application demonstrates consideration of: <ul style="list-style-type: none"> • environmental sustainability • Inclusivity of all members of our community and accessibility for all • low or no cost for disadvantaged groups • sustainability - not reliant on ongoing grant funding • value for money in regards to the quotes and items being purchased 	15%
Total		100%

Assessment for **Environment Grants** will be scored in the following manner:

No.	Consideration	Weighting
1	The application identifies significant environmental outcomes across one or more of the environmental strategy target areas as outlined by the Community Plan.	10%
2	The project demonstrates a long-term benefit to the City of West Torrens and its community.	10%
3	The application demonstrates innovation and 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"> • environmental sustainability • Inclusivity of all members of our community and accessibility for all • low or no cost for disadvantaged groups • sustainability - not reliant on ongoing grant funding 	15%
Total		100%

7. Accountability

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. The Acquittal Report must include any relevant receipts and a short report on the effectiveness of the program/event/equipment in achieving the stated outcomes in the application.

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

Grants are subject to GST legislation, so if your application is successful and your organisation is registered for GST, Council will require a valid Tax Invoice before the grant can be processed.

9. General requirements

- 9.1. Grants funding is required to be returned to council in the event that a project/event does not occur or is relocated to a venue outside of the West Torrens Council area.
- 9.2. Applications will not be accepted when the same applicant submits multiple applications.
- 9.3. Applicants may only receive one type of grant funding per financial year. Multi-year grants may be considered for project/initiatives which may require sustained funding to become self-sufficient and put a maximum of three years subject to budget.
- 9.4. Financial acquittal forms must be completed within six weeks of the activity being completed unless otherwise negotiated.
- 9.5. Applicants must hold the appropriate insurances for the implementation of their grant funded program/activity.
- 9.6. Applications must be completed in full or they will not be accepted.
- 9.7. Only one (1) application per individual or incorporated not for profit organisation and /or group will be accepted per financial year
- 9.8. There will be two (2) rounds of Community Grant Funding per financial year. Grant funding will be assessed at the end of the application period. Round One will commence on 1 July and conclude on 30 September. Round Two will commence on 1 January and conclude on 31 March. Applications received outside of the two application periods will not be accepted.
- 9.9. 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.
- 9.10. Approval of applications is subject to annual budgetary limitations.
- 9.11. Grant funds must not be used for overseas purchases without approval from Council.
- 9.12. The City of West Torrens logo is to be used on all promotional material to acknowledge sponsorship.
- 9.13. A draft copy of the promotional material must be provided to the City of West Torrens Creative Services team to ensure that the logo is correctly represented according to the Council's Corporate Style Guide.
- 9.14. Under no circumstances should Council's logo be downloaded from Council's website or another internet site for reproduction on promotional material. Questions and further information can be obtained from the City of West Torrens Creative Services team.
- 9.15. Grant funding is required to be returned to Council in the event that statements contained in the application process are found to be untrue or incorrect.
- 9.16. All applications must include an itemised budget and quotes for each item.

10. Grant amounts

- Community Grants: maximum of \$5,000
- Environment Grants: maximum of \$5,000
- Community Equipment Grants: maximum of \$3,000
- Sponsorships: maximum of \$5,000
- Donations: maximum of \$1,000
- International Representation Grants: maximum of \$500
- Involving Women in Sports Grants: maximum \$3,000
- Junior Development Grants:
 - Maximum of \$100 if activities/events are held in South Australia
 - Maximum of \$200 if activities/events are held interstate
 - Maximum of \$500 if activities/events are held overseas

If 3 members of the same club/institution, attending/competing at the same activity/event, then the maximum amount available to the club/institution (to be shared equally between applicants) is:

- Maximum of \$300 if activities/events are held in South Australia
- Maximum of \$600 if activities/events are held interstate
- Maximum of \$1500 if activities/events are held overseas
- Applicants can only apply for one grant per financial year, when the annual grants budget has reached its limit all rounds will be closed until the following financial year. The Involving Women in Sports grants annual budget is capped at \$15,000.

11. Further information

For further information or assistance, please contact:

Business Lead Community Partnerships
Phone: 8416 6333

For enquiries about Environment Grants, please contact:

Environment Sustainability Officer
Phone: 8416 6333