COMMUNITY GRANTS
GUIDELINES

CITY OF
MARION

Be inspired

Introduction

The **purpose** of the Community Grants Program is to assist local not-for-profits to establish and undertake projects or activities that are beneficial for the community.

Applications should reflect and support the following reports and policies:
- The City of Marion Community Vision and Strategic Plan.
- The City of Marion Equity, Access and Social Inclusion Policy Statement.

Applications should ensure programs, activities and events are inclusive and as accessible as possible for all groups, including people of various genders, ages, sexuality, cultural backgrounds, religious beliefs and those living with disability.

Support with your application

Applicants are strongly encouraged to refer to the Grant Guidelines and the document links above BEFORE considering an application. Due to the competitive nature of the program, all potential applicants are invited to attend the Community Grants Information Sessions or to contact the Grants Officer to discuss their project to ensure it meets requirements, before submitting an application.

Grants Officer:
Phone 08 8375 6600 or email council@marion.sa.gov.au (using the subject title 'Community Grants').

All information relating to City of Marion grants including key dates and previously successful recipients can be found on the City of Marion Website and our Facebook page.

Applications are prepared using our online application tool, where you can complete and submit your Application Form.

To be eligible

- Applications are encouraged from incorporated not-for-profit organisations and groups.
  NOTE: Groups that are not incorporated need an incorporated body that is willing to accept the funds on behalf of the non-incorporated body and accept responsibility for the funding of the project.
- Applications must include completed financial information and necessary quotations.

The following will make an application ineligible

- Funding for individual, private, political or commercial enterprises or activities.
- Fundraising or sponsorship (may be eligible through our Donations and Sponsorship Grants).
- Ongoing operational costs, core business, salaries or costs not directly related to project delivery.
- Payment for facilitators/instructors (unless it is clearly demonstrated that required expertise cannot be sourced internally).
- Projects that duplicate an existing or similar project within the community (need already being met).
- Projects implemented outside of the City of Marion council boundaries (unless the activity clearly demonstrates significant benefits to the participants, being City of Marion residents).
- The project has commenced or retrospective funding (money spent before a grant is approved).
- Funding for academic research or conference costs, interstate or overseas travel.
- Schools are not eligible to apply. External organisations conducting activities within schools, during school hours, are also ineligible.
- The organisation has an outstanding acquittal or debt owing to Council. *Please note this does not apply to organisations that have a loan with Council and are complying with the repayment terms.*

Ineligible applications will not progress to the assessment stage.

Funding

- Each funding round may include one grant up to $10,000
- The remaining funding pool has a $5,000 limit per application.
- Applications are accepted from groups that have received grant funding in previous financial years, priority may be given to organisations that have not received funding within the previous two financial years.
- Council's strong preference will be given to small not-for-profit organisations.
- Larger not-for-profit organisations may be considered and will be required to supply additional financial documentation, detailed in the application process.

Grant Objectives

Applicants should consider the following:

- Establish and undertake activities that align with the
    - City of Marion Community Vision and Strategic Plan.
    - City of Marion Equity, Access and Social Inclusion Policy statement.
- Activities that focus on the following will be highly considered:
    - Demonstrate a strong benefit to City of Marion residents.
    - Demonstrate inclusivity and accessibility to the wider community, where possible.
    - Encourage community led projects/activities, including opportunities for volunteers.
    - Create opportunities for grass roots clubs and groups to increase community participation.
    - Demonstrate how the outcomes of the funding includes giving back to the community.
    - Enable wellbeing eg: healthy lifestyles, skill development, community safety, cultural harmony
    - Demonstrate environmental responsibility by the organisation/group, where applicable, eg: policies or practices relevant to recycling, single use plastics etc.

Examples of funding areas could include: recreation, events, Come n Try's, equipment, open days, arts and cultural activities.

How are applications assessed?

The City of Marion reserves the right to provide funding at its sole discretion, however in order to assess applications the following process will be undertaken:

- Applications will be assessed and scored against grant guideline criteria.
- Applications will be assessed and scored against community grant objectives.
- Applications will be assessed and scored against the City of Marion's identified reports and policies listed throughout the guidelines.

Please note that meeting the eligibility criteria alone does not guarantee funding. The Community Grants Program is highly competitive with a budget limit. The decision to award a grant is made by Council and the decision of Council is considered final.

Financial reporting and project evaluation

Applicants will be required to submit a Report and Acquittal Form online. The form is due one month after the completion of the project or 13 months from the funding date, whichever is earlier. Evidence of expenditure must be provided – **all receipts must be attached to the acquittal.**

The Acquittal Statement verifies that the grant funding has been spent in accordance with the project budget provided in the application form. Final acquittal of the grant requires a statement of income and expenditure for the project as well as evaluation documentation. The Evaluation Form provides valuable feedback to the City of Marion on how your project and community have benefited from the Community Grants Program. (including **photos** of your project/activity will be appreciated).

Successful applicants are required to comply with terms and conditions included in the application form.