

COMMUNITY GRANTS GUIDELINES



Be inspired

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Introduction

Through its Community Vision and aim to improve the quality of life of its residents, the City of Marion has a strong commitment to the provision of support to its community.

The purpose of the Community Grants Program is to assist local not for profit organisations, community groups and voluntary associations to establish and undertake innovative projects or activities that are beneficial to the community and which support the City of Marion Strategic Plan [City of Marion Strategic Plan](#).

The City of Marion is committed to a diverse and inclusive community. Applications should reflect and celebrate this by ensuring projects, programs and activities are inclusive and accessible as possible for all groups, including people of various gender, age, sexuality, cultural backgrounds, religious beliefs and those living with disability.

Application process

Applications Open	Applications Close	Delivery Deadline	Acquittals Due
Monday 5 February 2018	Tuesday 13 March 2018	30 June 2019	See Terms and Conditions

Information session to be held at 6.30pm Monday 19 February 2018 at Marion Council Chambers.

How to apply

The application is completed online by accessing the following link:

<http://www.marion.sa.gov.au/community-grants>

You are guaranteed confidentiality and security when lodging a grant application online. If you do not have access to the internet, please contact the Community Development Team to discuss alternatives.

Support with your application

For project enquiries and support in making an application, contact the Community Development Team. We encourage applicants to contact the team to discuss your idea or application and **encourage you to attend the information session.**

Phone 08 8375 6600 or email council@marion.sa.gov.au (subject title "Community Development Team").

Grant Focus Areas

We encourage grants in the following focus areas:

- Community Development
- Arts and Culture
- Environment
- Sport and Recreation

You may only select one category per application.

How much can we apply for?

Each of the two funding rounds include grant categories of up to \$2,000, up to \$5,000, and one grant of up to \$10,000. Applications will be accepted from groups that have received grant funding in previous financial years, but priority may be given to organisations that have not received funding within the previous two financial years.

Grant Outcomes

Community Development

Through the Community Development category, we seek to encourage applicants to apply for funding which is based around general Community Wellbeing themes. Organisations with projects that address the following areas are encouraged to apply:

- Strong and engaged communities
- Safe and welcoming communities
- Build on local strengths to develop active, friendly and connected neighbourhoods
 - Encourage an inclusive community that values diversity and engagement
 - Connecting people and places
- Opportunity for skills development
- Activities that encourage social interaction
- Healthy lifestyles and healthy communities

Arts and Culture

Under the Arts and Culture category, we encourage applicants to apply for funding for projects which support:

- Artistic community-led projects
- Collaborations with artists to support artistic and cultural expression in the community
- Creativity and innovation through arts, business, health, community and education sectors
- Celebration of our rich cultural diversity and identity
- Preservation of our heritage and valuing the past
- Development of vibrant public places that express local identity, meet local needs and encourage belonging
- Reconciliation between Aboriginal and non-Aboriginal Australians

Environment

Protecting our environment and finding ways to live more sustainably will bring us all closer to a healthier future. Through the Environment category, we invite applications for funding of services, activities or resources that align with the Strategic Plan commitments:

- Building community resilience to the impacts of climate change
- Minimising our energy and water consumption
- Minimising our waste and increasing our recycling
- Building community knowledge and skills relating to green behaviours
- Enhancing our local biodiversity
- Protecting our water resources e.g. watercourses, water sensitive urban design
- Encouraging community gardening in public spaces

Sport and Recreation

Through the Sport and Recreation category, we encourage clubs and groups to apply for funding which supports:

- Innovative projects or activities
- Projects or activities that support the community as a one off event or are sustainable without future Council funding
- Projects that encourage healthy lifestyles and communities
- Facility development that meets City of Marion Strategic Plan commitments, including increasing opportunities to improve the community's physical health and wellbeing

Grants are not intended to supplement the day-to-day operations of a club, e.g. sports uniforms, equipment, trophies, etc.

Where clubs are pursuing a new initiative which it does not currently provide for, such as a Come 'n Try program or starting a Special Needs program, then purchase of sporting equipment to run the program will be individually assessed by the panel with clubs being required to demonstrate the unavailability or unsuitability of existing club equipment.

Who is eligible to apply?

Eligibility criteria is as follows:

- Not for profit organisations, community groups or voluntary associations.
- Groups that are not incorporated, provided applications are made through an appropriate incorporated body that is willing to sponsor the project (accept the funds on behalf of the non-incorporated body and accept the responsibility for the funding).
- Schools for the following types of projects:
 - Grounds or property development that have a clear, identified benefit to the wider community, and can be accessed by the wider community.
 - Projects that are outside of the school curriculum and which link strongly with the wider community.

Due to the competitive nature of the program, all potential applicants are requested to attend the Community Grants Information Session or to contact the Community Grants Officer to discuss their project and ensure it meets the requirements.

Applicants are strongly encouraged to refer to the City of Marion Strategic Plan prior to considering an application.

What makes a project ineligible?

The following will render an application ineligible:

- The project has commenced.
- Commercial or political activities
- Individual, private, political or commercial enterprise
- Ongoing operating costs of the organisation or costs not directly related to project delivery.
- Retrospective costs (any money spent before a grant is approved).
- Payment of salaries (facilitator/instructor fees will be accepted).
- Fundraising or sponsorship.
- Projects that duplicate an existing or similar project/service within the community.
- Interstate or overseas travel.
- Academic research or conference costs.
- The organisation has an outstanding debt owing to council. *Please note that this does not apply to organisations that have a loan with council and are complying with the repayment terms.*

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 against eligibility.
- Applications will be assessed in accordance with grant schedule and available funds.
- Applicants may be requested to provide supporting information and documentation.

Eligible projects will be assessed by the following criteria:

- Benefit to the community
- Opportunities for social interaction
- Embracing and developing new ideas
- Creating a vibrant community with opportunities for all
- Increasing volunteering opportunities
- The listed criteria under the relevant category (i.e. Community Development, Arts & Culture, Environment, or Sport & Recreation)

The \$10,000 category will be further assessed against the following criteria:

- Background information on why the project is important
- Innovation
- Strength of the budget
- At least one quote submitted
- Risk management (regarding the delivery of the project), complete the supplier risk assessment template
- Identified key partners

Financial reporting and project evaluation

Applicants will be required to submit a report and acquittal form online. This form is due one month after the completion of the project or by 30th June 2019, whichever is earlier. Evidence of expenditure of the grant must be provided – all receipts must be attached to the acquittal.

The acquittal statement verifies that the grant funding has been utilised 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, which must be certified by an authorised signatory of the organisation.

The Evaluation Form provides valuable feedback to the City of Marion on how your project and community have benefited from the Community Grants Program.

Terms and Conditions

1. Applications must be received by no later than 5.00PM 13 March 2018.
2. Projects must be delivered by 30 June 2019.
3. Acquittals must be completed and returned to the City of Marion no later than one month from the completion of project or by the 30 June 2019 whichever is sooner.
4. Acquittals must include attachments of all receipts.
5. The funds provided must be used for the approved project as detailed in the grant application.
6. Applicants must demonstrate that any purchase of equipment or materials is used solely for the project.
7. Any changes to the project that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval by the City of Marion.
8. The City of Marion is to be given written or printed acknowledgement of the funding in all correspondence, media releases, invitations and any advertising or promotional material.
9. The City of Marion logo will be supplied and is to be applied to all advertising and promotional material including banners, posters, leaflets, etc.
10. The City of Marion will reserve the right to separately promote any funded project.
11. The City of Marion is to be given verbal acknowledgement of the funding in any speeches at events.
12. Applicants will be responsible for obtaining any relevant approvals including use of council land and road closures. View the following link: www.marion.sa.gov.au/booking-a-reserve.
13. Projects must meet legal, child protection and insurance requirements set by State and Commonwealth legislation.

14. Groups that are not incorporated are still eligible, provided applications are made through a sponsoring body.
15. The applicant / sponsoring body must provide their incorporation number and ABN. If the applicant / sponsoring body does not have an ABN the Statement by Supplier form must be completed, available on the City of Marion website.
16. Funds must be made payable to the applicant / sponsoring body. If successful, a cheque will be made to the nominated organisation in Section A of the application form or unless otherwise stated. A representative must attend the presentation ceremony to receive the cheque
17. Any part of the grant funds that are not used must be repaid to the City of Marion unless prior written approval is obtained.
18. It is the responsibility of the applicant / sponsoring body to obtain all necessary insurances and the City of Marion will not be held liable for any matter arising out of this grant.
19. It is the responsibility of the applicant / sponsoring body to indemnify and keep indemnified the City of Marion, its employees and agents, against all actions, costs, claims, charges and expenses whatsoever which may be brought or made to claimed against them or any of them out of or in relation to the project.