

POLICY DOCUMENT

7.63.14

Policy Name	COMMUNITY GRANT FUNDING
Policy No.	7.63.14
Version:	1.1
Strategic Reference:	An inclusive, connected, diverse and resilient community
Responsible Department:	Corporate & Community Services
Policy Adopted:	18 March 2019
Last revised date:	16 July 2018
Minute reference:	CO 19/031
Next review date:	Council will endeavour to review this policy 4 years after adopted dated or following significant change to legislation or aspects included within this policy.
Applicable Legislation:	
Related Policies:	18.63.3 Crest and Logo Policy 7.63.11 Community Infrastructure Investment Policy
Related Documents:	Major Funding Application Form Minor Funding Application Form Acquittal Report

1. PURPOSE

The City of Port Lincoln is committed to supporting local events, projects, programs and activities in recognition of their community resilience building capacity and valuable contributions to the local economy. Underpinned by the relevant goals and objectives or our strategic documents¹, the purpose of this policy is to outline grant funding available.

2. FUNDING OVERVIEW

A vibrant and balanced calendar of events and activities is essential for community wellbeing, economic development and subsequent enhanced liveability. The Community Grant Funding program is particularly underpinned by the following goals and objectives within Council's Strategic Directions Plan:

Goal	Objectives
Goal 1: Economic Growth and Vitality:	<ol style="list-style-type: none"> 1. An outstanding regional centre for commercial, health, educational and community activities and services 2. A destination recognised for quality tourism and visitor experiences

¹ Strategic Directions Plan 2016-2026, Southern Eyre Peninsula Public Health Plan 2015-2025 and the Age and Dementia Friendly Action Plan

	3. Economic development focussed on long term job creation and investment
Goal 2: Liveable and Active Communities:	<ol style="list-style-type: none"> 1. Advanced community and individual health and wellbeing 2. A safe city and community 3. An inclusive, connected, diverse and resilient community 4. A place of opportunity where children and young people are encouraged to reach their potential, older people are valued and all people participate fully in the community.

Overall, the program aims to encourage events, programs and activities that:

- Provide opportunity for the community to come together and develop skills, confidence and knowledge of community members
- Support celebration of place and culture, and promote a sense of community identity and pride
- Demonstrate community partnership and cooperation and increase community organisation membership and support
- Positively promote and activate Council facilities, spaces and infrastructure
- Are innovate and unique and responsive to identified needs and/or gaps within the community
- Contribute to the visitor economy, attract overnight visitation and/or repeat visitation
- Positively promote the region as a destination of choice and enhance the experience of locals and visitors alike
- Encourage increased investment in the locality and positively impact on liveability outcomes

3. **GENERAL ELIGIBILITY GUIDELINES**

The City of Port Lincoln will provide funding up to the maximum amount under each category as defined in Section 4 of this Policy.

Applicants must:

- Be an incorporated community organisation, sporting club or association, or be in a partnership with such
- Operate within the City of Port Lincoln or demonstrate how the project will benefit the local community
- Hold appropriate public liability insurance and adhere to WHS and Risk Management practices
- Demonstrate financial viability
- Fit within the appropriate category detailed in Section 4 of this policy, address evaluation criteria and submit supporting documentation specified on application form
- Applicants must demonstrate funding requested will be attributed to a specific element of the project, event, or activity with measureable outcomes that support council strategic goals and objectives

It is anticipated there will be a high demand for funding and applications that meet eligibility guidelines are not automatically guaranteed funding.

3.1. **Ineligibility**

Funding will not be provided for:

- Building or infrastructure upgrades (refer to Policy 7.63.11 Community Infrastructure Investment)
- On-going operational or administrative costs
- Retrospective projects or events
- Activities that duplicate existing services / events
- Individuals
- Political parties
- Commercial events or activities that do not provide community benefits
- Fundraisers or charity events where funding will not be used within the region
- Religious groups or religious events unless event is non-denominational and demonstrates a broader benefit to the community
- Private events that are not accessible to the community or do not provide community benefits

4. **FUNDING CATEGORIES**

The following funding categories are available:

Category	Criteria	Funding up to	Assessment & Approval
Group	Events, activities and programs that support a small sector of the community, predominantly applicant membership base or directly interested people.	\$300	Assessed and approved by Council Administration
Local	Events, activities and programs that support a broader cross-section of the local community.	\$1000	Assessed and approved by Council Administration
Regional	Events, activities and programs that attract both locals and regional visitors and achieve some economic development and/or community wellbeing outcomes.	\$1001 -2,000 (including any Council in-kind support)	Assessed and approved by Council
Major	Events and activities that: <ul style="list-style-type: none"> • attract substantial numbers and support major economic development objectives (<i>eg overnight visitation, intra and interstate visitors, and promote the region to a national and international audience</i>) • and/or support extensive community wellbeing outcomes. 	Case by Case basis (including any Council in-kind support)	Assessed and approved by Council

Note: Council funding includes in-kind support and cash up to the category funding value. In-kind support includes, but is not limited to: event set up, (extra bins, line marking, set up of marquee etc), Nautilus Arts Centre (NAC) discounted hire fees, and reserve hire fee discounts.

On occasion, Council may assess the application to be of a different category to that of the applicant, and vary the funding amount endorsed accordingly. This may require applicants to revise their original application to show the project can still be completed and outcomes achieved.

5. **APPLICATION PROCESS**

All requests must be made on the relevant form, which can be downloaded from Council's website www.portlincoln.sa.gov.au or hardcopies are available from Council's Administration Office.

5.1. ***Annual Funding Round***

Applications for funding will be called annually prior to adoption of Council's Budget and Annual Business Plan. Applications must address the evaluation criteria and compulsory supporting documentation detailed on the Application form must also be submitted.

Applications under the regional and major categories will be referred to a Special Council Meeting for assessment and endorsement. Applicants are able to provide a five minute deputation to the Special Council Meeting in support of their funding request with a further five minutes being allotted for questions from council members.

Council's Manager Community Services has delegated authority to assess applications under the remaining funding categories and may refer these to Council where necessary. Funding acceptance will be established with all successful applications inclusive of funding awarded, requirements, and acquittal process.

5.2. ***Open Funding***

To enable responsiveness and support the community driven energy, ideas and partnerships, a small amount of funding will be available all year round for applications under the group and local categories for assessment by Council's Manager Community Services.

Applications should be submitted **at least 6 weeks prior to the event taking place** to allow sufficient time for processing. Failure to adhere to this timeframe may result in the application being refused.

Funding acceptance will be established with successful applicants inclusive of funding awarded, requirements and acquittal process.

5.3. ***Recurrent Funding***

Underpinned by seed funding principles, the intent of the community grant funding program is to assist establish and grow a vibrant and diverse calendar of events, activities and programs. Applications must demonstrate attempts at sourcing other or additional funding as well as attempts at achieving self-sustainability.

It is acknowledged it may take time for sustainability to be attained and that some events, programs and activities may never be able to become self-sustainable. Requests for ongoing funding will be assessed on merit against the level of funding available, relevance to council's strategic objectives and on balance against all other applications. Council may also decide to sponsor or support events and programs outside of this funding program with specific conditions being applicable.

6. EVALUATION CRITERIA

The extent of meeting evaluation criteria will vary dependant on the funding category selected.

All Applications:

- Supports Council's Strategic Directions plan objectives
- Benefit and appeal to target audience and/or responsiveness to a need or gap in the community
- Evidence of inclusiveness and participation opportunities
- Evidence of ability to increase community organisation membership and support
- Evidence of community support and partnerships
- The capacity of the applicant to successfully complete the project or hold the activity or event
- Capacity to evaluation effectiveness against identified outcomes
- Demonstration of event and risk management principles where applicable
- The levels of funding contributed by the applicant and/or others towards the project
- Evidence the event will have the ability to achieve sustainability or attempts to achieve such
- Promotes and activates council facilities, space and infrastructure
- Promotes a healthy lifestyle philosophy
- Promotes recycling and responsible waste management and energy consumption

Regional and Major Categories

Regional and Major applications should also address the following criteria where relevant (dependent on event and activity focus):

- Supports celebration of place and culture, and promotes a sense of community identify and pride
- Evidence of extensive community wellbeing outcomes
- Evidence of event/activity innovation and uniqueness
- Evidence of contribution to the local economy
- Ability to encourage overnight or return visitation outcomes
- Ability to promote the region to a national and/or international audience

7. RECEIVING A GRANT

Successful grant applications must:

- Use grant funds for the purpose for which the grant was awarded, unless written permission for variation has been obtained from Council prior to the activities being undertaken
- Obtain all appropriate permits, approvals, insurance etc

- Acknowledge assistance from Council in all press releases and promotional material and correctly reproduce Councils logo (Policy 18.63.3) as far as possible. The Funding Acceptance Form will detail specific funding conditions
- Conform to all relevant Council Policies, By-laws and Acts enforced at the time

7.1. *Applicant Reporting Requirements*

An acquittal process is applicable to all successful grant applications as detailed in the Funding Acceptance form and is required to be submitted within sixty days of the conclusion of the event/project/activity. Information and images provided may be used in Council promotional collateral and Annual Report. Failure to submit reports may impact on future funding opportunities.

8. INSURANCE

It is a condition of receiving funding that the successful applicant will assume all responsibilities including public risk and/or any other appropriate insurance cover for the project. Appropriate 'workcover' must be in place for group members, employed staff and volunteers involved.

9. COUNCIL PROGRAM REPORTING

A summary of approvals under this policy will be reported in Council's Annual Report against identified objectives in our strategic documents framework.

10. RELEVANT DELEGATED POWERS AND DUTIES

Any actions or decisions made regarding this policy, will be enacted upon as per Council's current Delegations Register.