

# Community Development Grants Procedure

Procedure Author	General Manager – City Services
Date of next review	May 2024

## 1. Purpose

To outline the assessment and approval tools used to assess applications for the Council's Community Development grant program.

## 2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Development Grants Policy.

## 3. Application

Council Members	Ensure the Policy and Procedures are adhered to when endorsing Community Development and Event Grant applications.
Mayor	Acknowledge and recognise successful Community Development and Event Grant recipients by attending a celebration and providing a certificate of achievement.
Senior Manager Community Services	Ensure the Policy and associated documents are adhered to in the assessment of the Community Development and Event Grant applications.
Manager Community Development	Ensure the Policy and associated documents are adhered to in the assessment of all of Council's Community Development Grant applications.
Grants Officer	<p>Implement the Policy and ensure the Policy and associated documents are adhered to in the assessment of all of Council's Community Development Grant applications.</p> <p>Council Members be invited to attend a celebration to recognise successful Community Development and Event Grant recipients.</p>

Manager Sport and Property (or delegate)  Manager Finance (or delegate)  Manager Creative Cultural Development (or delegate)	Ensure the Policy and associated documents are adhered to in the assessment of the Community Development and Event Grant applications.
Employees	Other employees may be requested to assist the assessment panel on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.

## 4. Procedure

### 4.1 Funding Categories

4.1.1 Applicants can apply for funding from one of the following categories using the relevant [application form](#):

4.1.1.1 Community Development and Event Grant (minimum \$500; maximum \$5,000)

4.1.1.2 Equipment Grant (maximum \$1,000)

4.1.1.3 Outstanding Achievement Grant (maximum \$400)

4.1.1.4 Club Participation Sponsorship Grant (maximum \$200)

4.1.2 All amounts are exclusive of GST.

### 4.2 Category Description

4.2.1 Community Development and Event grants offer financial support to community organisations, local groups and associations for proposals which:

- a) Activate community spaces
- b) Deliver innovative, creative or new opportunities for the Playford community to become involved in their local community
- c) Encourage and support Arts, Cultural Development, physical activity, health and wellbeing
- d) Demonstrate collaboration between organisations and the local community and maximise community benefit
- e) Develop and initiate locally based events, exhibitions and/or performances open to the whole community, which make a positive contribution to community and cultural life in the Council

- 4.2.2 Equipment grants are available to community organisations, groups and associations to build upon and support current projects, programs and activities.
- 4.2.3 Outstanding Achievement grants offers financial support to assist residents who have been selected to represent the State, Country or appropriate peak body to achieve their goals in national or international academic, sporting and cultural competitions and national and international leadership and personal development opportunities.
- 4.2.4 Club Participation Sponsorship grants are available to assist young people up to the age of 17 years to receive a one-off discount on the direct costs associated with joining a City of Playford club ('e.g.' membership fees, registration fees, uniforms and/or equipment etc). The purpose of this program is to reduce the cost of initial joining fees of clubs to young people who find cost a barrier to participation.

### **4.3 Assessment and Endorsement**

#### **4.3.1 Community Development and Event Grants**

- 4.3.1.1 Applications will be assessed by a Grant Panel of employees and endorsed via a Council report.
- 4.3.1.2 The Council will endeavour to support as many proposals as possible.
- 4.3.1.3 Groups can consist of as little as two people to larger, community organisations and must involve the local community (e.g. residents, community groups and organisations, shops, businesses, etc.).
- 4.3.1.4 Applications can be submitted throughout the year but will be assessed twice a year during the assessment round process:
  - Round 1 will formally open in July and is assessed by Council at the October Services Committee and Ordinary Council meetings or a meeting prior to caretaker period (in Council election years).
  - Round 2 will formally open in January and is assessed by Council at the April Services Committee and Ordinary Council meetings.
- 4.3.1.5 Applications must be submitted using the application form published by the Council on its website or by such other means as detailed in the guidelines published on the website.
- 4.3.1.6 Funding is available every second year within this category (i.e. if an organisation received funding in Round 1 of 2020 they will be eligible for funding in Round 1 of 2022). Council may decide in exceptional circumstances to fund the same project, activity or event over 2 consecutive years if after the first year an acquittal has been returned and that the original application was for a new, pilot program, activity or event and requires additional funding to make it sustainable into the future. Applicants must contact Council before submitting an application in the subsequent year.

#### **4.3.2 Equipment Grants**

- 4.3.2.1 Applications will be assessed and approved by the Council's Grants Officer and Manager Community Development in conjunction with current Policy, Procedures and Guidelines.
- 4.3.2.2 Applicant will be notified within 4 weeks of the application form being received by Council.
- 4.3.2.3 The Council will endeavour to support as many proposals as possible.
- 4.3.2.4 The aim of these grant is to provide support for the purchase of equipment and to build and support current projects, programs and activities.
- 4.3.2.5 Funding is available every second year within this category (i.e. if an organisation received funding in May 2020 they will be eligible for funding in May 2022).
- 4.3.2.6 The Equipment Grants category is open all year.

#### **4.3.3 Outstanding Achievement Grants**

- 4.3.3.1 Applications will be assessed and approved by the Council's Grants Officer and Manager Community Development in conjunction with current Policy, Procedures and Guidelines.
- 4.3.3.2 There are 2 streams of grants available to individuals who are residents of the Council within the Outstanding Achievement category:
  - Competition grants are provided to individual applicants that have been selected to represent the State or Country, or when appropriate, the peak body in academic, sporting and artistic or cultural competitions such as spelling, English, writing, mathematics, science singing, art; and sports including football, netball, baseball, hockey, bowling, dancing, gymnastics etc. No age limit applies to applicants.
  - Leadership and personal development grants are provided to individual applicants who have been selected to develop their leadership/personal development skills such as youth parliament, debating teams, club leadership, scout leadership etc. No age limit applies to applicants.

#### **4.3.4 Club Participation Sponsorship Grants**

- 4.3.4.1 Applications will be assessed and approved by the Council's Grants Officer and Manager Community Development in conjunction with current Policy, Procedures and Guidelines.
- 4.3.4.2 Applicant will be notified within 4 weeks of the application form being received by Council.
- 4.3.4.3 There is a one-off payment of up to \$200 per individual for initial costs of joining a City of Playford club. These costs may include membership fees, registration fees, uniforms and/or mandatory equipment.
- 4.3.4.4 Clubs include but are not limited to sporting clubs, cheerleading and dance clubs, scouts, etc.
- 4.3.4.5 The Club Participation Sponsorship grant category is open all year.
- 4.3.5 All applications will be assessed against the eligibility criteria detailed in the guidelines for each grant category as published on the Council's website.
- 4.3.6 Applications will be viewed as incomplete and will be ineligible for funding if applicants fail to submit all relevant information as detailed in the guidelines.
- 4.3.7 The provision of Community Development grant funding remains at the absolute discretion of the Council.

#### **4.4 Auspicing**

- 4.4.1 Community Development and Event and Equipment grants must be a community group or organisation and legally constituted or can demonstrate that they are auspiced by a legally constituted organisation such as an incorporated organisation who will agree to take legal and financial responsibility for any Grant monies received from the Council.

#### **4.5 Acknowledgements**

- 4.5.1 The Council is to be formally acknowledged as a sponsor on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and a style guide to ensure appropriate application.

#### **4.6 Acquittal**

- 4.6.1 Projects or initiatives provided funding under the Community Development and Event grant category must be completed and funding acquitted within 12 months.
- 4.6.2 Projects or initiatives provided funding under the Equipment grant category must be completed and funding acquitted within 6 months.
- 4.6.3 Any funding that has not been acquitted within the allocated timeframe will make that group or organisation ineligible for any future funding in any grant category.

## 4.7 Caretaker Period

- 4.7.1 Council will not approve any Community Development grants requiring Council assessment during a caretaker period.
- 4.7.2 Round 1 of the Community Development and Event grant round will be assessed by Council at a meeting prior to a caretaker period (in Council election years).

## 4.8 Grant Review

- 4.8.1 A Grant Review will occur every 3 years and any significant changes will be endorsed by Council.
- 4.8.2 The guidelines for each category will be reviewed periodically, and minor changes will be made as required.
- 4.8.3 Major changes to the guidelines will be endorsed by Council during the grant review process.

## 5. Feedback

Your feedback on this procedure is invited and can be directed to the Manager Governance via email to [governance@playford.sa.gov.au](mailto:governance@playford.sa.gov.au) or by calling the Customer Contact Team on 8256 0333

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### Administration use only

ECM document set no.	3948696
Version no.	1
Policy link	Community Development Grants Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	4535
Legal requirement	N/A
Review schedule	3 Years - per Grant Review Cycle
Date of current version	April 2021
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### Version history

Version no.	Approval date	Approval by	Change
1	27/5/2021	Ordinary Council (Resolution 4535)	New Procedure

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