

Community Grants Procedure



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File Number	7/PRO/CGP/2
Responsible Officer	Director – Development and Community Services
Adopted	12 June 2018
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Due date of next Review	January 2028

1. Purpose

- 1.1 Mid Murray Council (Council) acknowledges that community groups provide important and valued community and social benefits to the Mid Murray Council District (the District). Council also recognises the importance of supporting local individuals in pursuing personal achievement in their chosen field.
- 1.2 Mid Murray Council aims to provide financial assistance and support to the community through its Community Grants Program. The Community Grants Policy (the Policy), demonstrates Council's commitment to the allocation of assistance to community organisations and individuals in a manner which is effective, transparent, and equitable, whilst achieving the aims and objectives of Council.
- 1.3 This Community Grants Procedure (the Procedure) supports the Policy by providing clarity and understanding for prospective applicants, and the criteria required to ensure eligibility for grants. It maintains fairness, equity and transparency in the approval of grants, whilst supporting community, cultural and recreational activities, events and services within the District for community groups and individuals
- 1.4 This Procedure outlines how Council will administer the Policy to achieve its objectives.

2. Overview

- 2.1 The Community Grants Program will be promoted across the District to encourage community groups and eligible individuals to apply. Promotion will be via Council's website, social media, relevant Council newsletters, and notice boards.
- 2.2 Community groups may only apply for grant funding from one Classification, per 2.12 of the Policy, per financial year.
- 2.3 One successful application per financial year may be granted under the Individual Sport & Cultural Grants classification.
- 2.4 Not-for-profit incorporated bodies only may apply for Community grants under Classifications 1, 2 and 3, as set out in the Policy.
- 2.5 Consideration will be given to applicants applying for grants that:
 - do not duplicate existing services;
 - respond to a demonstrated need;

- benefit the wider community;
 - identify how they will actively promote Mid Murray Council's contribution to community;
 - are engaging with a recognised club development program;
 - demonstrate financial stability;
 - align to the priority projects of the District Action Plans; and
 - demonstrate a clear plan of how Council will be promoted through social media posts/media
- 2.6 All applicants must provide the following mandatory requirements -
(**please note** - applications will not be progressed if below criteria is not supplied)
- A 50% contribution either cash or in-kind.
 - Quotes to the equal value of the funding request – please note, preference will be given to applicants who utilise local business/suppliers where possible and within budget.
 - Community Groups meeting minutes verifying support for project/event application.
 - Evidence of current financial position – eg. A copy of current bank statement or similar.
- 2.7 All expenditure of funds, must be utilised for the intended purpose as outlined in the application, no variations will be accepted.

3. Procedure

3.1 Application Closing Dates

3.1.1 Applications must be received by the following date within the financial year:

Classification 1	Small Community Grant	15 June - 5:00pm
Classification 2	Community Event Grant	15 June - 5:00pm
Classification 3	Community Project Grant	15 June - 5:00pm
Classification 4	Individual Grant	Open all year - within required time frames.

3.1.2 No grants will be issued retrospectively, and no late applications will be accepted.

3.2 Classification 1: Small Community Grants

Mid Murray Council's Small Community Grants aim to encourage and support local community groups/clubs that make a positive contribution to community and cultural life. It is offered to support and assist community-based organisations in the provision of a service to the community that will encourage participation and social inclusion.

3.2.1 Eligibility Criteria

When accepting Community Grant funding, applicants will be required to sign a funding agreement, to be returned to Council, prior to funding being released. This agreement will outline the conditions of funding and the acquittal process. Applicants will also agree to provide:

- A photograph of the project for possible inclusion in Council articles/media when acquitting the grant;
- A written report/feedback of the project for possible inclusion in a report to Council when acquitting the grant; (inclusive of alignment to a priority project within the District Action Plans if applicable);
- ALL receipts/invoices of expenditure of funds;
- Confirmation and proof of public acknowledgement either through media or social media.

3.2.1.1 Example of eligible activities

- Equipment or materials such as furniture, kitchen and whitegoods, office administration equipment, tools eg gardening or workshop, sports equipment.

- Skills development (as per wider community benefit criteria).
- Costs associated with training/up-skilling of volunteers.
- Signage / advertising - if Mid Murray Council Logo included.

3.3 Classification 2: Community Event Grants

Community Event Grants aim to support local community groups/clubs that make a positive contribution to community and encourage tourism and social inclusion within the Mid Murray District.

Event organisers must demonstrate that proceeds from the event will remain in the Mid Murray District eg proceeds from local church event remains with local church; proceeds from Scout event remains with local Scout group etc.

3.3.1 Eligibility Criteria

3.3.1.1 In addition to the considerations set out in clauses 2.5 of this Procedure, preference will be afforded to applications that:

- Outline the benefit that the communities and local businesses within the District will receive from the event.

3.3.1.2 If the event is proposed to be held on Council Community Land, applicants must complete an Events Permit application and provide all relevant information accordingly, including but not limited to a risk management plan, temporary food applications for stall holders selling food, traffic management plans (if relevant), road closure requirements etc.

NOTE: Approved grant funding will not be released until all required documentation has been received and approved by Council.

3.3.1.3 When accepting Community Grant funding, applicants will be required to sign a funding agreement, to be returned to Council, prior to funding being released. This agreement will outline the conditions of funding and the acquittal process. Applicants will also agree to provide:

- A photograph of the event for possible inclusion in Council articles/media when acquitting the grant.
- A written report/feedback of the event to Council for possible inclusion in report to Council when acquitting the grant.
- ALL receipts/invoices of expenditure of funds.
- **Confirmation and proof of public acknowledgement either through media or social media.**

3.3.1.4 **Examples of eligible activities**

- Cultural activities
- Arts activities
- Festivals/celebrations
- Signage/advertising - if Mid Murray Council Logo is included.

3.4 Classification 3: Community Project Grants

Community Project Grants aim to support local community groups/clubs that make a positive contribution to community through projects that develop and enhance their group's facilities.

3.4.1 Eligibility Criteria

3.4.1.1 In addition to the considerations set out in clauses 2.5 of this Procedure, preference will be afforded to applications that:

- Provide evidence of tenure of land and associated facilities for a minimum of five (5) years from time of grant application (please contact Council to initiate this process prior to lodgement of the grant application).
- The Land and associated facilities are based within the District; and

- 3.4.1.2 When accepting Community Grant funding, applicants will be required to sign a funding agreement, to be returned to Council, prior to funding being released. This agreement will outline the conditions of funding and the acquittal process. Applicants will also agree to provide:
- A photograph of the project for possible inclusion in Council articles/media when acquitting the grant;
 - A written report/feedback of the project to Council for possible inclusion in reports to Council when acquitting the grant;
 - ALL receipts/invoices of expenditure of funds; and
 - **Confirmation and proof of public acknowledgement either through media or social media.**
- 3.4.1.3 Applicants may also be requested to attend the Mayor's Reception as a speaker.
- 3.4.1.4 **Examples of eligible activities**
- Landscaping.
 - Upgrading/improving sports and recreation facilities/infrastructure
 - Signage / advertising - if Mid Murray Council Logo included.

3.5 Classification 4: Individual – Sport & Cultural Grants

Individual Grants are offered to support and encourage local individuals participating in either a sporting, music, art or cultural activity/event, or another activity/event at a State, National or International level. The intent of this grant is to support local community members who display individual talent within their field.

3.5.1 Eligibility Criteria

- 3.5.1.1 Preference will be afforded to applications that:
- Demonstrate that the applicant's principal place of residence is within the District;
 - Are received a minimum of six (6) weeks prior to the activity/event. Applications received less than six (6) weeks prior to the activity/event will not generally be accepted, however special circumstances may be considered; and
 - Provide references and/or supporting letters from executives, organisers, leaders associated with the activity/event.
- 3.5.1.2 By accepting Community Grant funding, applicants agree to provide:
- A photograph of the activity for possible inclusion in Council articles/media, including social media;
NOTE: If the applicant is under 18 years of age, written permission must be received from parent/guardian;
 - A written report/feedback of the activity/event to Council for possible inclusion in report to Council; and
 - **Confirmation and proof of public acknowledgement either through media or social media.**
- 3.5.1.3 Applicants may also be requested to attend the Mayor's Reception as a speaker.
- 3.5.1.4 **Examples of eligible activities**
- Gymnast attending finals in State, interstate or internationally.
 - Artist invited to exhibit their work.
- 3.5.1.5 **Examples of ineligible activities**
- Attending Scouts Jamboree - (unless applicant is specifically partaking in an individual function, for example invited as Keynote Speaker).

- Attending Church group event - (unless applicant is specifically partaking in an individual function, for example invited as Keynote Speaker).

3.6 Assessment Criteria

- 3.6.1 The Community Grants program is a competitive application process. Applications for Classifications 1, 2 and 3 are assessed against the assessment criteria below.
- 3.6.2 Council reserves the right to reject any application that does not meet the eligibility criteria or the assessment criteria and request further information in considering applications. The Committee may recommend part funding. This decision is carefully considered with the view of maintaining the integrity of the proposal. To aid in the success of an application, applicants are encouraged to provide all that information that addresses the criteria.
- 3.6.3 **Alignment to Community Grants aims (30 per cent weighting)**
- Does the application align with the specific aims of the chosen grant classification?
 - Has the applicant clearly identified how they will evaluate the project/event; how will they know if they have achieved the community grant aims?
- 3.6.4 **Community need (20 per cent weighting)**
- Is there a clearly identified need for this project/event and has this been addressed within the application?
 - Does the application demonstrate clear and direct benefits to the community?
 - Does the application align with Council's District Action Plans?
- 3.6.5 **Organisational capacity (20 per cent weighting)**
- Is the application well planned and achievable within the timeframe?
 - Does the application identify appropriate partners that will contribute to the project/event?
- 3.6.6 **Access and equity (15 per cent weighting)**
- Does the application address issues of social exclusion or barriers to participation?
 - Does the application target vulnerable sectors of the community?
 - Is the application accessible and inclusive?
 - Does the application address issues of disadvantage?
 - Has the community group previously received a community grant from Council?
- 3.6.7 **Budget (15 per cent weighting)**
- Does the budget accurately demonstrate how funds will be used?
 - Has the applicant clearly identified any external organisations other than Mid Murray Council who are financially contributing to this project/event?
 - Have applicants provided sufficient evidence as requested within their application, as per 2.6?

3.7 Acquittal of grant funding

- 3.7.1 To acquit a grant, applicants must complete an electronic Community Grant Completion Record available via Council's Community Grant Webpage <https://www.mid-murray.sa.gov.au/community/grants>. Acquittals must be received within 12 months of receipt of funding or prior to applying for funding within the same category, whichever comes first, unless this provision is waived by the Chief Executive Officer.
- 3.7.2 Subject to any exemption under the Policy, Applicants who have neglected to provide a Community Grant Completion Record AND all supporting documentation within the required time frame, WILL NOT be eligible for any further grants pursuant to the Policy and will be required to reimburse all funding to Council in full within 30 days of invoice.
- 3.7.3 Community groups must provide evidence of full expenditure of funds. Any unspent funds, of more than 5% of the funded amount, must be returned to Council at the time of submission of the Community Grant Completion Record.

4. Delegations

- 4.1 The Community Grants Assessment Committee has delegated authority in accordance with Section 44(2)(a) of the *Local Government Act 1999*, relating to section 137 – expenditure of approved budget funds.
- 4.2 Delegations of the Committee are limited to the approval of the Community Grants budget funding only for classifications 1, 2 and 3 (Small, Event and Project).
- 4.3 Delegation has been given to the Chief Executive Officer to make minor amendments to the Community Grants Procedure.
- 4.4 Delegation has been given to an internal panel consisting of the Manager - Community Services, and the Community Connections Coordinator and for the approval of classification 4 only (Individual Sport and Cultural Grants).

5. Availability/Accessibility

- 5.1 This Procedure and Council's Fees & Charges Register are available to be downloaded free of charge from Council's website: www.mid-murray.sa.gov.au.
- 5.2 This Procedure is available for inspection at Council's principal office during ordinary business hours. Hard copies, for a fee in accordance with Council's schedule of [Fees & Charges](#), can be provided upon request.

6. Legislative Framework / Other References

- 6.1 [Local Government Act 1999](#)
- 6.2 [Community Grants Policy](#)

7. Document History

This Procedure shall be reviewed at least every four (4) years or more frequently if legislation or Council requires.

Version	Adopted	Minute	Description of Change
1	12 June 2018	20508/3	Adopted at June 2018 meeting of Council
2	12 November 2019	20870/3	Remove reference to Youth grants. Remove from Procedure ineligibility of three years if not acquitted in time. Inclusion of the requirement that Community Grant funds budgeted annually will be distributed evenly across the two rounds per annum
3	10 March 2020	20917/2	Internal Panel delegated to approve Individual Sport & Cultural Grants as well as reduction in available funding amounts for this classification. Closure dates for classifications 1, 2 & 3 be brought forward to 15 March and 15 September. Funding for Events, Infrastructure on Council land and structures requiring development

Version	Adopted	Minute	Description of Change
			approval will only be released once all documentation has been endorsed by Council.
3	10 March 2020	20921/4	Change to the 2020/21 financial year budget and only one funding round to be called.
3	12 May 2020	20937/1	One round of funding will be called closing on 15 September for the 2020/21 financial year. Option to reapply for further funding should an applicant become eligible to participate at a higher level has been removed from the Individual Sport & Cultural Grants policy and procedure.
4	9 November 2021	21227/3	New format and numbering, alteration to Clauses 2.14 Funding and 12.3 Delegation
5	12 April 2022	21293/1	Alteration to application closure period to avoid timing conflicts with Caretaker periods. Wording updated and clarified throughout the document.
6	18 April 2023	CM 04-2023/007	Addition of dot point clauses 4.1.2 & 5.3.3, 6.2.2 & 7.2.2 proof of public acknowledgement. Deletion and addition dot points clauses 8.3, 8.4, 8.5, 8.7 & 8.8 weighting. Addition of clause 9.3 Community Group Acquittal requirements.
7	23 January 2024	C01-24/002	Clauses renumbered, wording updates providing clarification regarding funding agreements, alignment to District Action Plans and expenditure of funds. Minor wording / grammar updates throughout.