

Community Grants Policy



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File Number	9/POL/CGP/2
Responsible Officer	Director – Development and Community Services
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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 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 Policy aims to ensure:
 - the appropriate administration and authorisation of grants;
 - fairness, equity and transparency in the provision of grants;
 - the creation of eligibility criteria;
 - that funds are used for their intended purposes; and
 - the provision and proof of outcomes of approved grants are received and documented.
- 1.4 This Policy is to be read in conjunction with the associated Procedure (the Procedure), which outlines how Council will administer the program to achieve its objectives.

2. Policy

- 2.1 The Community Grants program aims to encourage and develop local community projects, support community groups that make a positive contribution to community and cultural life and recognise the personal achievement of individual residents in the District.
- 2.2 Funding community, cultural and recreational activities, events and services enables individuals and groups to work in partnership with Council in meeting community needs. The program also supports communities that value creativity, innovation, access and participation, as well as supporting individual residents striving in their field.

- 2.3 Community Grants support groups within the District, and are intended to:
- promote participation in local community activities of recreation and sport, cultural activities, community development, lifelong learning, social cohesion, and social and welfare activities.
 - financially assist community groups and eligible individual residents based in the District.
 - promote community pride and participation in the District.
 - support community groups in local events.
 - support individuals participating in either a sporting, music, art or cultural activity/event, or other activities eligible in accordance with the Procedure.
- 2.4 In preparing the Annual Budget, Council may include an amount to fund Community Grants under this Policy.
- 2.5 The Community Grants Assessment Committee (the Committee) is tasked by Council to assess Community Grant applications in accordance with the Policy and Procedure, and make recommendations to Council for the distribution of grant funds.
- 2.6 The Community Grants Program will be promoted across the District, encouraging community groups and eligible individuals to apply.
- 2.7 Grants may only be allocated to programs based within the District that do not duplicate existing services, and respond to a community need.
- 2.8 Grants will be divided into Classifications, per clause 2.12, with each application to be assessed against the prescribed criteria for the Classification, as set out in the Policy and guided by the Procedure.
- 2.9 Community groups may only apply for grant funding from one Classification in a financial year.
- 2.10 One successful application per financial year may be granted under the Individual Sport & Cultural Grants Classification.
- 2.11 Incorporated and not-for-profit groups only may apply for community grants under this Policy (Classifications 1, 2 and 3).

2.12 Grant Classifications

- 2.12.1 Grants available are divided into the following Classifications, and relevant criteria for each Classification is documented within the Procedure:

Classification 1	Small Community Grants	\$1000 maximum
	▪ Applications close 15 June	
Classification 2	Community Event Grants	\$2000 maximum
	▪ Applications close 15 June	
Classification 3	Community Project Grants	\$5000 maximum
	▪ Applications close 15 June	
Classification 4	Individual, Sport & Cultural Grant event held:	
	▪ Applications open year round	
	• within South Australia	\$100 maximum
	• Interstate	\$200 maximum
	• International	\$400 maximum

- 2.12.2 Proposed projects, activities or events under Classifications 1, 2 and 3 must be based within the District.
- 2.12.3 Proposed projects, activities or events under all classifications must be held or attended within twelve (12) months of grant funding approval. Should an extension be required, a written request must be provided for the Chief Executive Officer's consideration to be assessed on merit.

- 2.12.4 Funding for infrastructure projects (e.g. plaques, seating etc.), will be subject to the approval of Council and to the following requirements:
- Should the project require development approval, all associated fees are payable in full by the applicant and requests for a fee waiver will not be considered. As such, an applicant should consider including these fees within their application.
- NOTE:** Any requests for fee waiver will not be considered;
- Community Grant funding will not be released until the requisite development application has been approved by Council; we encourage you to liaise with Council planning staff prior to submission of your application;
 - All ongoing maintenance costs associated with a project will be the sole responsibility of the community group. Council will take no responsibility for the ongoing maintenance, upgrade or costs associated with a community grant project.

2.13 Applications & Conditions

- 2.13.1 Applications will only be accepted on the approved Community Grant Application.
- 2.13.2 No grants will be issued retrospectively, and no late applications will be accepted.
- 2.13.3 If the project, activity or event is cancelled, all funding granted must be reimbursed to Council in full within 30 days of official cancellation.
- NOTE:** Application may be made for a review of this requirement based on extenuating circumstances only (e.g. extreme weather event forces the cancellation of event). A written request must be provided for the Chief Executive Officer's consideration to be assessed on merit.
- 2.13.4 If the project, activity or event is postponed longer than three (3) months from original scheduled project commencement date/event all funding granted must be reimbursed to Council in full within 30 days of official postponement.
- NOTE:** Application may be made for a review of this requirement based on extenuating circumstances only (e.g. unexpected circumstance forces postponement). A written request must be provided for the Chief Executive Officer's consideration to be assessed on merit.
- 2.13.5 If the project, activity or event is not acquitted within 12 months of receipt of funding, all funding must be reimbursed to Council in full within 30 days of invoice.
- 2.13.6 If the project, activity or event requires an Event Permit from Council (e.g. markets, shows, etc), a Major or Minor Event Permit Application will need to be submitted within the required timeframes.
- Please see event application forms in links below -
- [Major Event Application](#)
 - [Minor Event Application](#)
- If an event application is not received within the required timeframes, the grant monies will not be paid and a request for a grant extension may be required.
- 2.13.7 All expenditure of funds, must be utilised for the intended purpose as outlined in the application, no variations will be accepted.
- NOTE:** Application may be made for a review of this requirement (based on extenuating circumstances only). A written request must be provided for the Chief Executive Officer's consideration to be assessed on merit.
- 2.13.8 Applicants under Classifications 1, 2 and 3 will be advised of the outcome of their application within four (4) weeks of the confirming Council meeting.
- 2.13.9 Individual applicants under Classification 4 will be advised of the outcome of their application within four (4) weeks of Council's receipt of the application OR receipt of all required information (all required documents are received).
- 2.13.10 The following list indicates activities, projects and events that are ineligible for the receipt of Community Grants:

- Applications that do not contribute 50% either cash or in-kind
- Community Groups that have not acquitted all previous grants
- Funding, existing debts or shortfalls
- Day to day operating expenses, including rent
- Ongoing salary costs
- Support of activities outside the Mid Murray Council District
- Commercial undertakings
- General fundraising
- Completed activities/projects
- Requests from State and Federal Government departments and services
- Activities targeted at students in a school setting
- Grants for team participation in sporting or recreational events
- Upgrading/maintaining Government (State/Federal) buildings/facilities

2.14 Acquittal & Reporting

- 2.14.1 Payment of approved grants will be made into a nominated bank account within six (6) weeks of the date of the grant approval, with the exception of the following:

Classifications 1 & 3 Projects that require a development approval subject to clause 2.12.4, and/or approval for any infrastructure on Council land (e.g. plaques, seating etc.), must be approved by Council prior to payment being made,

Classification 2 Payment will be made once all Event Permits, and supporting documentation has been received and approved by Council

- 2.14.2 At the conclusion of the project/activity, all successful grant applicants will be required to report to Council in the manner documented within the Procedures. All funding must be utilised for the intended purpose within the application, not a variation. For eg: Application requests funding for a community garden; all funding must be spent on a community garden not a variation of this project.
- 2.14.3 A report to Council will provide an information/update on the status of the Community Grants program including applications received, applications approved and monies allocated.
- 2.14.4 This report will be provided at the Council meeting held following each Committee meeting.

3. Delegations

- 3.1 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.
- 3.2 Delegations of the Committee are limited to approved Community Grants budget funding only for Classifications 1, 2 and 3 (Small, Event and Project).
- 3.3 Delegation has been given to the Chief Executive Officer to make minor amendments to the Policy.
- 3.4 Delegation has been given to an internal panel consisting of the Manager - Community Services, and the Community Connections Coordinator for the granting of funds for Individual Sport and Cultural Grants and are limited to approved Community Grants budget funding for this classification only.

4. Policy Responsibility

The Director – Development and Community Services is responsible for ensuring the proper operation of this Policy.

5. Availability/Accessibility

- 5.1 This Policy 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 Policy 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 Procedure](#)

7. Document History

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

Version	Adopted	Minute	Description of Change
1	10 June 2014	13662/2	Adopted as Community Projects & Events Grants Policy
2	11 July 2017	19559/6	CEO delegated to approve grants Maximum amounts amended
Policy name change to Community Grants Policy			
1	12 June 2018	20508/3	Significant re-write and clarification of eligibility requirements. Introduction of Grant Classifications Reference to Community Grant Procedures
2	16 April 2019	6/3	Applications for Community Project Grants be offered twice per annum with closing dates to align with Community Events and Small Community Grants applications.
3	11 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.
4	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 approval will only be released once all documentation has been endorsed by Council.

Version	Adopted	Minute	Description of Change
5	10 March 2020	20921/4	Change to the 2020/21 financial year budget and only one funding round to be called.
6	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.
6.5	9 November 2022	21227/3	New format and numbering, alteration to clause 2.2.2 preparing annual budget and addition of 4.3 delegations.
7	12 April 2022	21293/1	Alteration to application closure period to avoid timing conflicts with Caretaker periods. Wording updated and clarified throughout the document. Renumbering of previous versions.
	29 June 2022		Minor change clause 2.3.3
8	18 April 2023	CM 04-2023/007	Minor alteration to Clause 2.3.4, Addition of clause 3.5 – timelines
9	23 January 2024	C01-24/002	Policy updated to include mandatory application and acquittal requirements, expenditure of funds and minor alteration to wording throughout. Clauses renumbered.