



1. BACKGROUND

- 1.1. The Flinders Ranges Council (the Council) is committed to creating an engaging community which enjoys a sustainable, contemporary lifestyle and flourishing economy with an unspoilt natural environment.
- 1.2. The Flinders Ranges Council Grants and Sponsorship Guidelines sets out the eligibility criteria, funding criteria, and grant assessment process.

2. DEFINITIONS

- 2.1. **Grants Program** – the provision of a one-off financial or non-financial (in kind) allocation made to encourage the development of services, programs, facilities which meet demonstrated community needs and/or personal achievements and which otherwise could not be developed or recognised.
- 2.2. **Event Program** – the provision of financial assistance to community organisations and groups or individuals that run community events.
- 2.3. **Council** – The Flinders Ranges Council .
- 2.4. **Sponsorship Program** – provides financial support to community organisations and groups or individuals for staging events and activities for the benefit of the local community.
- 2.5. **In-Kind Support Program** – provides non-financial resources, support and labour to community organisations and groups or individuals for the staging of events or pursuit of strategic objectives, and activities for the benefit of the local community.

3. SCOPE

- 3.1. The purpose of these guidelines is to articulate the eligibility criteria for each type of grant.

4. PURPOSE OF GRANTS

The Community Grants Program provides funding to eligible groups, organisations and individuals who present applications that demonstrate consistency with Council's Strategic Management Plan 2. The types of Grants that are available are:

- 4.1. **Community Grants** - *to support community projects and initiatives that help achieve Councils Strategic Management Plan.*
- 4.2. **Environment Grants** - *to support community projects and initiatives that help us achieve the environment strategies in Councils Strategic Management Plan.*
- 4.3. **Junior Development Grants** - *to assist young people who have been chosen to represent their institution, club, or organisation in a variety of areas such as sport, recreation, science, arts and culture.*
- 4.4. **International Representation Grants**- *to assist people over the age of 18 who have been selected to represent their institution, club or organisation overseas in a variety of areas such as sports, recreation, science, arts and culture.*
- 4.5. **Event Grants** - *to support community groups and organisation with events*
- 4.6. **Sponsorships** - *to support community organisations and groups working with meeting their strategic objectives or undertaking activities for the benefit of the community.*



4.7. **In-Kind Support** – *Non-financial resource driven support community organisations and groups achieve initiatives that help achieve Councils Strategic Management Plan.*

5. Eligibility Criteria

5.1 Grant Types: Community Grants, Environment Grants, Sponsorships, Event Grants and In-Kind Support

Individuals, incorporated not-for-profit organisations and groups are eligible to apply if they:

- 5.1.1. Are located within the Council area and primarily serve The Flinders Ranges Council residents or if located outside of the Council area, they can demonstrate their capacity to provide services and/or benefits to Council residents by forming partnerships with one or more local community groups.
- 5.1.2. Have a current ABN or are auspiced/sponsored by an incorporated body with an ABN.
- 5.1.3. Form a partnership (if an individual applicant) with one or more local community groups that have an ABN.
- 5.1.4. Can establish (if asked) the bona fides of their group by providing the following information: a copy of their constitution; a copy of the minutes from their most recent AGM; latest financial statements; a membership application form and annual cost of membership (if any); total membership numbers and the percentage of members who are residents of the Council area; and the name and contact details of group members who are authorised to speak on behalf of their group.

5.2 Grant Type - Junior Development Grants:

Individuals are eligible to apply if they:

- 5.2.1. Are a resident of the Council.
- 5.2.2. Are participating in activities and events representing their institution or the State within South Australia, Australia or internationally.
- 5.2.3. Provide a letter of support and confirmation of selection to represent from either their club or relevant peak body.
- 5.2.4. Are aged 18 years or younger at the time of the sponsored event or activity.
- 5.2.5. Submit applications before the event/activity takes place.
- 5.2.6. One or more application per person can be submitted providing the second application applies to activity/event at a higher level (eg. from a state competition to a national competition).

5.3 International Representation Grants:

Individuals are eligible to apply if they:

- 5.3.1. Are an individual resident of the Council.
- 5.3.2. Are participating in activities and events representing their institution or the State internationally.
- 5.3.3. Provide a letter of support and confirmation of selection to represent Australia from either their club or relevant peak body.
- 5.3.4. Are aged 18 years or over at the time of the sponsored event or activity.
- 5.3.5. Submit applications before the event/activity takes place.
- 5.3.6. One application per person can be submitted per financial year.



6. FUNDING PRIORITIES

6.1 In line with the Council's Strategic Management Plans funding is available for community grants that:

- 6.1.1. Grow our community by generating a sense of belonging, promote the use of open space/public amenity, and/or facilitate economic development or tourism.
- 6.1.2. Assist in ensuring our community has equitable access to services/solutions to grow delivery of services from initiatives which promote/improve access to essential services.
- 6.1.3. Conserve our surrounding unspoilt natural environment and built heritage – initiatives which focus on environmental/historical outcomes, reduced carbon footprint or reduced reliance on grid power and reticulated water.

6.2 Example outcomes include, but are not limited to:

- 6.2.1. Local events, activities and programs that celebrate multicultural and Indigenous heritage or improve services.
- 6.2.2. Art in public spaces including community buildings, streetscapes and open spaces.
- 6.2.3. Facilitate connections between neighbours, older and young people, and the capacity for ageing in place.
- 6.2.4. Sporting, and recreational programs and facilities that provide a range of activities for all ages and capabilities.
- 6.2.5. Awareness of local safety issues and promotion of social responsibility and enjoyment of the local area.
- 6.2.6. Greater public awareness and appreciation of heritage sites, events and people of local significance.
- 6.2.7. Environmental initiatives which promote sustainability, reduction of ecological impact and enhanced natural environment.

7. INELIGIBLE APPLICATIONS

7.1 Projects, initiatives, events or resources are considered ineligible if they:

- 7.1.1. Clearly duplicate an existing service, program, project or event.
- 7.1.2. Have a political or religious purpose and/or objective.
- 7.1.3. Are deemed to be inappropriate or offensive.
- 7.1.4. Seek to make financial profits or undertake commercial activities without considerable input into the local economy.
- 7.1.5. Are considered the primary role or responsibility of another level of government.
- 7.1.6. Seek funding for recurrent operating expenses e.g. for the day-to-day operation of the organisation/group.
- 7.1.7. Seek funding for salaries, where the salary forms part of the organisation's/individuals usual responsibility (not including instructors or tuition fees).
- 7.1.8. Seek funding for the payment of travelling allowances.



- 7.1.9. Seek funding for projects or initiatives which have already commenced or been completed prior to the application being lodged.
- 7.1.10. Seek funding for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment.

8. GRANT AMOUNTS

8.1 Grant amounts include the dollar value of in-kind support included in the application.

- 8.1.1. Community Grants: maximum of \$5,000
- 8.1.2. Environment Grants: maximum of \$3,000
- 8.1.3. Community Equipment Grants: maximum of \$2,000
- 8.1.4. Sponsorships: maximum of \$1,000
- 8.1.5. Event Grants: maximum of \$5,000
- 8.1.6. International Representation Grants: maximum of \$500
- 8.1.7. Junior Development Grants:

- 8.1.7.1. Maximum of \$100 if activities/events are held in South Australia
- 8.1.7.2. Maximum of \$200 if activities/events are held interstate
- 8.1.7.3. Maximum of \$500 if activities/events are held overseas

If 3 members of the same club/institution, attending/competing at the same activity/event, then the maximum amount available to the club/institution (to be shared equally between applicants) is:

- 8.1.7.4. Maximum of \$300 if activities/events are held in South Australia
- 8.1.7.5. Maximum of \$600 if activities/events are held interstate
- 8.1.7.6. Maximum of \$1500 if activities/events are held overseas

Note – Sponsorship requests which are below \$200 cumulative may be awarded at the discretion of the CEO without application.

9. ASSESSMENT OF APPLICATIONS

All applications will be assessed against these guidelines and applicants will be notified in writing of the outcome of their application within two weeks from the Council decision being made. Assessment for all grants will be scored in the following manner:

No.	Consideration	Weighting
1	The application meets the eligibility criteria and identifies clear outcome/s, which is aligned and responds to the Funding Priority areas (Part 7) or other strategic goals as outlined in Council's Strategic Management Plan.	20%
2	The application demonstrates innovation and evidence and/or clear reason for why it has been developed	20%
3	A plan for engaging the target group or achieving the identified objective/s is outlined including consideration of risk, integration with other partners and innovation	20%
4	The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures	20%
5	The application outlines matched funding, in kind support or partner contribution (financial and in kind). The application demonstrates consideration of:	20%



GOVERNANCE POLICY

GUIDELINES FOR COMMUNITY GRANTS AND SPONSORSHIPS PROGRAM

Policy Number
Version Number
Issued
Last Review
Next Review
GDS

OG.02
2
September 2018
March 2022
March 2027
9.63.1.1

	<ul style="list-style-type: none"> environmental sustainability Inclusivity of all members of our community and accessibility for all low or no cost for disadvantaged groups; and sustainability – not reliant on ongoing grant funding 	
Total		100%

10. ACCOUNTABILITY

All successful applicants (including multi-year funding commitments) will be required to provide a written report on all outcomes of the project funded by Council in the form of an acquittal report document. Acquittal reports will be required within 6 weeks from the conclusion of each project or annually for multi-year funding commitments. The Acquittal Report must include any relevant invoices/receipts and a short report on the effectiveness of the program/event/equipment in achieving the stated outcomes in the application.

Expenditure statements must be signed by the appointed Treasurer of the organisation where applicable. Failure to fulfil this requirement may prejudice any future funding applications.

11. GST REQUIREMENTS

Grants are subject to GST legislation, so if your application is successful and your organisation is registered for GST, Council will require a valid Tax Invoice before the grant can be processed.

12. GENERAL REQUIREMENTS

- 12.1. Grants funding is required to be returned to council in the event that a project/event does not occur or is relocated to a venue outside of the Council area.
- 12.2. Applications will not be accepted when the same applicant submits multiple applications with no indication of priority based on need.
- 12.3. Applicants may only receive one type of grant funding per financial year. Multi-year grants may be considered for project/initiatives which may require sustained funding to become self-sufficient and put a maximum of three years subject to budget.
- 12.4. Financial acquittal forms must be completed within six weeks of the activity being completed unless otherwise negotiated.
- 12.5. Applicants must hold the appropriate insurances for the implementation of their grant funded program/activity.
- 12.6. Applications must be completed in full or they will not be accepted.
- 12.7. Applications can be made at any time in the year, or on a timeline as specified when the annual scheme is open for applications.
- 12.8. Applicants will be advised of the outcome of their application within 12 weeks or receipt..
- 12.9. Council will not be responsible for any expenses incurred by an applicant in preparing their application or as a result of an applicant anticipating approval of their application.
- 12.10. Approval of applications is subject to annual budgetary limitations.

13. RESPONSIBILITIES

The Director, Finance and Administration will be responsible for these guidelines.



GOVERNANCE POLICY
GUIDELINES FOR COMMUNITY GRANTS AND SPONSORSHIPS PROGRAM

Policy Number	OG.02
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GDS	9.63.1.1

14. LEGISLATION

Local Government Act 1999

15. REFERENCES

FRC Policy G1.47 Community Grants Policy

16. REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council 9 October 2018
Resolution 230/2018

Review Date	Version Number	Change	Resolution
14 August 2018	Draft 1	Released for Public Consultation	186/2018
9 October 2018	v1	Adopted by Council	230/2018
19 April 2022	2	Minor grammar and formatting changes and addition of "individuals" in criteria where applicable	65/2022