

GRANTS POLICY

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Review Frequency	4 yearly or as required
Last Review Date	20 September 2021 (ACM211154)
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File Number	18.63.001 / PL2021116
Responsible Division	Wellbeing
Related Documents	<i>A2040 Our plan to thrive 2020–2024</i> <i>Community Donations Policy</i> <i>Grant Guidelines</i> <i>Internal Review of Council Decision Policy</i> <i>Safe Environment Policy (where applicable)</i>
Applicable Legislation	<i>Independent Commissioner Against Corruption (ICAC) Act 2012</i> <i>Children's Protection Act 1993 and Regulations 2006</i> <i>Disability Services Act 1993</i> <i>Aged Care Act 1997 and Principles 2014</i>

Grants Program Purpose

Alexandrina Council values the role of community groups and organisations within the region and endeavours to financially support a range of projects and activities that contribute towards a *Liveable, Green and Connected Alexandrina* and support our communities to thrive.

The purpose of Alexandrina's Grants Program is to encourage eligible community groups, businesses and individuals to take an active and visible role in creating opportunities for community participation. Funding is made available each year through the Grants Program to support a wide range of projects.

Grants Program objectives include the following:

- Encourage active citizenship and participation, community growth and capacity building
- Support community members to respond to local needs
- Create meaningful opportunities for social and cultural interaction and community connection through community activities, including cultural activities, community events, celebrations and gatherings.
- Enhance environmental outcomes and increase community awareness of environmental issues
- Encourage increased physical activity and promote participation in wellbeing and healthy living and encourage participation in activities for youth, elderly or disadvantaged members of the community
- Stimulate the local economy by supporting activities that generate growth and attract visitors to the region.

Specific program objectives for each individual grant category will be defined in the relevant *Grant Guidelines*.

Grant assessment criteria for each category will be based on the following principles:

- Strategic Alignment
- Project Benefit
- Value for Money
- Capacity to Deliver Project

Policy Objective

The objective of this policy is to:

- Define the process by which Council receives and assesses applications for grant funding
- Describe the criteria by which Council allocates funding and outline conditions of funding for recipients
- Demonstrate fairness, accountability and responsibility to ratepayers for the expenditure of public money.

Eligibility

Specific eligibility criteria for each individual grant category will be defined in the relevant *Grant Guidelines*.

Community groups applying for funding must be a not-for-profit incorporated association or auspiced by an incorporated association.

Businesses applying for funding must have an ABN.

Grant recipients will be required to provide details of Public Liability Insurance cover (minimum \$10 Million or as specified in *Grant Guidelines*).

Organisations that are prepared to co-contribute to their projects (in-kind and/or financially) will be viewed favourably.

Projects that **will not be considered** include (but not limited to):

- Activities not taking place within the Alexandrina Council area
- Requests from groups, individuals or businesses not based in the Alexandrina Council area unless significant benefits to the Alexandrina region are expected to be generated by the project
- Ongoing salary, rent, loan repayment or day to day operating costs (such as insurance) unless specifically linked to project delivery
- General fundraising requests for unspecified purposes
- Projects that have already commenced or are completed at the time of application.

Conditions of Application and Offer

- Projects or activities must be based within the Alexandrina Council area
- In most circumstances, only one application per organisation per financial year will be considered within each grant category. Exceptions may be granted for multi-disciplinary organisations applying for a number of distinct, separate projects.
- Applications must be made using the SmartyGrants online *Application Form*, available on Council's website
- Applicants must be aware of and have planned for their obligations under any statutory requirement related to their activity
- An extensive, well documented, detailed breakdown of anticipated expenditure, including supported and documented costings for in-kind requests, letters of support from co-contributors, quotes and prices must be presented as part of the application if requested

- Applicants must read the relevant *Grant Guidelines*, address all criteria and answer all questions on the *Application Form*
- Applications determined as ineligible in accordance with the eligibility criteria will not advance to the assessment stage
- Incomplete applications or those received after the closing date will not be considered
- Applicants who have not satisfactorily completed all reporting and acquittal arrangements from previous funding are unlikely to be considered
- Applicants who have outstanding debts such as rates, fees or charges to Alexandrina Council are unlikely to be considered
- If successful, applicants must comply with any reporting and acquittal requirements outlined in the relevant *Grant Guidelines* and Grant Funding Agreement
- Funds must be used expressly for the project or activity applied for
- Applicants must undertake and demonstrate transparent procurement practices wherever applicable.

Managing additional requests received outside grant round

Community grant requests received outside of the grant funding round will only be considered by Council if they are seeking substantial leveraging funding from an alternative body and demonstrate strong community benefit. Grants will usually only be considered to a maximum of \$10,000.

Documentation

To assist in demonstrating that the above processes are fair, transparent and equitable and meet community needs, all processes for the receipt and assessment of grant applications will be documented. Project outcomes and details of all successful grant applications will be published on Council's website.

Availability of Policy

This Policy will be available on Council's website www.alexandrina.sa.gov.au and for inspection at Council's principal office during normal business hours. Copies can also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.