

COUNCIL POLICY



GRANT GIVING

Policy Number:	COM-05
Responsible Department(s):	Community Development
Relevant Delegations:	Nil
Other Relevant Policies:	Sport and Recreation Policy (Facilities)
Relevant Procedure(s):	Grants Program – Guidelines and Eligibility Criteria
Relevant Legislation:	<i>Local Government Act 1999</i>
Policies and Procedures Superseded by this policy on its Adoption:	Community (& Primary Production) Grants - Item 12.5, 21, 8/4/14 Minor Grants – Item 9.2.2, 17/2/14
Adoption Authority:	Strategic Planning and Development Policy Committee
Date of Adoption:	8 August 2017
Effective From:	22 August 2017
Minute Reference for Adoption:	SP38/17
Next Review:	July 2020

GRANT GIVING

1. INTRODUCTION

This policy sets out principles for providing financial assistance to groups and individuals. The policy will assist Council to address the issues of equity, fairness and transparency in grant giving.

The amount available for grant giving and individual grant giving programs will be determined by Council on an annual basis as part of the normal budget setting process.

A separate document “Grants Program – Guidelines and Eligibility Criteria” provides prospective grant applicants with detailed information and guidance around the nature and amounts of grants, application, and assessment and acquittal process.

2. OBJECTIVES

To ensure that Council delivers grant giving programs under a framework that ensures equity, fairness and transparency, while achieving strategic social, cultural, environmental and economic outcomes.

3. POLICY STATEMENT

The purpose of grant giving is to assist community groups, organisations and individuals to establish and undertake innovative projects or activities that are beneficial to the community and align with Adelaide Hills Council’s Strategic Plan objectives.

Grant giving should assist groups or organisations that:

- provide activities and programs that are consistent with the goals and objectives outlined in the Council’s Strategic Plan
- promote community collaboration and partnerships
- promote community participation and social connection
- support wellbeing through active and healthy lifestyles
- promote participation, self-sufficiency and resilience, community leadership, community ownership and innovation
- are based within, or primarily service, the Adelaide Hills Council district community.

Council provides the following grant programs:

- Community Development Grants
- Youth Incentive Grants
- Matched Funding
- Minor Community Grants
- Sport and Recreation Facility Grants
- Primary Production Grants (2017-18 only).

Council also provides the following financial assistance:

- Self-servicing loans
- Annual funding to support established initiatives by separate agreement.

3.1 Grant programs

Community Development Grants

Community Development Grants support organisations and groups in the delivery of local initiatives which make a positive contribution to the building of community capacity and promotion of the wellbeing of residents in the district through initiatives focused on:

- arts and cultural development
- lifelong learning
- sport, recreation and active lifestyles (non-facility related)
- sustainability
- Aboriginal culture and heritage

The maximum grant available under this program is \$2,500 per occasion.

Youth Incentive Grants

Youth Incentive Grants provide support for young people (up to 21 years of age) in the district to attend national or international representative activities. Activities may include sporting or cultural endeavors. The maximum grant available under this program is \$100 per occasion.

Matched Funding

Matched funding provides financial support for projects with community benefit where a modest investment by the Council to supplement funding from other tiers of Government or bodies will ensure that a project can proceed. Contributions under this program will be considered on a case by case basis and are generally limited to 25% of project cost to a maximum of \$5,000 per occasion.

Minor Grants

Minor grants are considered in circumstances where the Council is requested to provide once-off low level funding support outside of other grant funding programs, or where the level of funding requested may not warrant a complex application and evaluation process. The maximum grant available under this program is \$300 per occasion.

Sport and Recreation Facility Grants

Sport and Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide sporting or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of sport and recreation within the region, are beneficial to the community, improve sustainability and support the Council's Strategic Plan and Sport and Recreation Strategy. Funding

is also available for facility planning documents such as master plan development or feasibility study projects.

Separate guidelines exist for sport and recreation facility grants.

Primary production grants (2017-18 only)

Primary production grants provide a funding source for specific projects or initiatives which subsidise training and installation for emerging technologies on primary production land, and deliver an incentive to keep primary production properties in use, where a modest investment by the Council to supplement funding from other sources will ensure that a project can proceed.

The maximum grant available under this program is up to 50% of project cost, to a maximum of \$10,000 per occasion.

3.2 Financial assistance

Self-servicing loans

Self-servicing loans provide a mechanism to support community groups with significant projects on a cost-recovery basis. These are considered by the Council on a case by case basis.

Annual funding

The Council may support groups or organisations conducting ongoing initiatives or events with annual funding or donations. These are determined by resolution of the Council on a case by case basis and are subject to separate agreement. Groups receiving ongoing support are not eligible for funding under specific grant programs unless the guidelines for the grant program indicate otherwise.

3.3 Eligibility criteria

The following **eligibility criteria** apply to grant programs:

- applications will only be considered by groups and organisations which are located in the Adelaide Hills Council district or provide a significant benefit to the Adelaide Hills Council community
- applicants must be, or apply under the auspice of, an incorporated, not for profit community group or voluntary association (except eligible businesses under the Primary Production Grants and individuals under Youth Incentive Grants)
- applicants may not receive funding in successive financial years.

Grant funding **will not** be provided for:

- commercial activities (with the exception of Primary Production Grants)
- political activities
- the employment of staff
- the production of business plans or feasibility studies
- services that are a primary funding responsibility of either the State or Federal Government, e.g. schools, Country Fire Service, government health services
- the reimbursement of funds already spent prior to receiving approval, i.e. applicants cannot seek funds retrospectively

- proposals that will lead to a dependence on Council funds, e.g. ongoing operational expenses such as public liability insurance
- fundraising or general sponsorship
- equipment with a short life or applications of short term benefit to the community
- institutions of religion, unless there is a clear broader community benefit from the project
- applicants who have an outstanding debt owing to Council, excluding community loans where terms and conditions are being met
- applicants that have an outstanding grant acquittal from a previous funding round
- applicants who have received funding in the previous year's funding round.

Preference will be given to:

- applications that demonstrate community collaboration and partnership
- applications that will benefit a wide range of people in the community
- applications that widen the range of activities available in the community and encourage the inclusion of all groups within the community
- applications that can demonstrate that the activity or project will be ongoing in nature
- organisations or groups who have been unable to obtain other grant funds
- applications for capital funding resulting in physical improvements including improvements to physical access and mobility and/or maintenance
- organisations which can demonstrate financial viability and ongoing group support
- groups or organisations who are actively engaged in helping themselves and can demonstrate the capacity to contribute to the project with either in-kind or financial support.

3.4 Promotion, application and approval

Procedures will be put in place which provide for:

- promoting competitive grant giving opportunities in a broad and open manner
- a fair and widely accessible application process
- evaluating grant applications according to merit against the grant program objectives and the requirements of this policy
- approving the giving of grants to successful applicants
- acquitting approved grants and ensuring acknowledgement of the Council as a grant provider

In the case of Community Development Grants, Sport and Recreation Grants and Matched Funding Grants, the final decision on awarding grants will rest with the Council. In all other cases, grants may be awarded by staff in line with the applicable program budget and in consultation with any applicable Advisory Group.

3.5 Exceptions

The Council reserves the right to make donations to, or in other ways financially support, groups and projects that benefit the community as part of normal budget setting and program management processes.

4. DELEGATION

The Chief Executive Officer has the delegation to

- Approve and award Youth Incentive Grants and Minor Grants under this Policy;
- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

5. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.