Community Development Grants Application Guidelines

Welcome to Adelaide Hills Council Community Grants Program

Community Development Grants are one of a suite of grants that sit under Council's **Grant Giving Policy.**

Adelaide Hills Council provides Community Development Grants to assist local non-profit community groups and organisations to establish and undertake innovative projects or activities that are beneficial to the community and which support Adelaide Hills Council's Strategic Plan.

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 wellbeing through:
- arts/cultural development
- lifelong learning
- sport/recreation & active lifestyles (non-facility related)
- sustainability and biodiversity management
- Aboriginal culture and heritage
- Diversity, inclusion and accessibility

How much can be applied for and when?

Community Development Grants are for amounts up to a maximum of $2,500. Applications are accepted annually between 1 – 30 September.

How to apply

Community Development Grants are advertised in local media in August each year. Community Information sessions are also offered to provide information and guidance and give potential applicants the opportunity to discuss their proposed projects with staff.

Before completing the online grant application we recommend that you read these guidelines and attend a Community Information session.

Online grant applications are completed by accessing the Adelaide Hills Council website at:

http://www.ahc.sa.gov.au/Council/council-grants

You are guaranteed confidentiality and security when lodging a Community Grants Application. The online grants system is easy to use and assistance is available if required.

Who is eligible to apply?

Applications will be assessed for eligibility against the following criteria.

Eligibility of the Applicant

- applications will only be considered by groups who are resident in the Adelaide Hills or provide a significant benefit to the Adelaide Hills community
- applicants must be (or apply under the auspice of) an incorporated, not for profit community group or voluntary association
- applicants must **not** have received a Community Development Grant in the previous year's grant round (groups may only receive grant funding once every two years (biennially)
- applications from religious institutions will **not** be considered unless there is clear, far reaching community benefit from the project proposed
- applications will **not** be considered if the applicant has an outstanding debt owing to Council (excluding community loans were terms and conditions are being met) or an outstanding grant acquittal from a previous funding round
- applicants must be able to demonstrate financial viability and the capacity to manage and acquit the funding grant if successful

What makes a project ineligible for funding?

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

- commercial or political activities
- religious activities
- the employment of staff
- the production of Business Plans/Feasibility Studies
- services or costs that are the funding responsibility of either the State or Federal Government
- the reimbursement of funds already spent prior to receiving approval (applicants cannot seek funds retrospectively)
- proposals that will lead to a dependence on Council funds (ongoing operational expenses such as Public Liability Insurance)
- fundraising or general sponsorship
- improvement to a Council owned asset or which result in work or procurement that should be undertaken as part of Councils ordinary business

Applicant Details

In addition to the name, address and contact details for your organisation you are also required to provide:
- your Incorporated Association (IA) number or Australian Company Number (ACN) that confirms that your group is an incorporated body
- details of your GST status and your Australian Business Number (ABN)
- the bank account details that you wish the grant to be paid into should your application be successful

Sponsoring Organisation

Groups that are not incorporated are still eligible to apply provided applications are made through an appropriate incorporated body that is willing to sponsor the project.
The sponsoring body will need to provide their incorporation number, ABN and bank account details. It is this organisation that the grant payment will be made to.

The Project

In this section of the Application you will be required to address the following:

Project Title
A short descriptive title of your project

Project time frame
Provide the project start and end dates

Project Description
In providing details of the proposed project describe your project as clearly as possible so that the selection panel has a good understanding of what you hope to achieve.
Please include the "who, what, where and why" of your project.

What will the grant funds be used for?
Provide a brief summary of how the funds will be spent.

Who will benefit from the project?
Describe how the Adelaide Hills community will benefit from the project. This is a very important part of your application and necessary for its success. If your project is wholly or partly outside of the Adelaide Hills area then your application will need to clearly demonstrate strong links and benefits to the Adelaide Hills community.

What are the expected outcomes of the project?
Briefly describe the outcomes that you hope to achieve by undertaking your project.

How will you know if these outcomes have been achieved?
Briefly describe how you will measure the success of your project.

Provide evidence of community support for the project
Here you have the opportunity to demonstrate community support for your project. If you have a letter of support or other written evidence you can upload it here.

Partnerships and collaboration
List any other organisations that you will be working collaboratively or in partnership with and how you will be working together.

Does your project involve undertaking work or altering property that may require approval from a land or property owner?
If you answered yes to this question is your building owned by Adelaide Hills Council?
Being awarded a grant does not imply that Council has given permission for works to be undertaken. All planning approval processes must be undertaken by the organization before any works can be carried out on any Council property. While a grant may be awarded prior to planning approval or lease condition requirements being met, works cannot be undertaken until all of the normal approvals have been acquired and it is the sole responsibility of the applying organization to ensure that all lease conditions are met.

Priority Projects
Preference will be given to:

- projects that demonstrate community collaboration and partnership
- projects that will benefit a wide range of people in the community

- projects that widen the range of activities available in the community and facilitate diversity and inclusion
- applications that can demonstrate that the activity or project will be ongoing in nature
- projects that build community capacity and resilience
- applications that reflect strategic objectives as outlined in Council's Strategic Plan
- projects that involve a level of contribution, financial and/or in kind from the applicant
- projects that support biodiversity management

Project Budget

In this section you are required to:

Indicate if your project could succeed if only partial funding is granted.
Council often receives applications that exceed available funds and the Assessment Panel may elect to part fund projects in order to extend the level of support.

Provide a detailed income and expenditure budget for the project
This is an essential element of your application. Failure to provide appropriate detail of income and expenditure may impact on your applications chance of success. Expenditure amounts must be verified by a quote or another form of evidence.

Example Budget

Income

Income	Amount	Description
Community Grant	$2500	Unconfirmed
Group Contribution	$500	Confirmed

Total Income $ (Calculated)

Expenditure	Amount	Description
Purchase of Stove	$1600	
Installation of Stove	$650	

Total Expenditure $(Calculated)

Total Income Amount	Total Expenditure Amount	Income-Expenditure

(This amount must be $0. If the amount is not $0 your project budget does not balance, so please review income and expenditure totals to ensure they are equal)

In this instance you would need to include a copy of a quote for the stove that you wish to purchase and a copy of a quote from the tradesperson completing the installation to verify your planned expenditure.

Financial Statement

In this section you are also required to provide a copy of your last annual Financial Statement. This shows us that your group is viable, is able to meet any contribution indicated in the budget and has the capacity to manage the grant funds if your application is successful.

Declaration and Agreement to the Conditions of the grant

The applicant is required to agree to the Conditions of the Grant and declare that:

- The individual/s completing the application have the organisations authority to do so
- All information provided is true and correct
- Should this application be approved the organisation agrees to the conditions of the grant in accordance with Councils accountability and reporting requirements

Acknowledgement of Funding

Adelaide Hills Council requires acknowledgement of its support for any project or activity funded under the Community Grants Program. This should include one or a combination of the following:

- Acknowledgement of the Council's support on all printed materials related to the project or program; or
- Opportunities for a representative of the Adelaide Hills Council to speak at key activities; or
- Inclusion of sponsor messages in any program or project related publicity

Council Name and Logo Use

The Adelaide Hills Council name, logo and brand is subject to strict guidelines and requirements for use. Please get in touch with a member of Council's Communications team as soon as possible if you wish to use the Council name or logo in promotional materials. You must not distribute or launch any physical or digital materials containing Council's name or logo without prior permission from Council's Communications Team: call 8408 0400 or email comms@ahc.sa.gov.au.

Financial reporting and project evaluation

The Acquittal Statement verifies that the grant funding has been utilized in accordance with the Project Budget provided in the Application Form.

An Acquittal Statement and Evaluation Form are required to be completed upon finalisation of the project or within 12 months of receipt of funding.

This is an online acquittal and project evaluation form. Grant recipients are notified that their acquittal is due via an email which includes a link to the online form. This email is sent to the contact details as listed on the grant application by the applicant. Should the contact person change during the course of the project Council must be notified of this change.

The Acquittal Statement verifies that the grant funding has been utilized in accordance with the Project Budget provided in the Application Form.

The Evaluation Form provides valuable feedback to Council on how the community has benefitted from the Community Grants Program.

Applicants are unable to be considered for any future grants or forms of financial support from Council whilst an acquittal is outstanding. Failure to acquit or late acquittal may jeopardise future grant applications.

An extension of time for acquittal may be granted upon request if it is deemed that circumstances justify this extension.

We are here to help.
For information, assistance or to discuss your application contact Julie Wilhelm, on 8408 0515 or email jwilhelm@ahc.sa.gov.au