



Whyalla City Council **Community Grant Guidelines**



WHYALLA

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1. Introduction

Please read these guidelines carefully before completing the application form, as applications not meeting the stated funding criteria will be deemed ineligible.

- The Whyalla Council Community Grants Program is very popular and meeting the eligibility criteria does not necessarily guarantee success due to funding limits.
- Council endeavours to support as many proposals as possible however funding should not be anticipated or believed to be automatic.
- Each application will be considered on its own merits within the framework of these guidelines and Council policy with no guarantee of approved funding.
- Community Grant funding will be considered for amounts ranging from \$501 to a maximum of \$5000.
- Requests for funding amounts under \$500 are ineligible for Community Grant funding and must go through the Donations program. A separate application form is required <http://www.whyalla.sa.gov.au/page.aspx?u=812>.
- Offers of a Council Community Grant in no way implies any ongoing funding commitment or obligations by Council.
- Where a project or program exceeds budget, Council is not responsible in any way for meeting any shortfall.

2. Grant Round Closing Dates

- There will be 6 funding rounds per financial year, with applications assessed every two months.
- Application forms must be received by the 15th of the relevant (second) month to be presented to the next Council meeting. Council meets the third Monday of every month.
- Applications received after 5.00 pm on the closing date will not be considered until the next grant round.

Grant Round closing date	Reviewed by Council
15 January	Feb Council meeting
15 March	April Council meeting
15 May	June Council meeting
15 July	August Council meeting
15 September	October Council meeting
15 November	December Council meeting

3. Eligibility Criteria

3.1 Who can apply

Applicants must meet the following criteria:-

- Be a not-for profit community group or organisation.
- Be incorporated or under the auspices of an incorporated body other than Council.
- Have an established management structure.
- Be resident in the City of Whyalla, or be able to demonstrate that they provide a significant benefit to the Whyalla community.
- Have limited capacity to raise funds.
- Hold a current bank account in South Australia in its name (i.e. the name of the organisation or group applying for the grant and the bank account must be the same name).
- Have satisfactorily acquitted all previous grants from Whyalla City Council.

3.2 Who can't apply

The following are deemed ineligible:-

- An organisation that holds a Gaming Machine License.
- For profit, commercial organisations.
- Organisations that have any outstanding Whyalla City Council Community Grant acquittals from previous grant funding.
- Services or programs which are considered to be primarily the responsibility of the State or Federal governments.
- Applications from public or private educational institutions (unless the application is for assistance with a community event or program).

4. Application Process

- Applications for funding must be on the official application form.
- Responses must be provided to all questions asked on the application form.
- Applications must include a clearly defined budget including:-
 - the total cost of the project,
 - the amount of grant funds requested,
 - funds committed by the applicant (either financial or in-kind),
 - funding from any other sources (such as donations, other grant sources).

- Applications must include supporting documentation, e.g. quotes, etc.
- Applications from unincorporated groups and organisations must be authorised by an auspicing organisation.

5. Assessment of Application

- The Manager Community Services in conjunction with the Executive Management Team will assess applications against the eligibility and selection criteria and make preliminary recommendations.
- These recommendations will be presented to the next Council meeting after the close of grant round.
- In accordance with the principles of open and transparent decision making, all information contained within an application forms part of a public document.
- Subsequent to the final decision by the Council, all applicants will be advised in writing as to the outcome of their application.
- Grant payments will be made via Electronic Funds Transfer.
- Approved grant payments are likely to be made approximately two – three weeks after the relevant Council meeting.
- Final decisions regarding the allocation or non-allocation of funding are at the discretion of the Council.
- Council reserves the right to part-fund an application.

6. Selection Criteria

The following criteria are examined when assessing applications:

- Applicants must demonstrate the capacity to contribute to the project through their own financial or in-kind resources (such as volunteer labour).
- Funds requested must be proportional to the benefits provided to the community.
- The project must have a clearly stated purpose and a practical plan for achieving that purpose.
- The project should be a response to a clearly demonstrated need and be appropriate to that need.
- The project should encourage and support the involvement of volunteers where appropriate.

6.1 Examples of projects that MAY be funded

The following items/projects may be considered for funding. This list is not exclusive and applicants should discuss their project needs with Council if in doubt.

- Sporting, recreational and cultural activities, particularly those that promote and encourage artistic, cultural and sporting endeavours in the community.
- Non-competitive sporting projects (including skills development, professional demonstrations/training, guest speakers).
- Equipment purchases (excluding uniforms).
- Local community celebrations, particularly those events or activities which encourage community involvement, celebrate our diverse multicultural heritage, and foster a sense of pride in the community.
- Minor infrastructure, e.g. pergolas, water tanks.

6.2 Examples of projects that will NOT be funded

The following items/projects will not be considered for funding. If in doubt applicants should contact the Council to discuss their project.

- Commercial undertakings.
- Requests of a recurrent nature.
- Assisting individuals to participate in events (where relevant, individuals are encouraged to apply for funding via the Whyalla Gift Foundation).
- Works or projects already commenced or completed by that round's closing date.
- Ongoing general running expenses, e.g. telephone, electricity etc.
- Ongoing general maintenance expenses.
- Fundraising ventures.
- Wages and salaries.
- Personal expenses such as accommodation or transportation costs (fuel, maintenance etc.)

7. Accountability

- Where assistance is provided, the project must not be changed without the written consent of Council.
- Grants provided must only be spent on the project as approved by Council.
- A grant recipient will immediately advise Council of any changes in the organisation structure.
- A completed evaluation form including an income and expenditure statement and copies of receipts must be submitted to Council within thirty days of the completion of the project.
- An organisation will not be considered for further funding until evidence of the satisfactory expenditure of any funds previously awarded to that organisation has been received.
- Any unspent funds will be returned to Council.
- Council's assistance must be acknowledged where appropriate, i.e. through recognition of the grant in publicity and or marketing material (such as use of Council's logo on promotional flyers, acknowledgement in official programs etc).

8. Submitting Applications

Do not email your application direct to a specific Council officer.

To ensure applications are assessed they must be formally registered through Council's Records Department.

Applications must be submitted as follows:

Email: council@whyalla.sa.gov.au

Fax: 8645 0155

Post: PO Box 126, WHYALLA SA 5600

In Person: Whyalla City Council, Darling Tce, WHYALLA SA 5600