



District Council of Coober Pedy



## 2022/23 Community Grants Guidelines and Procedure – Round 1

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Responsible Department:	<i>Corporate and Community</i>
Last Reviewed:	<i>September 2022</i>
Next Review Date:	<i>April 2023</i>
Doc Set ID:	<i>DCCP Community Grant Guidelines</i>

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### **About Council's Community Grants Program**

Each year, Council facilitates an annual Community Grants Program to support local community groups and organisations to enable activities and projects that build the overall sense of wellbeing and connection within our community.

On 6 September 2022, Council determined to set aside \$5,000 from the pool of community grants funding to establish a 'minor grants' category in addition to the ordinary grants, now called 'major grants'. Applications for minor grants will be assessed, and the outcome determined by the Chief Executive Officer of Council. Minor grant applications can be applied for throughout the year until the \$5,000 is exhausted. The Grant Guidelines and Application Form for minor grants (up to \$500) and major grants (up to \$10,000) are the same although not as much detail is required for minor grants.

Council seeks to meet the following outcomes through the Community Grants Program:

- To provide a range of activities and projects that increase the overall sense of wellbeing for the residents of Coober Pedy.
- To encourage key stakeholders and community groups to work collaboratively together to find innovative and creative solutions to identified challenges.
- To provide opportunities for residents of Coober Pedy to test and try new ideas, that may lead to new ongoing activities and benefits within the Coober Pedy community.
- To encourage the development of arts, cultural, sporting, recreational, neighbourhood, service, environmental, and learning-based activities across the Coober Pedy community.

### **Grant Details – Available Funds, Applicants, and Key Dates**

The total grant pool for Round 1 of the 2022/23 Community Grants Program is \$46,200. \$41,200 is available under the Major Grants (up to \$10,000 per application), and \$5,000 for Minor Grants (up to \$500 per application). Applicants can submit as many applications as they choose.

Please note that no application is guaranteed an allocation of funds. Funding through this program will be made entirely on a competitive basis, and Council reserves the right to direct the funds to projects that are considered to be of most benefit to the community.

Applicants must be an incorporated, not-for-profit organisation or community group that is based in, or that provides significant benefit to the Coober Pedy community. Unincorporated community organisations and groups can apply but must have an incorporated body prepared to auspice the funds and be held responsible for the use of the funds and acquittal.

Application forms can be downloaded from Council's website.

<https://www.cooberpedy.sa.gov.au/services/community-services/community-grants>

Applications for the 2022/23 Community Grants Program open on Friday 23 September 2022. **Completed applications must be received by 5pm, Monday 17 October 2022.** Applications can be submitted electronically or in hard copy using the following details:

**Community Grants Program**  
**C/- Isabella Jones**  
**Executive Assistant to the Chief Executive Officer**  
**District Council of Coober Pedy**  
**Hutchison Street COOBER PEDY SA 5723**  
[ijones@cpcouncil.sa.gov.au](mailto:ijones@cpcouncil.sa.gov.au)

### Application Criteria

Once applications close, they will be assessed against a set of criteria and provided with a score of how well they meet each one. Assessment of each application will be undertaken by an evaluation panel. **It is recommended that you remain concise and make sure you cover each criterion in your application.** Applications will then be ranked and funded accordingly to funds available. Successful applicants will then be contacted, and the funds made available in November 2022.

	Available Score	Weighting
<b>Meets Criterion:</b> <ul style="list-style-type: none"> <li>- Incorporation or auspice details</li> <li>- No excluded activities or funding requested</li> <li>- Overall application meets Community Grants Program outcomes</li> </ul>	5	5%
<b>Activity or Project Details:</b> <ul style="list-style-type: none"> <li>- Need/Outcomes</li> <li>- Aligns with Coober Pedy Together outcomes</li> <li>- Project Plan, Activity or Project Details</li> </ul>	20 20 20	20% 20% 20%
<b>Activity or Project Budget:</b> <ul style="list-style-type: none"> <li>- Clear Income Details</li> <li>- Clear Expenditure Details and Quotes</li> <li>- Attachments Provided</li> </ul>	15 15 5	15% 15% 5%
<b>Total</b>	<b>100</b>	<b>100%</b>

### Activity or Project Details

This section will ask you to briefly describe your project or activity, and to demonstrate:

- The need for the project or activity within the Coober Pedy community.
- The expected outcomes and benefits to the Coober Pedy community.
- How you will evaluate or demonstrate these outcomes and benefits.
- Your capacity to deliver the project or activity within the proposed timeframe.

You will also be asked to provide a brief project plan, including a timeline, and further information to demonstrate how your project or activity will be facilitated or implemented.

Funded projects or activities must be completed within 12 months of receiving funding.

You will need to demonstrate how your project or activity meets at least one of the outcomes that Council seeks to achieve through the Community Grants Program.

Outcomes that Council seeks to achieve through the Community Grants Program are:

- To provide a range of activities and projects that increase the overall sense of wellbeing for the residents of Coober Pedy
- To encourage key stakeholders and community groups to work collaboratively together to find innovative and creative solutions to identified challenges
- To provide opportunities for residents of Coober Pedy to test and try new ideas, that may lead to new ongoing activities and benefits within the Coober Pedy community
- To encourage the development of arts, cultural, sporting, neighbourhood, service, environmental, and learning-based activities across the Coober Pedy community.

Council funds and supports the Coober Pedy Together initiative. Your application will need to demonstrate how your project or activity aligns with both the vision and heart of Coober Pedy Together. Coober Pedy Together information that you will need to consider can be found at the following link:

[https://drive.google.com/file/d/1oBqGZZxjdUUtwdmL9A3\\_Xgf7QVg99Cpa/view?usp=sharing](https://drive.google.com/file/d/1oBqGZZxjdUUtwdmL9A3_Xgf7QVg99Cpa/view?usp=sharing)

### **Examples of What Can Be Funded**

- Activities, festivals, events, programs, or services that encourage residents to actively participate in our community or support local industry.
- Sport and recreation initiatives.
- Equipment and uniforms.
- Sports lighting, benches, water bubblers.
- Community gardens.
- Community infrastructure projects such as community facilities upgrades.
- Organisational capacity building such as strategic planning or industry development plans relevant to Coober Pedy.
- Developing community resources such as volunteer programs or providing access to training and skills development.
- Travel and accommodation costs for sporting clubs to attend regional sporting events.

### **What Cannot Be Funded**

Applications will not be considered if the organisation or group have any outstanding debts with Council, or if they seek funding for the following activities or items:

- Commercial, political, or religious activities.
- Recruitment or funding for positions or staff.
- Services or activities that are a primary responsibility of the State or Commonwealth Government (i.e. schools, health care etc.).
- Fundraising or general sponsorship.
- Reimbursement of funds already spent.
- Applications that lead to a dependence on ongoing funding.
- Equipment with a short shelf life.
- Salaries and honorariums.
- Events that encourage/support gambling (i.e. horse racing).

## **Activity or Project Budget**

You will need to provide a budget for the proposed activity or project. You will need to:

- Provide a detailed list of income and expenditure for the project or activity.
- Indicate if your project could move forward if only partial funding was received.
- Provide a copy of your organisation or group's most recent audited financial statements.
- Provide copies of any quotes for listed proposed purchases.
- Indicate income from other sources such as grants or donations.
- Provide details of all in-kind contributions towards the project or activity.
- Indicate if volunteers will be utilised as part of the activity or project.
- If the activity or project is an event, indicate where or not a fee will be charged to participants, including how much, and how this money will be utilised.

## **Income**

Income describes all the funds and resources that will be required to support your proposed project. Make sure you list the requested amount of the Community Grant on the income column of your budget.

Depending on your project, you might list other sources of income including funds from:

- Other grants
- Fundraising
- Sponsorship
- Tickets and attendee or participant contributions
- Organisational/personal/private contributions

When you are listing income, please note if that money is confirmed (i.e. you already have it) or is to be confirmed (i.e. you are still in the process of securing or raising it).

## **Expenditure**

Expenditure describes all costs related to the delivery of the project. When calculating your expenses, make sure to budget for any goods or services you need to deliver your project. Make sure that you include details, either in the budget line or by supplying a quote with your application, to help us understand how you budgeted that amount.

## **In-Kind Contributions**

An in-kind contribution describes the value of goods, services or support that is being donated to the project free-of-charge. Some common examples of in-kind support include:

- Unpaid staff or volunteer time working on the project (according to Volunteering Australia, a volunteer should be considered as providing \$30 per hour support to a project)
- Donated materials
- Free venue or equipment hire
- Free advertising or marketing support

## Balancing your budget

Your income and your expenditure should be the same amount (i.e. income \$ minus expenditure \$ equals \$0). This should also include your in-kind contributions, so remember to list these in both the income and expense of your budget.

## Sample/Example of Budget

Income Item	Income Amount	Expense Item	Expense
DCCP Community Grant (Unconfirmed)	\$1,790	Advertising – Local Newspaper Ad x 2 (1/4 Page)	\$600 (Quote attached)
In-Kind Support (Confirmed)	\$840	Advertising – Flyers A4 x 300	\$300
		Workbooks for Participant x 25	\$150
		Art Teacher - \$30 per hour for 8 hours	\$240 (Quote attached)
		Art Supplies – Paint, Brushes, and Paper for 25 Participants	\$150
		Catering – Tea/Coffee, Biscuits for 25 Participants Across 4 Session	\$100
		Certificates and Frames for 25 x Participants	\$150
		Prizes x 2	\$100
		Venue Hire – Activity Room at ABC, \$50ph for 12 Hours (In-Kind)	\$600
		1 x Volunteer for 8 Hours at \$30ph (In-Kind)	\$240
<b>TOTALS</b>	<b>\$2,630</b>		<b>\$2,630</b>

## Financial Reporting and Project Evaluation

An Acquittal Statement and Evaluation Form are required to be completed within three months of the completion of the activity or project. The Acquittal Statement verifies that the grant funding has been utilised in accordance with the Activity or 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.

## Acknowledgement of Funding

Funded projects and activities must acknowledge the support of Council and EDL. This should include one or a combination of the following:

- acknowledgement of EDL and Council's support on all printed materials related to the activity or project; or
- opportunities for a representative of EDL and Council to speak at key activities; or
- inclusion of sponsor messages in any program or project related publicity.

## **Questions or Further Information**

If you have any questions regarding the Community Grants Program or require any further information, please contact:

### **Community Grants Program**

**C/- Isabella Jones**

**Executive Assistant to the Chief Executive Officer**

**District Council of Coober Pedy**

**Hutchison Street COOBER PEDY SA 5723**

**[ijones@cpcouncil.sa.gov.au](mailto:ijones@cpcouncil.sa.gov.au)**

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