

## EDL Grant Guidelines and Procedure

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Responsible Department:	<i>Finance</i>
Responsible Officer:	<i>Community Services Manager</i>
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### Guidelines

All applications are assessed against the District Council of Coober Pedy (Council) guidelines for grants. Applicants must comply with these guidelines when submitting their proposals for consideration:

- The project should promote, foster and support professional, community or institutional initiatives which support the Australian Government's development and cooperation objectives;
- The project should have a clearly defined benefit in terms of the Australian Government's objectives;
- Provision should be made in the application for publicity or promotion of the project, including providing photos and content for the Council's Facebook and Twitter accounts and website;
- Where a project involves a partnership with an Australian organisation, applicants must include evidence of support from that Australian organisation;
- Wherever possible, Council Grant support should constitute seeding funds intended to encourage financial support from others, including corporate sponsors. The Council Grant may decide to award grants conditional on funding being raised from other sources;
- The project should establish prospects for independently funded activity because of initial Council Grant funding; and
- The applicant should preferably have an established record of achievement.

Council grants must normally be accepted and must be utilised in the fiscal year for which they were awarded. If this condition cannot be met the offer of a grant may be withdrawn to give other applicants an opportunity to carry out a project. Any anticipated delay should therefore be reported in appropriate time to the Council, to allow it to consider the circumstances and take any appropriate action. If grant funds have been transferred to an individual or organisation for a project that does not go ahead in that fiscal year the recipient will have to repay those funds to the Council.

Council does not usually allow funds provided for specific projects to be used for salaries, fees and administrative costs but it may do in some cases. Applicants seeking funding with a component that includes these costs should ensure that they have provided a solid case in the application to allow the Council to consider payment for these purposes.

## Activities not funded

Consistent with its policy of supporting innovative proposals, Council is interested in a very broad range of projects. However, funding **is unlikely** to be available for the following purposes:

- capital expenditure on real property;
- conference travel, attendance at meetings, field work and other short-term activities mainly involving travel where these are the principal elements of the grant proposal;
- funding support to grant-giving organisations for activities mainly involving their own personnel;
- activities which are properly the responsibility of other funding bodies or other government agencies
- activities which are commercially-viable in their own right;
- support for existing projects or the recurrent funding of projects;
- a project in which the successful completion of the Council component is incidental to its main aims; and
- salaries and honorariums

## GST Obligations

If the applicant is an Australian-based organisation, individual or entity we require written advice about the applicant's Australian Business Number (ABN) status. If the applicant is registered for an ABN, the Council also requires written confirmation as to whether the applicant is registered for the Goods and Services Tax (GST). This advice is necessary to clarify grant funding implications.

Under the Pay as You Go (PAYG) obligations, the Department of Foreign Affairs and Trade is required to withhold tax (at the rate of 48.5%) and remit it to the Australian Taxation Office (ATO) in certain circumstances. This applies if the applicant **does not** have an ABN, or written advice providing exemption from the withholding tax.

The following categories are exempt from *No ABN withholding tax*. If the applicant falls into one of the categories specified below you should copy the documentation confirming this status to us.

If the payment is of a private or domestic nature;

- the applicant is an individual (not a business, company or trust);
- if the applicant is an 'income tax exempt body'; or
- if the applicant has applied for an ABN and has been rejected by the ATO

Please note that it is an obligation of grant recipients under the GST Act to remit any GST included in the grant to the Australian Taxation Office.

## When should grant applications be submitted?

The Council invites applications for project funding through advertisements on the Council Website.

The Council Assessment Panel will consider high quality proposals that meet the Council's conditions.

The Council will normally fund approved projects for a specific fiscal year. You should therefore be certain that your project can proceed on time.

## **Selection Process**

Proposals will be assessed by an assessment panel comprising Council representatives from various departments within the council and representatives from source of funding.

A merit based selection process will be undertaken including the following steps:

- Expressions of Interest (EOI) to a total value of \$15,000 will be advertised through the Council website, Twitter, Facebook accounts. The advertisement will direct potential applicants to information regarding;
  - Full eligibility criteria,
  - Thresholds (total funding available, funding per grant, % of proposal funding sought),
  - Grant Program Guidelines; and
- The assessment panel will assess the EOIs in accordance with the eligibility criteria. Applicants that do not meet eligibility criteria or who are assessed as not being competitive against the selection criteria will be eliminated by the panel's initial assessment with remaining applicants being invited to submit full applications.
- In assessing full applications, the assessment panel may consult with line areas within the Council Grant and will provide an in-depth review of each application against the selection criteria.
- The assessment panel's summary assessment of all applications both those recommended and not recommended against each eligibility and selection criteria will be submitted to the CEO for final approval.

## **Notification of Decisions**

Applicants for Council grants will normally be advised in writing of the Council Grant's decision within four weeks of the decision being made.

Successful applicants will also be advised at that time of any special conditions that the Council may have attached to their project, such as the proviso that Council Grant funds will be made available subject to adequate assurances of support from other sources. The terms and conditions attached to Council funding will be set out in the Funding Agreement which will need to be signed by the successful applicant. Payment of the grant will not proceed until the Council receives an original signed *Funding Agreement and a valid tax invoice*.

Successful grant recipients from Australia who intend to travel to - as part of a Council funded project are required to confirm that they have read the current Australian Government travel advisory for - prior to travel at [www.smartraveller.gov.au](http://www.smartraveller.gov.au). Travel insurance is essential.

Unsuccessful applicants are advised of the Council's decision in general terms. In some cases, the Council Grant may invite unsuccessful applicants to submit a revised project proposal.

## **Responsibilities of successful applicants**

All costs associated with an application are the responsibility of the applicant. Provision must be made in the application budget to meet all administrative costs and arrangements associated with proposals. Once a grant application has been approved no further funds will be made available for that project.

Grant recipients are responsible for making their own arrangements regarding any taxation liabilities which may arise from the award of the grant.

Report and Acquittal on completion of project

When the Council awards a grant, the awardee must provide written acceptance of the conditions relating to the payment and acquittal of the grant, and to the administration of the project.

Council must be notified in writing of any change to the nature and timing of a project for which a grant has been accepted.

All grant recipients must provide the Council with a written report within 30 days of the completion of a project. The report must be structured in terms of the objectives of the project, and must include:

- Details of the principal activities included in the project and an assessment of how these activities contributed to achieving the project's stated objectives
  - Number of participants/audience
  - Media coverage
  - Any difficulties experienced in executing the project
  - Future activities expected to be initiated following the completion of the project
- A financial acquittal statement giving details of how the grant was expended. If the grant awarded was for an amount of over AUD\$10,000.00, then a financial statement Authorised by a certified accountant, containing sufficient detail to enable an informed assessment of the appropriateness of the expenditure of Council Grant funds will be required.
- Documentary evidence for expenditure of Council Grant funding must be provided, including used airline tickets for any air travel covered by the grant and receipts for all major items, particularly all items of expenditure in excess of \$500.
- At least one excellent quality high-resolution digital photograph (300 dpi) suitable for publication with a short paragraph of descriptive text which can be used on the Council Grant's social media platforms and website.
- One photocopy of the report (excluding financial acquittal information) is also required.
- An interim report is required where a project extends over more than six months.
- Receipts for all expenditure covered by the grant, for items over \$500, are necessary for audit purposes. The Council Grant will take recovery action if its grants cannot be accounted for properly.

## **Grant acquittal requirements**

It is a condition of Council grant funding that recipients fully acquit the funds received. Grant moneys should be acquitted within 28 days of the completion of a project through the submission of a completed Acquittal report including a financial statement of expenditure.

As part of the acquittal process, grant recipients need to indicate how the money spent can be linked back to the activities for which funding was originally requested. All unspent funds must be returned to the Council.

Lower risk grants may have their financial statement of expenditure certified by an official from the organisation that received the grant. Funding recipients are required to keep all receipts and records for five years and to make these available upon request.

### **The final written report must include:**

- A brief description (one to two paragraphs describing the project outcomes which can be used on the Council website with the photographs to publicise the project;
- Any media releases related to the project;
- An assessment of how the activities contributed to achieving the project's stated objectives;
  - any quantitative or qualitative performance measures such as
  - number of participants/audience spectators
  - number/value of ticket sales
  - details of media coverage
  - feedback from participants;
- Any difficulties encountered in implementing the project;
- Any follow-up activities arising from the project; and
- At least one high-quality resolution digital photograph (3000 dpi) with captions suitable for publication on the Council website and social media platforms.

The Council encourages grant recipients to send any publicity material about their project to promote the activity on the Council website and social media platforms. An interim report is required where a project extends over more than six months.

The Council may seek a verbal report from grant recipients during progress meetings in addition to the above grant acquittal requirements.

### **General Conditions of Award of Grant**

- The monies constituting the grant shall be used only for carrying out the approved project in respect of which the grant has been awarded.
- The approved project shall not be undertaken or carried out by any other body or person other than the grant recipient without prior approval of the, Council.
- The grant recipient shall notify the, Council of any alternative or additional source of funding in respect of the approved project, whether the additional funding becomes available before or after the award of the grant.

- No major changes in the approved project or in the allocation of monies between items comprising the approved project shall be made without the approval of the chair of the selection panel, Council having first been obtained.
- If the grant recipient is in breach of any of the conditions of this grant which it does not rectify within fourteen (14) days of receipt of notice from the Council requiring it to do so, or it fails to comply with any reasonable direction given by the Council, then the Council may terminate the grant by written notice without prejudice to any other remedy it may have.
- Where a grant is terminated in accordance with Condition 5, the grant recipient must repay to the Council all monies provided by the Council within fourteen (14) days of a written notice of termination being served on the grant recipient by the, Council. If, after the approved project has been completed, it is discovered that the grant recipient has breached any of the conditions of grant which it is not able to rectify within fourteen (14) days of receipt of notice from the Council requiring it to do so, then the Council shall retain the right to terminate a grant and require the grant recipient to repay all monies provided by the Council.
- The grant is payable 4 weeks before the commencement of the project or visit.
- If the commencement of the approved project is delayed for any reason, an application for a postponement of the starting date should be made in writing to the, Council.
- The grant will normally be valid only for the fiscal year in which it has been awarded. The, Council should be promptly advised of project delays.
- Where a grant is awarded for an exhibition, sporting fixture, publication or other event resulting in publicity, Council sponsorship must be acknowledged.
- Within 30 days of completion of the project, the grant recipient shall provide to the Council, a full written report on the activity, and supporting evidence of expenditure by way of a detailed statement, attaching used airline tickets (if applicable) and receipts wherever possible. A financial statement Authorised by a certified accountant will be required where the grant awarded was in excess of AUD\$10,000
- If a project is terminated for any reason, moneys not expended according to the conditions of the grant, shall be refunded to the Council.
- If a project results in a grant recipient creating or producing data, information, reports or materials which may be subject to copyright or which constitutes intellectual property of whatsoever nature ("Project Materials"), such Project Materials remain the property of the grant recipient as and when they are created or produced, notwithstanding that any report or acquittal documentation provided to the Council by a grant recipient in accordance with these conditions will be owned by the Council.

The grant recipient indemnifies and shall keep indemnified the Council, its officers, employees and agents from and against all actions, claims, demands, costs and expenses (including the costs of defending or settling any action, claim or demand) made, sustained, brought or prosecuted in any manner based upon, occasioned by or attributable to any injury to any person (including death) or loss of or damage to property which may arise from or be a consequence of any unlawful or negligent act or omission of the grant recipient, its officers, employees or agents in carrying out the approved project.

## **Other Expenses Related to the Project**

The Council is not able to provide funds for expenses other than those specified in the grant approval. The host person/organisation must arrange separate funding for all costs other than those for which the Council has specifically accepted responsibility.

The applicant should ensure that the following items are included in their budget:

- Medical and hospital insurance cover for travel outside the applicant's home country. This should include evacuation and death cover.
- Any necessary insurance for equipment.