



Policy Name	COMMUNITY GRANT FUNDING
Policy No.	7.63.14
Version:	3.3
Strategic Reference:	3.8 Maximise Council and community grant funding and partnership opportunities to achieve outcomes for the Port Lincoln community to strengthen our financial capacity.
Responsible Department:	Corporate & Community
Policy Adopted:	19 February 2024
Last revised date:	15 May 2023
Minute reference:	CO 24/014
Next review date:	Council will endeavour to review this policy 4 years after adopted dated or following significant change to legislation or aspects included within this policy.
Applicable Legislation:	
Related Policies:	18.63.3 Use of Council Logo and Crest Policy 7.63.11 Community Infrastructure Investment Policy
Related Documents:	Application – Quick Response Grant Application – Community Wellbeing Programs and Initiatives Application – Flagship Events Funding Acceptance Form Acquittal Report

1. **PURPOSE**

The City of Port Lincoln is committed to supporting local events, projects, programs and activities in recognition of their community resilience building capacity, positive impact on individual health and wellbeing and valuable contributions to the local economy. Underpinned by the relevant goals and objectives in our strategic documents¹, the purpose of this policy is to outline grant funding available to the community.

2. **FUNDING OVERVIEW**

The Community Grant Funding program is particularly underpinned by the following Goals and Key Focus Areas within Council’s Strategic Directions Plan:

Goal	Key Focus Areas
Goal 1: Economic Growth and Opportunity	1. Southern Eyre Peninsula’s commercial, health, education and community regional hub 2. Quality tourism and visitor experiences

¹ Strategic Directions Plan 2021-2030, Southern Eyre Peninsula Public Health Plan 2023 - 2028

Goal 2: Liveable and Active Communities:	<ol style="list-style-type: none"> 1. Community and individual physical and mental health and well-being 2. Community safety and liveability 3. Empowered, inclusive, connected, diverse and resilient community 4. Opportunity for children and young people to reach their potential, older people to be valued and all people to participate fully 5. A regional centre for arts, culture & local heritage
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Overall, the program aims to support events, programs and activities that:

- are innovative and unique and responsive to identified needs and/or gaps within the community;
- build community capacity and provide opportunity for the community to come together and develop skills, confidence and knowledge;
- have a positive impact on community and individual health and wellbeing
- Facilitate better connection and increased engagement in sport and recreational and other community-based activities
- support celebration of place and culture, and promote a sense of community identity and pride;
- activate Council facilities, spaces and infrastructure;
- contribute to the local economy, attract overnight visitation and/or repeat visitation; and

promote the region as a destination of choice and enhance the experience of locals and visitors alike.

3. GENERAL ELIGIBILITY GUIDELINES

The City of Port Lincoln will provide funding up to the maximum amount under each category as defined in Section 4 of this Policy.

Applicants must:

- be an incorporated community organisation, sporting club or association, or be in a partnership with such;
- demonstrate how the project will benefit the community;
- hold appropriate public liability insurance and adhere to WHS and Risk Management practices;
- demonstrate financial viability;
- fit within the appropriate category detailed in Section 4 of this policy, address evaluation criteria and submit supporting documentation specified on the application form;
- demonstrate support for identified key focus areas and strategic actions within Council's Strategic Directions Plan

It is anticipated there will be a high demand for funding and applications that meet eligibility guidelines are not automatically guaranteed funding.

3.1. *Ineligibility*

Funding will not be provided for:

- Asset or infrastructure upgrades (refer to Policy 7.63.11 Community Infrastructure Investment)
- On-going operational or administrative costs
- Retrospective projects or events
- Individuals
- Travel to participate in regional, state or international events
- Purchase of equipment or other initiatives that may be funded from the Office for Recreation, Sport and Racing Equipment Funding Program (Sport and Recreation Category)
- Political parties
- Commercial events or activities that do not provide community benefits
- Fundraisers or charity events where funding will not be used within the region
- Religious groups or religious events unless event is non-denominational and demonstrates a broader benefit to the community
- Private events

4. FUNDING CATEGORIES

The following funding categories are available:

Category	Criteria	Funding up to	Assessment and approval
Minor Grant funding			
Quick Response Grants (community events and initiatives)	Small scale events, activities, and programs which support the local community.	Up to \$1,000	Open funding assessed and approved by Council Administration.
In Kind Support	Various in-kind supports to community events.	Case by case basis	Open funding assessed and approved by Council Administration via the community event permit system.
Sport and Recreation Grant Funding			
Sport/Recreation Local events	For clubs and associations to deliver sport and recreation opportunities that benefit the local community – examples such as coaching clinics and/or initiatives that support participation and sustainability.	Case by Case Basis Up to \$5,000	Applications up to \$5,000 Competitive Application Process Funding Call in July each year Assessed by Council A small amount of funding may be reserved each year to be responsive to minor events and initiatives. Applications up to \$1,000 Assessed by Council Administration
Major Grant Funding			
Community Wellbeing	Major, local community wellbeing programs and projects.	Up to \$10,000	Competitive Application Process. 3 year fixed term. Assessed and approved by Council.

Flagship Events	Recognised major, local events which attract substantial numbers and support major economic development objectives.	Case by case basis	Competitive Application Process. 3 year fixed term. Assessed and approved by Council.
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5. APPLICATION PROCESS

All requests must be made on the relevant form, which can be downloaded from Council's website www.portlincoln.sa.gov.au or hardcopies are available from Council's Administration Office. On occasion, Council may assess the application to be of a different category to that of the applicant, and vary the funding amount endorsed accordingly. This may require applicants to revise their original application to show the project can still be completed and outcomes achieved.

5.1. *Minor Grant Funding*

Quick Response Grants

To enable responsiveness and to support community driven energy, ideas and partnerships, a small amount of funding will be available all year round (until exhaustion of the funding pool) for applications under the Quick Response Grants category for assessment by Council Administration.

Applications should be submitted **at least 6 weeks prior to the event taking place** to allow sufficient time for processing. Failure to adhere to this timeframe may result in the application being refused.

Council also provides in-kind support to local community events outside of the community grant funding program, which is administered via the community event application process. A small amount of funding will be reserved each financial year to continue this provision of in-kind support.

5.2. *Sport and Recreation Grant Funding*

Local Sport and Recreation Events/Initiatives

Based on the recognition of the positive impact sport and recreation has on individual health and wellbeing, funding is available via this category to support local sporting organisations deliver opportunities that foster grass roots activation, support participation and sustainability outcomes.

A funding call will occur in July each year for applications up to \$5,000 for events and initiatives that facilitate broad community engagement such as coaching clinics involving state level sporting bodies. Applications will be assessed by Council.

To enable responsiveness to community need, a small amount of funding may be reserved for minor sport and recreation events and initiatives. These Applications would then be assessed by Council Administration on a case-by-case basis for applications up to \$1,000, until exhaustion of the funding pool.

Major sporting events that have a visitor economy or economic focus are not eligible for funding via this category and need to apply under the Major Grant Funding - Flagship Event category.

5.3. Major Grant Funding

Community Wellbeing

In acknowledgment of their community capacity building and positive contributions to community development, successful applications under this category will be administered under fixed term funding arrangements via the initial Application process. This is based on the recognition that financial support from Council for agreed periods will provide a level of certainty for organisers, facilitate forward planning as well as the ability to leverage additional funding from other grant funding sources. Applications will be assessed by Council and funding arrangements will be for periods not exceeding a council term.

Flagship Events

In acknowledgment of their support for Council strategic goals and objectives and contributions to the local economy, community wellbeing and subsequent liveability, funding arrangements with recognised major local events can be facilitated under this policy framework for periods not exceeding a Council term. This is based on the recognition that financial support from Council for agreed periods will provide a level of certainty for organisers, facilitate forward planning to ensure well planned and safe events as well as the ability to leverage additional funding from other grant funding sources.

5.4. Other Funding Requests

Once-off or proposed new and ongoing events will need to apply for funding under the Quick Response category or approach Council for funding outside this grant funding program.

Council may also decide to sponsor or support other programs and projects outside of this funding program with specific conditions being applicable.

6. EVALUATION CRITERIA

6.1. Quick Response

- Support for Council's Strategic Directions Plan
- Benefit and appeal to target audience and/or responsiveness to a need or gap in the community
- Evidence of inclusiveness and participation opportunities
- Evidence of community support and partnerships
- Activation of Council facilities, space and infrastructure
- Applicant capacity to successfully deliver the project, activity or event
- Applicant capacity to evaluate effectiveness against identified outcomes
- Demonstration of event and risk management principles where applicable

6.2. Local Sport and Recreation Events/Initiatives

In addition to addressing evaluation criteria listed under 6.1 above, applications under this category should demonstrate how the event or activity may provide:

- Participant development and mentoring opportunities;
- Sustainability development opportunities.

6.3. Community Wellbeing

In addition to addressing the evaluation criteria listed under 6.1 above, applications under this category must also clearly demonstrate the extensive community wellbeing outcomes that will be achieved through the proposed project or program.

Where applicable, use of Council facilities is mandatory under this category and associated hire fees will be invoiced accordingly as per Council's Fees and Charges Schedule.

6.4. Flagship Events

In addition to addressing evaluation criteria listed under 6.1 above, applications under this category must also be able to demonstrate how the event will achieve the following:

- Evidence of event/activity innovation and uniqueness
- Evidence of contribution to the local economy
- Ability to encourage overnight or return visitation outcomes
- Ability to promote the region to a national and/or international audience

Where applicable, use of Council facilities is mandatory under this category and associated hire fees will be invoiced accordingly as per Council's Fees and Charges Schedule.

7. RECEIVING A GRANT

Successful grant applications must:

Use grant funds for the purpose for which the grant was awarded, unless written permission for variation has been obtained from Council prior to the activities being undertaken

Obtain all appropriate permits and approvals

Acknowledge assistance from Council in media releases and promotional material and correctly reproduce Council's logo (Refer to Council's Use of Council Logo and Crest Policy 18.63.3) as far as possible

Conform to all relevant Council Policies and By-laws

7.1. Applicant Reporting Requirements

An acquittal process is applicable to all successful grant applications as detailed in the Funding Acceptance Form and is required to be submitted within sixty days of the conclusion of the event/project/activity. This annual acquittal process is also applicable to grants awarded under fixed term funding arrangements. Information and images provided may be used in Council promotional collateral and Annual Report. Failure to submit reports may impact on future funding opportunities.

8. INSURANCE

It is a condition of receiving funding that the successful applicant will assume all responsibilities including public risk and/or any other appropriate insurance cover for the project.

9. COUNCIL PROGRAM REPORTING

A summary of approvals under this policy will be reported in Council's Annual Report against identified objectives in our strategic documents framework.

10. RELEVANT DELEGATED POWERS AND DUTIES

Any actions or decisions made regarding this policy, will be enacted upon as per Council's current Delegations Register.