

<b>Policy Number:</b>	<b>5.1</b>
<b>Policy Name:</b>	<b>Community Development Grant</b>
<b>Classification:</b>	<b>Public – Council Policy</b>
<b>Adopted:</b>	<b>22 March 2016</b>
<b>Frequency of Review:</b>	<b>Biennial</b>
<b>Last Review:</b>	<b>March 2016</b>
<b>Next Review Due:</b>	<b>March 2018</b>
<b>Responsible Officer(s):</b>	<b>Manager Library &amp; Community Services</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR15/44192</b>
<b>Legislation Authority:</b>	<b>N/A</b>
<b>Related Policies and Codes:</b>	<b>Policy 5.10 – Hire of Council Owned Facilities</b>
<b>Related Procedures:</b>	<b>N/A</b>

## 1. BACKGROUND

- 1.1 This policy provides an equitable framework for Council to support not for profit community groups and organisations with financial assistance to develop and implement a wide range of community and cultural development opportunities that promote active community participation and enhance the wellbeing of residents.
- 1.2 The Policy Aim is to encourage and assist community groups and organisations in the planning, coordination and delivery of community services and activities that benefit the Gawler community.

## 2. PURPOSE

- 2.1 The Community Development Grant Policy aims to:
  - 2.1.1 Stimulate community development through support of community, cultural and recreation projects, events and activities occurring within or representing the Town of Gawler;
  - 2.1.2 Foster or provide new services, initiatives and resources which address the needs of the local community;

- 2.1.3 Create opportunities which develop the knowledge, skills and confidence of community members (all ages);
- 2.1.4 Encourage increased participation in local community, cultural and recreation activities, building a greater sense of community;
- 2.1.5 Recognise the importance of heritage conservation within the Town of Gawler area.

### 3. ELIGIBILITY

- 3.1 An incorporated body/not for profit community groups/non-government organisations and individuals in the Town of Gawler who satisfy the guidelines (refer <http://www.gawler.sa.gov.au/communitygrants>).
- 3.2 Projects/Activities of national and international significance that are an initiative of an incorporated body/not for profit community groups that will benefit residents in the Gawler area.
- 3.3 It is expected that applicants will meet at least 50% of the project/activity cost (in-kind support will be considered).
- 3.4 Grant funds must be spent within 12 months.
- 3.5 Some priority will be given to organisations which did not receive funding in the previous round of community grants.

### 4. EXCLUSIONS / IN-ELIGIBILITY

- 4.1 Town of Gawler will not provide grants for:
  - 4.1.1 Projects/Activities that duplicate existing services or programs.
  - 4.1.2 Projects/Activities that would rely on recurrent funding from Council.
  - 4.1.3 On-going operational costs.
  - 4.1.4 Overtly political activities or activities that could be perceived as benefiting a political party or political campaign.
  - 4.1.5 Projects/activities completed or for costs expended.
  - 4.1.6 Fundraising activities.
  - 4.1.7 Organisations seeking additional funding for the completion of the same project/activity.
- 4.2 Generally, Council will not accept applications from:
  - 4.2.1 Unincorporated organisations, unless auspiced by an eligible incorporated organisation.
  - 4.2.2 Government organisations excluding childhood education facilities.

- 4.2.3 Previous grant recipients who have not fulfilled the conditions of their particular grant.
- 4.2.4 Non-conforming applications (where applicants have not provided all of the required supporting documentation).
- 4.3 This Policy does not apply to any requests for corporate sponsorship as may be received by the Council.

## 5. ALLOCATION OF GRANT

- 5.1 Council may allocate up to \$1,000 per application from the Community Development Grant Budget.
- 5.2 The call for applications will be made up to twice per annum.
  - 5.2.1 Notification will be advertised in the first half of the financial year, *if a second round of grants is called they will be advertised in the third quarter of the financial year.*
  - 5.2.2 Applications will close after four (4) weeks of being advertised.
  - 5.2.3 A grant application panel appointed by Council will review applications and make recommendations to the next scheduled normal meeting of the Corporate & Community Services Committee for endorsement.
- 5.3 Successful applicants will be required to spend Council's grant funds within 12 months from the start of their project or activity as indicated in their grant application form.
- 5.4 A written Acquittal Report outlining the outcomes of the project or activity, together with a Financial Report on how the grant funds were expended must be provided to Council within three months of the completion date of the project or activity.

## 6. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

## 7. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

Telephone:	8522 9211
Fax:	8522 9212
Email:	<a href="mailto:council@gawler.sa.gov.au">council@gawler.sa.gov.au</a>
Appointment:	Town Hall, 89 – 91 Murray Street, Gawler
Letter:	PO Box 130, Gawler SA 5118

## 8. AVAILABILITY OF POLICY

The Policy is available for inspection during ordinary business hours at the Council principal office, Gawler Town Hall or Library Council Offices, 89 – 91 Murray Street, Gawler or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.