

# WATTLE RANGE COUNCIL

## COMMUNITY FINANCIAL ASSISTANCE GRANT PROGRAM

### 2018/2019 GUIDELINES

The aim of the Wattle Range Council Community Financial Assistance Grant Program is to foster and assist in the development of a broad range of community based services and events within the Wattle Range Council Area, through the provision of Financial Assistance Grants.

A total of \$15,000 is available in each of two (2) grant funding rounds in 2018/2019, for allocation to eligible Community groups and organisations.

Applications will be considered for a maximum grant of \$2,000.

Priority will also be given where the applicant contributes at least 50% of the total cost of the project, unless extenuating circumstances can be demonstrated.

The applicant's contributions for this purpose may include cash from the organisation's own resources, grants or funds from sponsors or other sources or in kind support in the form of labour or services. If the applicant's contribution includes a grant from another source, the applicant must provide evidence that the grant has been awarded or confirmed prior to submitting an application under this program.

Each of the 2 grant funding rounds in 2018/2019 will operate as follows:

Round 1		Round 2	
<b>Applications Open :</b>	Wednesday 18th July 2018	<b>Applications Open :</b>	Wednesday 12th December 2018
<b>Applications Close :</b>	5.00 pm Friday 17th August 2018	<b>Applications Close :</b>	5.00 pm Friday 18th January 2019
<b>Outcomes Advised :</b>	Week commencing 17th September 2018	<b>Outcomes Advised :</b>	Week commencing 18th February 2019

The following guidelines are provided to assist in the preparation of applications.

#### **What Types of Projects are eligible for Grant Funding?**

The types of projects which would be considered appropriate for Community Financial Assistance Grant funding include:

- Community projects, community initiatives and/or the maintenance and improvement of existing human service activities.
- Projects which encourage the development of self-help activities particularly those which represent new approaches to meeting community needs.
- Projects which are concerned with increasing the community usage of local facilities. Funding for renovation, repair, equipment or programme development may be considered.
- Once off projects which encourage people towards active participation in community services and activities.
- Projects indicating evidence of general community benefit and promotion of the Council area.
- Support to special events (including major events) which create community and/or economic benefits for the Council area.

## What is not eligible for Grant Funding?

Grants will not be awarded to fund:

- Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.
- Projects which have already been commenced or completed prior to grants being awarded.
- Individual (single person) event participation or projects.
- Events or functions which are held on an annual or other regular basis.

## Who can apply for Grant Funding?

- Any community organisation, whose predominant activities are not of a Sport or Recreation nature, which is based in the Wattle Range Council area and whose activities are predominantly conducted in the Wattle Range Council area.

*Sport & Recreation organisations must submit applications for financial assistance under the Wattle Range Council Sport & Recreation Grants Program.*

- Applicants **must** have a current Australian Business Number (ABN) issued by the Australian Taxation Office (ATO). Applications **will not** be considered unless the applicant has an ABN at the time of submitting the grant application.

Any individual or organisation can apply for an ABN very easily on-line via the Australian Business Register at <http://www.abr.gov.au/>

An organisation may only submit one application per grant funding round.

Primary and Secondary schools are generally excluded for applying, unless they can demonstrate that their project or event is predominantly for the benefit of the wider community.

## Payment Conditions of Grants:

- Grant funds will be paid to successful applicants following receipt by Council of a completed *Community Financial Assistance Grant Program Claim Form*, accompanied by evidence clearly demonstrating that the project or event has been completed (which may include payment receipts, a brief report, photographs of completed project) and that funds have been expended on the approved project or service.
- Council will consider, on written application in the manner outlined above, a claim for payment of Grant Funds for projects which are not fully completed by the claim deadline date. The applicant must however demonstrate that the project is substantively complete at the time of submitting the Claim.
- Payment will not be made for a completed project which is not the project detailed in the grant application.
- Payment will not be made by Council to a party or parties other than the applicant, except for approved projects undertaken by Council Committees appointed under Section 41 of the Local Government Act 1999.
- If the grant recipient is registered for GST, a tax invoice must accompany the Claim for payment.
- Claims for payment of Grant Funds must be submitted to Council by the Grant Claim Deadline as advised to the successful grant recipient, or the grant may be forfeited. Claims for payment of a Grant which are received by Council after 30<sup>th</sup> June 2019 will not be considered under any circumstances.

Completed applications can be submitted by email to [council@wattlerange.sa.gov.au](mailto:council@wattlerange.sa.gov.au), or by post to the Chief Executive Officer, Wattle Range Council, PO Box 27, MILLICENT SA 5280 or in person at any Wattle Range Council Office. Applications must be received at Council by 5 pm on Friday 18th January 2019.