

# COMMUNITY INFRASTRUCTURE GRANTS GUIDELINES



Wattle Range  
COUNCIL

# ABOUT THE COMMUNITY INFRASTRUCTURE GRANT PROGRAM

Wattle Range Council is committed to...



**‘Promoting and supporting the establishment of strong, sustainable clubs and volunteer organisations throughout the Wattle Range area.’**

Through the Community Infrastructure Grants we are looking to fund infrastructure projects that help us to achieve our strategic plan, with a primary focus on creating...

## WHAT FUNDING OPTIONS ARE THERE?

Council has allocated \$100,000 towards its Community Infrastructure Grants Program for distribution in one annual grant funding round. Applicants should be aware that the grant process is competitive, and funding may not be guaranteed.

Grants of up to \$50,000 are awarded on a dollar for dollar basis. Priority will be given where the project is ‘Shovel Ready’ and where the applicant can contribute 50% of the total cost of the project (made up of 25% cash contribution and 25% in-kind or other contribution). Please note the cash contribution should be at least 50% of the grant sum requested from Council.

The program is available to community and sporting groups to assist with co-funding infrastructure projects. The program has a focus on health and wellbeing, access and inclusion, community safety and risk reduction and environmental sustainability. This includes infrastructure that supports any recreational sport and cultural activities including projects that:

- build new infrastructure in response to an identified community need
- upgrade or improve existing community infrastructure
- improve accessibility of community facilities to increase use and promote inclusion

### Projects can involve improvement to infrastructure that can result in:

- Improved community health and wellbeing.
- Enhanced and diverse participation by the community.
- Improved community safety through risk reduction.
- Improved environmental sustainability or address environmental issues and concerns.

### The annual grant funding round will operate as follows:

<b>Applications open</b>	July
<b>Applications close</b>	August
<b>Outcomes advised</b>	September

Refer to Council's Community Infrastructure Grants Application Form for specific dates.

Applications will not be considered outside of the grant funding round period.

## AM I ELIGIBLE TO APPLY?



Not-for-profit incorporated group, organisation or club	✓
Voluntary association	✓
Unincorporated bodies/groups with a community focus	✓
Individuals	✗
Profit making organisations including commercial entities, businesses and sole traders	✗
Organisations with outstanding debts such as rates, fees or charges to the Wattle Range Council	✗
Organisations that do not provide a satisfactorily completed evaluation/accquital form for any previous funding recieved from Council	✗
Organisations that DO NOT have an ABN	✗
Primary or secondary schools unless they are able to demonstrate that their sport/recreation project or event is predominantly for the benefit of the wider community	Unlikely
Organisations that have already received funds from Council under Grant Programs in the same financial year	Unlikely

## WHAT IS NOT ELIGIBLE FOR GRANT FUNDING?

- Projects that are considered to be the responsibility of the State or Federal Government.
- Projects whereby the applicant is seeking to make a financial profit.
- Projects that are not infrastructure based i.e. Plant or Vehicle purchases, Furniture and Fittings, Office Furniture and Land purchases.
- Organisations that have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives.
- Projects which have already been commenced or completed prior to grants being awarded.
- Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc.), the purchase of land or the repayment of financial loans.
- Projects that are located outside of the Wattle Range Council area.

## THINGS TO REMEMBER

- Organisations must be able to contribute 50% of the total cost of the project (made up of 25% cash contribution and 25% in-kind or other contribution).
- Applicants should be aware that the grant process is competitive, and funding may not be guaranteed.
- All applicants must possess an Australian Business Number (ABN)
- Council only provides funds via Electronic Funds Transfer (EFT). Applicants must provide bank account details in the same name as the organisation that is the applicant under this Grants Program.
- Your project should be 'Shovel Ready', all grants must be completed within 12 months of awarding of the grant.



## HOW WILL MY APPLICATION BE ASSESSED?

The first stage is an eligibility check where we will consider your application against the eligibility criteria (see 'Am I eligible to apply?' on page 3)

If the application meets all eligibility criteria it will proceed to the assessment stage where we evaluate how the proposed activity will deliver outcomes for our community.

Both the eligibility and assessment stages are undertaken by Council staff. The decision of awarding grants will be made by Council at the next available meeting following the close of applications.

### ASSESSMENT CHECKLIST

- ☐ Does your project meet the eligibility criteria?
- ☐ Are you able to contribute 50% of the total project cost which includes a cash contribution of at least 50% of the grant sought?
- ☐ Do you have a current ABN?
- ☐ Have you provided a copy of your latest audited financial statements for a minimum period of two years?
- ☐ Have you provided a detailed project budget, including proposed expenditure, income from all sources and funding assistance sought from Council?
- ☐ Have you provided a Business Plan and Project Plan for the project?
- ☐ Have you provided formal quotes (less than 3 months old) for all services and products over the value of \$3,000? (Quotes must include the suppliers ABN and GST amount.
- ☐ If you are a Sporting Association, have you provided evidence of Star Club accreditation levels?
- ☐ Have you provided a copy of your Certificate of Currency for public liability insurance for the sum of \$20,000,000?

## ACQUITTALS & REPORTING REQUIREMENTS

- A written evaluation report / grant acquittal outlining the outcome of program/project or activity is required to be submitted within 3 months of completion of the project.
- The acquittal report should be accompanied by an audited financial report verifying how the funds were expended.
- The acquittal report should include photographs of completed project and acknowledgement of Councils contribution.
- Payment of grant funds will be made upon completion of the project and submission of the acquittal and reports. Alternatively, progress payments can be negotiated with a final payment payable upon receipt of the acquittal and reports.
- A tax invoice must accompany a claim for payment.
- Payment of grant funds will be payable by electronic funds transfer (EFT).
- Payment will not be made for a completed project which is not the project detailed in the grant application.
- Successful applicants who have projects that are not completed within 12 months are requested to contact Council at least 2 months prior to the expiration of the 12 month period and provide information on the project status and expected revised completion date.
- Successful applicants for funding who have not commenced their project within 12 months of being awarded the grant are required to re-apply for the funding to ensure adequate funds are available.

## HOW DO I APPLY?

Completed applications can be submitted by email to **[council@wattlerange.sa.gov.au](mailto:council@wattlerange.sa.gov.au)**, by post to PO Box 27, MILLICENT SA 5280 or in person at any Wattle Range Council office.

For enquiries contact 08 8733 0900