COMMUNITY GRANTS GUIDELINES

How to apply for funding that benefits your community.



CITY OF
TEA TREE GULLY
Naturally Better





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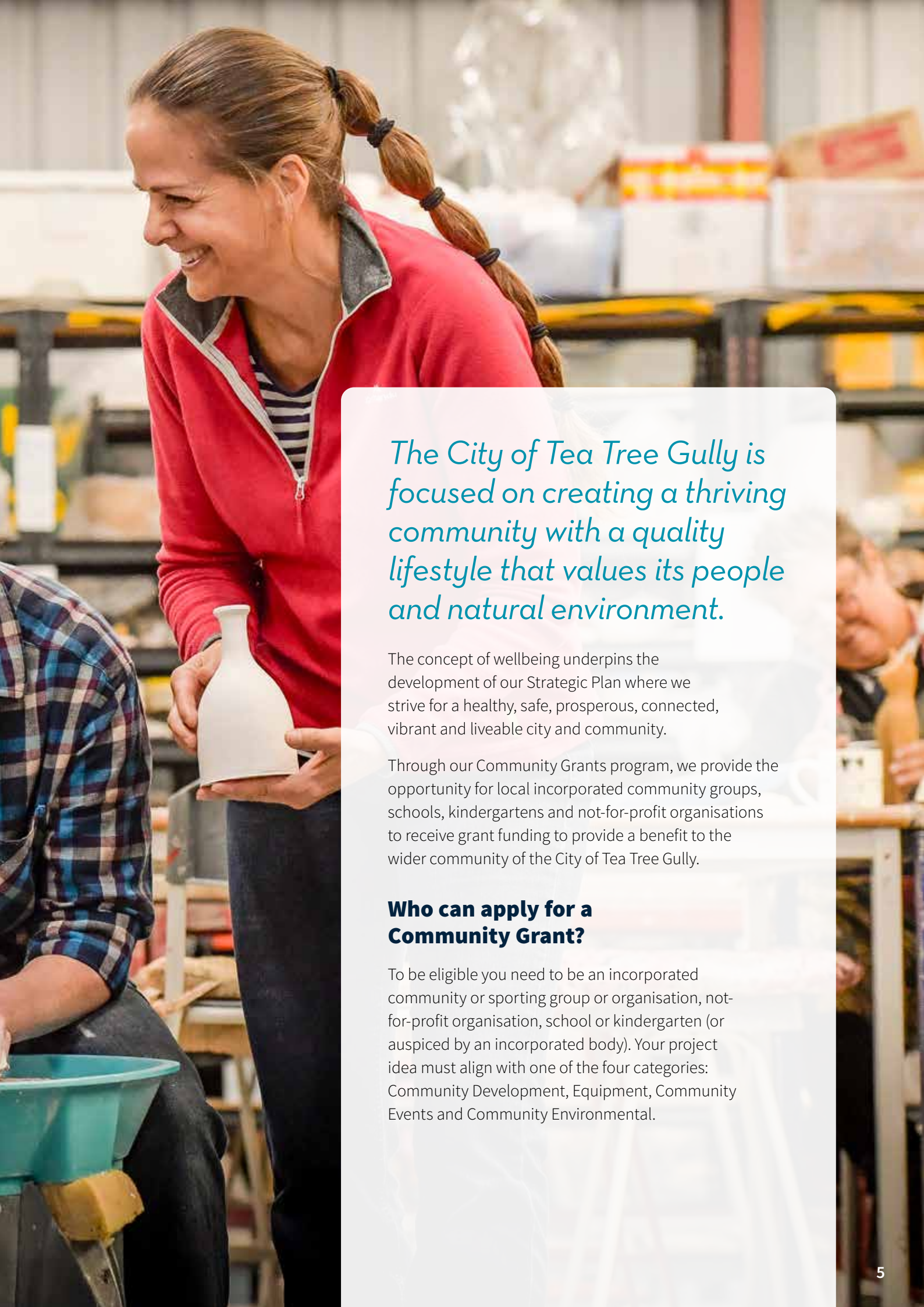
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ACKNOWLEDGEMENT OF COUNTRY

The City of Tea Tree Gully recognises this City's considerable natural and cultural heritage, including thousands of years of Traditional Custodianship by the Kaurna people and the more recent contributions from all who live here.

We build on this heritage today by respecting and listening to each other, being receptive to new ideas and acting wisely for the current and future well-being of our community.





The City of Tea Tree Gully is focused on creating a thriving community with a quality lifestyle that values its people and natural environment.

The concept of wellbeing underpins the development of our Strategic Plan where we strive for a healthy, safe, prosperous, connected, vibrant and liveable city and community.

Through our Community Grants program, we provide the opportunity for local incorporated community groups, schools, kindergartens and not-for-profit organisations to receive grant funding to provide a benefit to the wider community of the City of Tea Tree Gully.

Who can apply for a Community Grant?

To be eligible you need to be an incorporated community or sporting group or organisation, not-for-profit organisation, school or kindergarten (or auspiced by an incorporated body). Your project idea must align with one of the four categories: Community Development, Equipment, Community Events and Community Environmental.

GRANT CATEGORIES

Community Development (Maximum $8,000)

The establishment or expansion of a community development activity, program or project that is primarily focused on participation and inclusion of local residents in community life.

- Projects and programs that focus on the development of local communities.
- Aim to build people's skills to benefit community projects.
- Encourage participation and offer innovative approaches to meet community needs.

Equipment (Maximum $3,000)

The purchase of equipment that relates directly to and supports a successful community development activity, program or project.



Community Events (Maximum $2,500)

Support events held within the City of Tea Tree Gully, with broad appeal to both local and the wider community, that celebrate significant occasions, encourage cultural diversity or brings communities together.

Funding is calculated on predicted attendance numbers:

- 0–200 up to $500
- 201–800 up to $1,500
- Over 800 up to $2,500.

If your event is larger than the monetary value stated above and will require support or event management advice/assistance, our Event Sponsorship Program should be an alternative consideration.

Community Environmental (Maximum $2,500)

Protect and enhance the local environment and promote sustainable living projects, activities and programs relating to:

- Waste avoidance, minimisation and recycling
- Biodiversity
- Water and energy use
- Natural resource management
- Conservation
- Environmental education.

How do we assess our grants?

Council will consider all applications for Community Grants twice a year.

If the application meets all the eligibility criteria, it will proceed to the assessment phase where we will evaluate against the criteria in the Community Grants Policy. Both the eligibility and assessment stages will be undertaken by City of Tea Tree Gully staff. The decision of awarding grants will be made by Council.

ASSESSMENT CRITERIA

Community benefit

Does the applicant demonstrate that the activity, program, project or event benefits the residents of the City of Tea Tree Gully and supports objectives in Council's Strategic Plan?

Community need

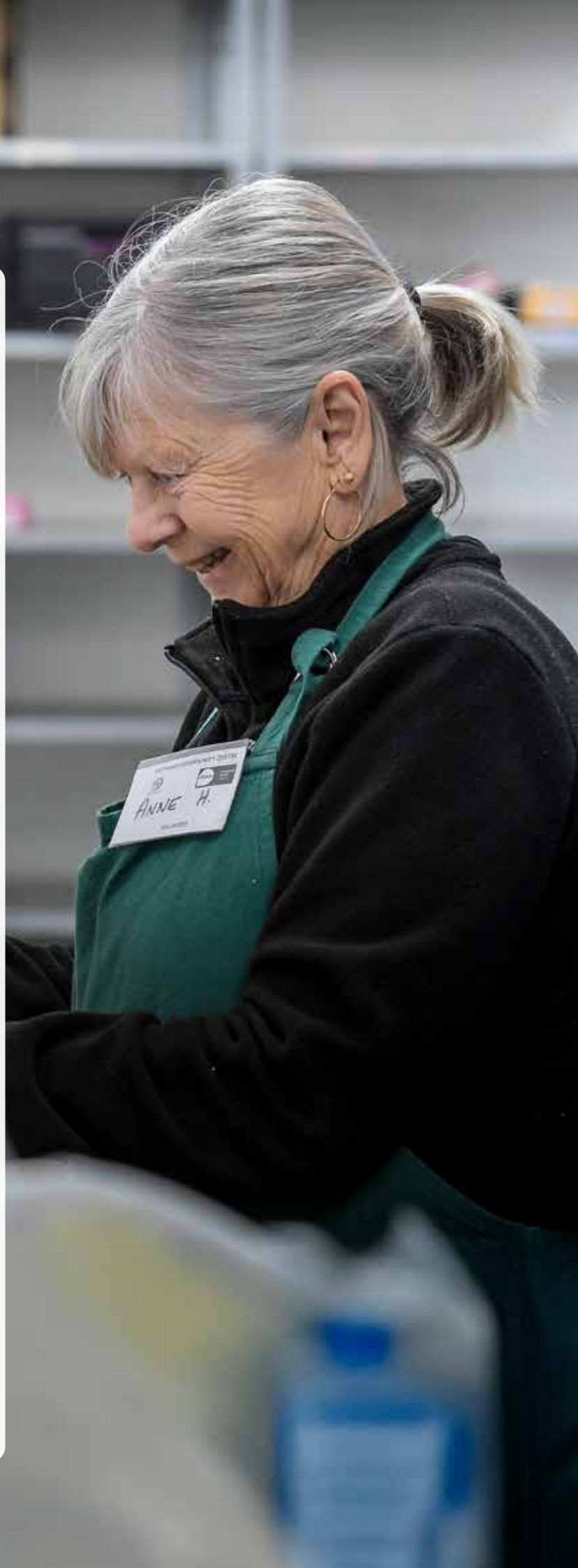
Does the activity, program, project or event meet a recognised community need or identified gap?

Capacity

Does the organisation/group/club demonstrate the capacity to deliver the project/proposed outcomes?

Community development

Does the activity, program, project or event demonstrate the application of community development principles in its planning, implementation, and intended outcomes?



What else do you need to know?

- Applicants must be located within the City of Tea Tree Gully area and/or primarily serve City of Tea Tree Gully residents.
- Applicants must clearly show how they are contributing to the project. This contribution can be financial, in-kind, or another type of support. The total value of the contribution must be at least 50% of the grant amount and can include cash, materials, volunteer time, or other in-kind support. The hourly rate used to calculate the value of volunteer time is determined by Volunteer SA/NT and updated twice per year at **www.vsant.org.au/value-of-volunteering**.
- Applicants must have not received a Community Grant from the City of Tea Tree Gully in the previous 12 months and have acquitted any previous successful grants from the City of Tea Tree Gully.
- Applicants must have no outstanding debt owing to the City of Tea Tree Gully.
- All successful projects must be completed within 12 months of approval and the evaluation report and financial acquittal including documentation (e.g. receipts) submitted to Council within one month of completion of the project.
- Any requests to modify or alter the original approval to the funds being spent must receive consent from Council in writing.
- Any unspent funds must be returned to Council at the end of the grant period.
- Applicants who receive funding from Council will be expected to acknowledge Council's grant in any publicity or promotion of the program, project or activity.
- Any equipment purchased through the Community Grants program valued at $300 or over must be returned to Council should the group cease to operate in the 12 months after the Community Grant was awarded and provide Council with a notification of cessation.

Community outcomes

Grant applications must achieve one or more of the below outcomes:

- Strengthen community groups, community based social activities, events and support programs.
- Support and encourage volunteering.
- Encourage participation by those living with a disability or community groups/or people supporting those living with a disability.
- Encourage participation in community life including taking part in leisure, arts and culture, learning, sport and recreation opportunities.
- Support and promote healthy lifestyles within the community.
- Support a safe living environment for our community.
- Encourage and support learning opportunities that meet local community needs.
- Support and celebrate cultural diversity.
- Generate a positive image of the City of Tea Tree Gully.
- Attract new events and activities to be staged in the City of Tea Tree Gully including visual and performing arts, literature, markets and cultural festivals.
- Establish or expand a local environmental management activity, program or project.
- Encourage collaboration, partnerships and sharing resources.
- Provision of a defibrillator up to a maximum sum of $1,200, subject to the terms and conditions set out in the guidelines.

What we will not fund

- Applications that are similar to previous successful grants awarded to the group/organisation.
- Payment of ongoing salaries.
- Capital works projects/developments, work to make improvements to a building and/or surrounding grounds, including facilities belonging to government bodies.
- Recurrent operating or maintenance costs for the day to day operations of the organisation/group, such as building maintenance or replacements.
- Building running costs (electricity, gas, etc).
- Activities or programs that are considered to be primarily the responsibility of the State or Australian Government (this means that schools will not be funded for curriculum based activities).
- Items for private use (e.g. uniforms/shoes for individual use).
- Retrospective works (works partially or completely undertaken or items that have been purchased prior to the application being approved by Council).
- Activities, programs or projects where existing Council funding mechanisms are in place.
- Activities, events or initiatives that celebrate an organisation's birthday or anniversary that are exclusive to group members and not open to the general public, that are political or religious in nature and may denigrate, exclude or offend parts of the community.
- Events that require an entry fee or conditional entry (i.e. membership, affiliation or alignment with a club, group or other organisation).
- Reimbursements for travel allowances.
- Sponsorship or prize monies.
- Gift vouchers or purchase of items which will be donated to a third party.

A note for Community Event applicants

Community Event applicants must meet the following conditions:

- Have public liability insurance to the value of $20 million. A current copy of the Certificate of Currency must be included with the application.
- Provide an Event Management Plan including a risk assessment at the time of application.
- Demonstrate that the purchase or hire of equipment or materials is relevant to the particular community event.
- Hold the community event in the City of Tea Tree Gully, without conflicting with any other City of Tea Tree Gully event or program.
- Lodge funding requests at least three months prior to the event.

Defibrillator funding

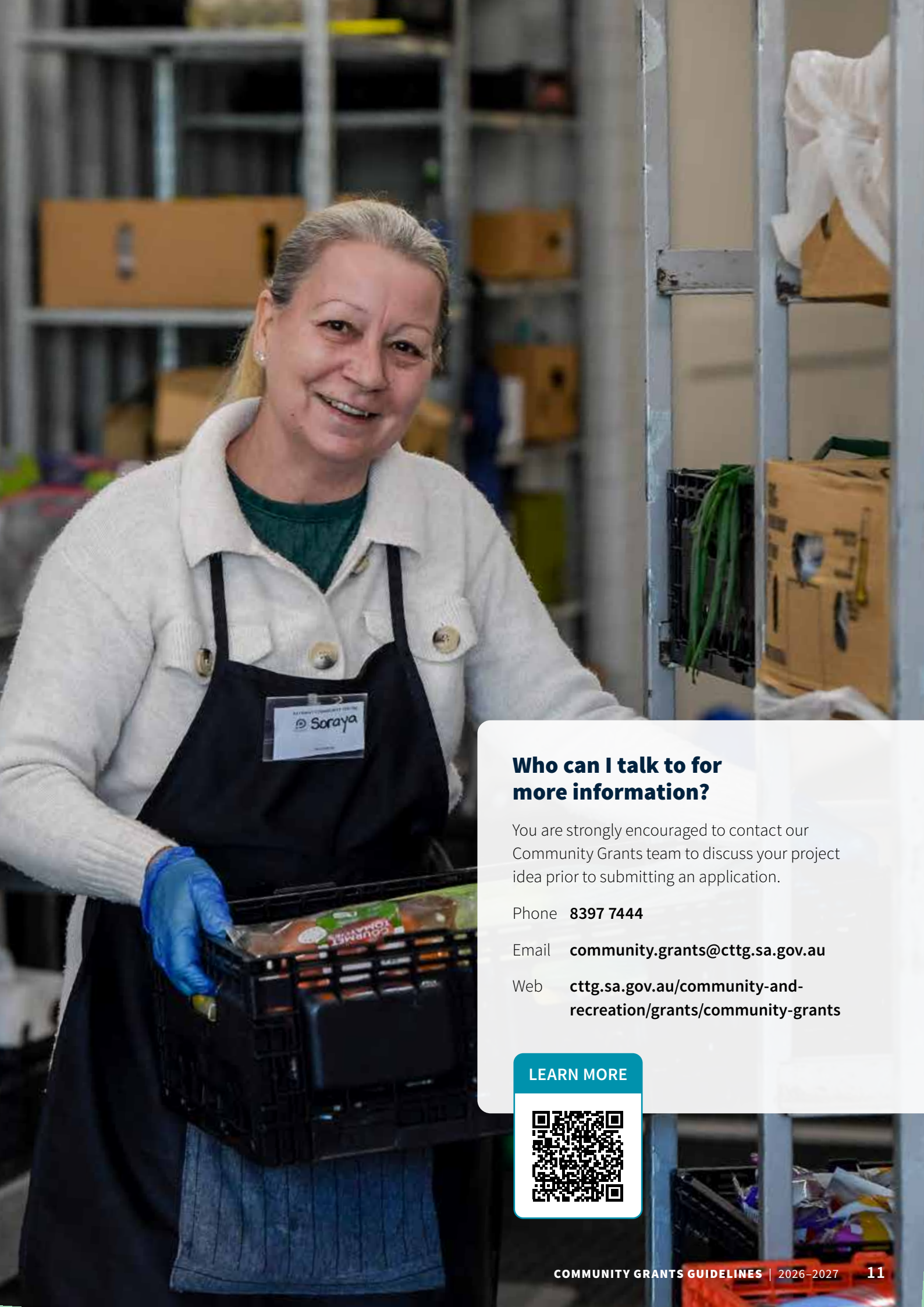
Funding available:

- Up to $1,200 is available per application (for 1 or 2 units).
- Applicants must provide a matching financial contribution.
- Volunteer hours as a contribution is not applicable.

Conditions of funding:

Before applying, the group/organisation must:

- Complete a 'CPR30' session with SA Ambulance
- Demonstrate a need for a defibrillator
- Show they have sought other funding sources
- Provide a quote including training, instructions and maintenance checks
- Acknowledge that all ongoing maintenance and replacement costs, including batteries and pads, are the responsibility of the group/organisation and not Council
- Ensure the defibrillator is installed in a visible, accessible location with appropriate signage.



Who can I talk to for more information?

You are strongly encouraged to contact our Community Grants team to discuss your project idea prior to submitting an application.

Phone **8397 7444**

Email **community.grants@cttg.sa.gov.au**

Web **cttg.sa.gov.au/community-and-recreation/grants/community-grants**

LEARN MORE

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571 Montague Road
Modbury SA 5092
8397 7444
cttg.sa.gov.au

