



CITY OF
TEA TREE GULLY
Naturally Better

Community Grants Guidelines

Round 2 2023–2024

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General information

Our Strategic Plan is focused on promoting the wellbeing of our community, that is, to ensure we have a healthy community that enjoys a quality lifestyle. The Community Grants program supports this by providing financial grants to community groups and not-for-profit organisations that provide a benefit to the wider community of the City of Tea Tree Gully. These grants will be disbursed in accordance with Council’s objectives, vision and/or management plans as per Council’s Strategic Plan.

Please read these guidelines in conjunction with the Community Grants Policy which is available on Council’s website.

The purpose of the Community Grants program is to assist eligible groups and organisations with a grant from one of the following four categories.

Category: Community development

Maximum \$8,000 for:

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.

Category: Equipment

Maximum \$3,000 for:

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

Category: Community events

Maximum \$2,500 for:

- 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.

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

See page 4 for more information on community event funding conditions.

Category: Community environment

Maximum \$2,000 to:

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

- Recycling
- Waste minimisation
- Biodiversity
- Water and energy use
- Natural resource management
- Conservation
- Environmental education.

Please note – you may apply for any one of these categories (eg if you are a sporting club you can apply for an environmental grant).

Eligibility criteria

Am I eligible to apply?	YES	NO
Non-for-profit incorporated community or sporting group/organisation	✓	
Community/sporting group or organisation auspiced by an incorporated body	✓	
Unincorporated body with no Auspice		X
Profit making organisations including commercial entities, businesses and sole traders		X
An individual		X
Located within the City of Tea Tree Gully area and/or primarily serve City of Tea Tree Gully residents	✓	
Has a limited capacity to raise funds from other sources	✓	
Has not received a Community Grant from the City of Tea Tree Gully in the previous 12 months	✓	
Has no outstanding debt owing to the City of Tea Tree Gully	✓	
Has acquitted any previous successful grants from the City of Tea Tree Gully	✓	
Grant application is similar to your organisation's/group's previous successful application		X
Already receiving funding from the City of Tea Tree Gully for events, activities, programs or projects		X

Does my grant application achieve one (or more) of these outcomes	YES	NO
Strengthen community groups through community based social activities, events and support programs	✓	
Support and encourage volunteering	✓	
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	✓	
Support and celebrate cultural diversity	✓	
Attract minor capital works or purchases that support ongoing community environmental management activities, programs or project	✓	
Encourage collaboration, partnerships and sharing resources	✓	
Generate a positive image of the City of Tea Tree Gully	✓	

Will my project be eligible?	YES	NO
Equipment items that help my group/organisation achieve one or more of the above outcomes	✓	
Events and activities staged in the City of Tea Tree Gully including visual and performing arts, literature, markets and cultural festivals	✓	
Establish or expand a community environmental management activity, program or project	✓	
Capital development or upgrading facilities		X
Operating or maintenance costs for the day to day operation of my group/ organisation (e.g. building maintenance/repairs/replacements/running costs)		X
Items for private use (e.g. uniforms, shoes, personal use items)		X
Private events, including organisations birthday, anniversary or other celebrations that are exclusive to group members and are not open to the general public		X
Reimbursement for travel allowances		X
Payment of ongoing salaries		X
Retrospective works – works partially or completely undertaken or items that have been purchased prior to the application being approved by Council		X
Activities, programs or projects where existing Council funding mechanisms are in place		X
Events that require an entry fee or conditional entry (eg membership, affiliation or alignment with a club, group or other organisation		X
Sponsorship or prize monies		X
Gift vouchers or purchase of items which will be donated to a third party		X

Further conditions regarding funding for a defibrillator

Funding available:

- Contribution of up to \$1200 (regardless of whether 1 or 2 units are being purchased)
- Funding is matched with equal monetary contribution from the group/organisation
- Volunteer hours as a contribution is not applicable.

Conditions of funding – prior to submitting an application the group/organisation must:

- Undertake a ‘CPR30’ session with SA Ambulance. Contact: 1300 136272 or healthsaasenquiries@sa.gov.au
- Demonstrate that the purchase of a defibrillator is an identified need the group/organisation
- Attempt to locate another source of funding
- Provide a quote for a unit that comes with training, instructions and maintenance checks
- Demonstrate the group/organisation are aware of ongoing costs (batteries/pads) that will applicable for the group/organisation
- Acknowledge that the group/organisation are aware that Council is not liable for any associated ongoing maintenance/replacement costs
- Ensure the device is located within the group/organisation’s building or facility in a highly visible location with adequate signage and ensure its available to all users.

How to apply

Community event applicants must also:

- 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
- Follow the SA Government COVID-19 Emergency Management Directions at the time the event will be held
- 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.

Community Grants application must be completed online at cttg.sa.gov.au/comgrants

To ensure your online application is successfully submitted please check that all areas of the application are completed. This includes adhering to the minimum and maximum word count on short and long answer questions.

Incomplete applications are unable to be assessed. As funds are subject to GST legislation, applicants must provide one of the following:

- Your ABN
- If you don't have an ABN complete a 'Statement By Supplier' form (www.ato.gov.au) stating that an ABN is not required
- If you are requesting funding through a Auspice provide their ABN or if they don't have one complete a 'Statement By Supplier' form (www.ato.gov.au)

Need help?

Please contact us to discuss your project idea before making an application. We can provide support with checking your eligibility and guiding you through making an online application. Assistance can be provided over the phone, face to face or email. Information packs are also available on request. Please call 8397 7444 and ask for the Community Grants Officer or email community.grants@cttg.sa.gov.au to set up a time to discuss.

Current grant round

Grant round

Round opens:	10am, Tuesday 20 February 2024
Round closes:	4pm, Tuesday 19 March 2024
Council meeting:	7pm, Tuesday 28 May 2024
Outcomes advised:	Friday 31 May 2024

Projects completion and acquittal and evaluation

All successful projects must be completed within 12 months of approval and the evaluation and acquittal submitted to Council within one month of completion of the project. We suggest to finalise the acquittal and evaluation as soon as you can after spending the funds and the benefit of the grant can be demonstrated. More information the evaluation and acquittal on page 7 and page 8 or please contact us.

Next round opening

It is anticipated that the next round of grants will open in August/September 2025.

Assessment, evaluation and acquittal

Assessment of applications

Applications for Community Grants will be assessed according to the criteria laid out in the policy and presented to Council for consideration following the closure of the funding round.

Information for successful applicants

All applicants will be notified in writing of Council’s decision following the Council meeting. Successful applicants will be presented with a certificate of acknowledgement signed by the Mayor or relevant Ward Councillors. This may be at a Presentation Ceremony at the Civic Centre and is dependent on the social distancing policy in place. Alternatively certificates will be available for collection from the Civic Centre or mail out to your group is available. Successful groups may be promoted through social media and on our website.

Project evaluation and financial acquittal

On completion of the project, grant recipients are required to:

- Acknowledge Council’s funding. This can be done as part of a speech at the event, in writing or as part of a handout
- Spend the grant funds as outlined in the approved grant application within 12 months of the approval
- Return any unspent funds to Council at the end of the grant period
- Seek consent from Council for any modification/ to alter the original approval to the funds being spent. All requests will be considered and the applicant will be advised in writing of Council’s decision
- Complete and submit an online City of Tea Tree Gully Community Grant Project Evaluation and Financial Acquittal form with approved documentation (e.g. receipts) specifying that the grant was spent for the purpose for which it was received. This must be actioned within one month of completion.

Definitions

ABN

The Australian business number (ABN) is a unique 11-digit identifier that makes it easier for businesses and all levels of government to interact.

Acquittal

The process by which a funding recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions for the funding agreement on completion of the project.

Auspice

Means to lend support. In the context of grant applications, an unincorporated organisation will require an Auspice organisation that is an incorporated entity. This organisation ‘the Auspice’ will be given the grant money on behalf of the unincorporated entity.

Capital Works

This term encompasses: the upgrading of facilities or buildings, structural alterations/improvements, the instillation of fixed built items, any addition that adds capital value.

Community Development

The process where the community comes together to take collective action and generate community initiated solutions to key issues for concern. Community Development aims to improve community wellbeing within the City of Tea Tree Gully.

Donation

A Donation is a voluntary, freely given financial payment that is often charitable in nature that meets the City of Tea Tree Gully’s strategic goals and objectives. There are generally no formal conditions or reporting measures placed on recipients other than that the funds are expended within the intent that they are given.

Grant

A grant is a payment made by Council to an eligible organisation for a specific purpose or project that demonstrates community benefit and assists in meeting the City of Tea Tree Gully’s strategic goals and objectives. Grants are subject to an application process and are awarded following Council endorsement.

GST

Goods and services tax, often known as GST, is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia.

Incorporated Association

Most non-for-profit organisations in South Australia hold incorporation status under the *Associations Incorporation Act 1985*. An incorporated organisation separates individual members from the entity. Incorporation makes the group of people, a single legal entity with certain rights and legal protections.

In-kind Contribution

A contribution is an investment which is either non-financial or financial from an organisation or community group towards a collaborative project, program, activity, event and/or purchase.

Non-Financial Contribution

A non-financial contribution is the provision of a service, product, or facility, free of charge or at a subsidised rate. A non-financial contribution may be subject to eligibility criteria and shall meet the City of Tea Tree Gully’s strategic goals and objectives.

One-off Grant

Is where only one funding payment can be received for the project, programs or purchase.
Acquittal - the process by which a funding recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions for the funding agreement on completion of the project.

Notes



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