



## ***Community Grants Policy***

<b>Policy Classification</b>	Council Policy/Administration Policy/Code/Terms of Reference
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<b>Version Number:</b>	1
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Related Policies or Documents:</b>	Community Grants Guidelines
<b>Associated Forms:</b>	Community Grants Application Form Community Grants Acquittal Form
<b>Responsible Manager:</b>	Director Community Development
<b>Approved by Council:</b>	<i>12<sup>th</sup> September 2023</i>
<b>Minutes Reference:</b>	C483:2023

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## Community Grants Policy

### 1. Preamble

- 1.1 Council grants are payments made by Council to support local initiatives that progress Community outcomes and contribute to sport and recreation, local culture, demonstrate community benefit and assist in meeting Council's strategic goals and objectives. Grants are to be administered in a transparent and equitable manner.
- 1.2 This policy is to provide a framework for Council to allocate funds in establishing a community grants program and in accordance with Sections 36 and 133 of the *Local Government Act 1999*.
  - c) to encourage and develop initiatives within its community for improving the quality of life of the community.

### 2. Purpose

- 2.1 This policy provides a framework for the Kangaroo Island Council to allocate budgeted funds in an effective and equitable manner, for the benefit of community organisations, groups and individuals.

### 3. Scope

- 3.1 To provide a broad framework to guide the provision of consistent decision making, funding administration and assessment processes and applies to all community grants offered by Kangaroo Island Council.
- 3.2 Grant programs may change title or funding limits over time with Council endorsement. Rather than be exhaustive, this policy provides a foundation for decision making on the introduced community grants program and any future grant programs.

### 4 Definitions

- 4.1 **CEO** means the Chief Executive Officer of the Kangaroo Island Council.
- 4.2 **Council** means the Elected Body.
- 4.3 **Kangaroo Island Council (KIC)** means the administration.
- 4.4 **Grants** are payments made by Council to an independent organisation or individual for a specific purpose or project that demonstrates community benefit and assists in meeting Council's strategic objectives. Grants are subject to an application process and are intended to generally be distributed across a range of individuals, organisations and community groups.
- 4.5 **Community Organisation**  
An entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit.



#### **4.6 Not-for-profit Organisation**

An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. Any profit made, must be used to carry out its purposes and must not be distributed to owners, members or other private people.

#### **4.7 Acquittal of a Grant**

The process by which a grant recipient demonstrates in writing to the Council, that it has expended the grant funds allocated, in accordance with the terms and conditions of the funding agreement, on completion of the activity or project.

### **5 Policy Statement**

5.1 Council is committed to administering the provision of community-based grants in a responsible, transparent and equitable manner. In preparing the annual budget, Council will determine allocations of funds for Council's Grant Programs

### **6 Policy**

6.1 This program provides grants for individuals and Not-for-profit community organisations and groups located in and/or directly benefitting Kangaroo Island residents.

6.2 Community Grants can be used for:

- Community Events,
- Environmental initiatives,
- Asset purchase/s, which will enhance the functions of the group/organisation within the community,
- Projects in the local community, including material and equipment costs where relevant,
- Encouraging wider use of/improving access to community facilities,
- Other activities viewed as having a community benefit.

6.3 Applications will be assessed against criteria stated within the program guidelines and the capacity of the applicants to deliver stated program objectives.

6.4 When assessing applications for assistance, Council will consider:

- The perceived benefit of the event, project or other activity to the community;
- Alignment with relevant strategic and operational plans of Council;
- Alignment with the objectives of the program;
- Evidence of local needs and emerging issues;
- Opportunities for community partnerships;
- Other assistance Council may have provided to the applicant in the same financial year;
- Any alternative income or assistance that is available for the proposed activity;
- The available budget;
- Ability of the applicant to deliver the activity successfully and responsibly.

6.5 Council's support via a grant program does not transfer any responsibility to Council of actions taken or outcomes achieved by the applicant during the funded activity.

- 6.6 Ineligible applicants include:
- Commercial businesses and for-profit organisations
  - State-run organisations
  - Schools
  - Special committees of Council
  - Any organisation that has received a Council grant in the same financial year (i.e., There is a limit of one (1) grant allocation per applicant for each financial year.
- 6.7 Ineligible requests include but are not limited to:
- Purchase of land.
  - Development, upgrading or renovating of government owned or privately owned facilities.
  - Events, programs or services run solely for commercial profit.
  - Payment of debt.
  - Political activities.
  - Work to meet Council development approval and/or compliance conditions or requirements.
  - Top-up funding for a previous grant or any other Council funding.
  - Funding for prize money, prizes or trophies.
  - Assistance will not be given for money already expended.
- 6.8 All Council employees, elected members and community representatives on Council committees or assessment panels, must declare any conflict of interest in assessing any application or proposal for funds in accordance with Conflict of Interest as defined in the *Local Government Act 1999* and more broadly as per accepted corporate governance practices.
- 6.9 Recipients are required to provide supporting information before receiving funding, which may include but are not limited to, acceptable level of public liability insurance cover, financial statements, quotes for services, letters of support and other information to clarify the nature of the requested activity.
- 6.10 There is a limit of (1) grant allocation per organisation/ group for each financial year. The value of the grant per organisation per year is up to \$4,000.
- 6.11 The cash amount awarded to eligible recipients is at the discretion of Council and assessed against the benefit to the Kangaroo Island communities.
- 6.12 All applicants are advised of the outcome in writing following the decision of Council. All decisions of Council are final. No negotiations will be entered into.
- 6.13 Council reserves the right to publish the names of all successful grant recipients and projects/activities. As per the requirements under the Local Government Act 1993 details of any grant, donation or benefit will be included in the Council's Annual Report.
- 6.14 Council must be acknowledged as appropriate on all advertising and promotion materials in relation to the funded activity.
- 6.15 Successful applicants are required to submit an acquittal, showing evidence of full expenditure of funds and returning any unexpended funds to Council, within timeframes specified in the program guidelines.



- 6.16 Recipients who have an outstanding acquittal will be ineligible to apply for future funding until the acquittal is submitted.
- 6.17 Acquittal information will be used to inform future grant programs in terms of benefit to the community and budget considerations.

## 7. Legislation and Compliance

*Local Government Act 1999* Principal Role of Council – Section 6

- “A Council is, under the system of local government established by this Act, established to provide for the government and management of its area at the local level and, in particular:
  - c) to encourage and develop initiatives within its community for improving the quality of life of the community.

## 8. Implementation/Delegations

Approval of grants will be determined by Council and may be delegated to the Chief Executive Officer (or delegate) where relevant.

## 9. Related Documents

Community Grants Guidelines, Application Form and Acquittal Form

Annual Business Plan and Budget

Kangaroo Island Council Strategic Plan

## 10. Availability/Accessibility

- 10.1 This Policy and accompanying Community Grants Guidelines, Application and Acquittal Forms, and Council's Fees and Charges, will be available for inspection and/or free downloading via the Council's website:  
<https://www.kangarooisland.sa.gov.au/>
- 10.2 Copies will also be provided to the public upon request and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.
- 10.2 Any grievances in relation to this policy or its application, should be forwarded in writing, addressed to the Chief Executive Officer, Kangaroo Island Council, PO Box 121, Kingscote, SA 5223.

The Community Grants Policy shall be reviewed by the Kangaroo Island Council within (3) years of the issued date.

SIGNED:



Acting Chief Executive Officer

Date: 26 / 09 / 2023