



COMMUNITY GRANTS GUIDELINES

(Terms and Conditions)

General Conditions

Funding provided must be applied to the project or activity specified in the application, have a defined delivery period and a completion date not later than 12 months from the date of acceptance of a grant awarded by Council.

Any request for variation to the funded project must be made in writing to the Chief Executive to seek approval for the change.

Projects unable to be delivered within the 12-month timeframe need to seek permission from the Chief Executive Officer for an extension of the agreed timeframe.

If for any reason the project is discontinued, the unexpended portion of funds must be returned to Kangaroo Island Council with a full account of the financial expenditure.

Council's contribution is limited to the amount granted by Council, with all other costs associated with the project being borne by the grant recipient.

The provision of funding does not oblige Council to provide any additional funding or assistance of any nature to the Applicant, whether for the project or otherwise. Nor does it imply approval of any relevant permits or approvals required for the delivery of the project or activity.

Any failure by the Applicant to adhere to any requirement contained in these conditions may affect eligibility for future funding from Council.

Council Acknowledgement

Acknowledgement is required on all promotional material for the funded project/program, in particular, the Council logo is to be placed on all collateral. Promotional material must first be approved by the relevant liaison Council officer for the project.

Where the use of a logo is not possible, the following text/verbal acknowledgement should be used in any speeches, media releases, interviews etc:

Example - [This project] is supported by the Kangaroo Island Council

Acquittal

A report and photographs, with consent from individuals in pictures, is requested within 8 weeks of the completion of the project and not later than 30 September 2024.

When preparing to apply, please review these guidelines to understand the application process, eligibility, and assessment criteria for Community Grants.

WHAT CAN BE FUNDED?

Council's Community Grants program supports the delivery of community-based activities, projects and initiatives that demonstrates a community benefit.

When assessing applications for assistance, Council will consider support for projects that:

- Align with Council's Strategic Plans, and any other relevant strategy, operational plan or policy
- Benefit the people or environment of Kangaroo Island

- Address a community need and/or evidence local emerging issues
- Foster community partnerships and connection
- Can be successfully and responsibly delivered by the applicants
- Align with the objectives of the program

WHAT CAN COMMUNITY GRANTS BE USED FOR?

The range of projects which Community Grants can be used for can be found in the table below:

Eligible projects	Ineligible Projects
Community and cultural events	The purchase of land
Environmental initiatives	The development, upgrading or renovating of government owned or privately owned facilities
Asset purchase/s, which will enhance the functions of the group/organisation within the community	Projects which run solely for commercial profit* *It is OK if the project makes a profit, but that cannot be the main aim of the project or group.
Projects in the local community, including material and equipment costs where relevant	Payment of debt
Encouraging wider use of, or improving access to community facilities	Political activities
Other activities viewed as having a community benefit	Work to meet council development approval conditions or requirements
	Top-up funding for a previous grant or any other council funding
	Funding for prize money, prizes, or trophies
	Items for which funding has been provided, or applied for through other grant bodies/rounds

HOW MUCH FUNDING IS AVAILABLE?

The Grant pool available is \$20,000 for the 2023/24 financial year, with a maximum amount of \$4,000 being available for any application. The grant pool will be set by Council each year in its normal budget setting process.

However, Council also encourages projects and activities requiring a smaller grant request, with the view to support as many eligible and worthwhile projects as possible.

Where possible, applicants are encouraged to also advised of any co-contribution (cash or in-kind) that they are able and intending to make toward proposed activities.

WHO CAN APPLY FOR A GRANT?

This program provides grants for individuals, community organisations and groups located in and/or directly benefitting Kangaroo Island residents.

Eligible applicants	Ineligible applicants
Not-for-profit community organisations and groups and Kangaroo Island based individuals	Commercial businesses and for-profit organisations
	State-run organisations
	Schools
	Special Committees of Council
	Recipients of a Council grant in the same financial year – i.e., there is a limit of (1) grant allocation per applicant for each financial year.

*A not-for-profit organisation is one that is not operating for the profit or gain of its individual members. The organisation can still make a profit, but the profit must be used for the organisations purposes and must not be distributed to individual people.

ASSESSMENT CRITERIA

When preparing your grant application, please consider the following questions, which will be used to assess your idea:

- ***Does your project align with Kangaroo Island Council's Strategic Plan and other relevant plans?***
The purpose of the Strategic Plan is to outline the community's long-term vision and aspirations for the future and is used to plan strategies for achieving these goals. The Strategic Plan can be found on Council's website.
- ***Does your project benefit the local community people or environment?***
When planning your project, consider how you can maximise the benefits to as much of our community as possible. Make sure you document this in your application.
- ***Is your project needed by our community?***
Council looks to fund projects which fill a need in the local community. Think about how you might demonstrate this in your application.
- ***How does your project create and strengthen community partnerships?***
Think about how you might bring the community together and look for ways to help strengthen our community bonds.
- ***Can your organisation deliver the project successfully and responsibly?***
Think about the resources you already have in your organisation. Do you have the capacity, skills, resources, and people to make this work? Do you have your own funds or intend to make a financial contribution over the grant amount sought for the proposed activity/project?

TIPS FOR GREAT APPLICATIONS

- ✓ Submit on time
- ✓ Complete all sections
- ✓ Include relevant support letters
- ✓ Include financial quotes
- ✓ Ensure your budget is clear and that your income and expenditure match
- ✓ Make sure your quotes include GST
- ✓ Tell us who this will benefit, and how you know they need it
- ✓ Tell us about any other project or funding partners you may have
- ✓ If you need clarity or other support from Council, discuss with us before submitting your application.

AVOID

- Illegible handwriting
- Using incorrect forms
- Late submissions
- Unsigned documentation
- Support letters addressed to other authorities
- Over-committing your organisation's resources or ability to deliver your project.

HOW WILL APPLICATIONS BE ASSESSED?

1. Once the grants deadline date closes, applications are checked by Council Officers.
2. All application material, along with a summary report is provided to a Council Community Grants Committee for consideration.
3. Final recommendations of the selection Committee is presented in a formal report to Council for endorsement.
4. All applicants are advised of the outcome in writing following the decision of Council.

Please note that all decisions of Council are final, and no negotiations are entered into.

WHAT HAPPENS ONCE A GRANT IS AWARDED?

1. The applicant will enter into a written funding agreement with Council.
2. Payment is forwarded to successful applicants. The funding agreement will include payment information.
3. The applicant keeps complete financial records of all relevant expenditures.
4. The applicant informs Council of any significant issues or change in the project as soon as possible.
5. Successful applicants must acknowledge the Kangaroo Island Council's assistance in any programs, correspondence or promotion associated with the project (see tips on next page).
6. The Mayor and Councillors where appropriate, should be invited to attend any relevant function or event associated with the funded project.
7. Project commences and is to be completed within 12 months of funding.
8. Once the activity is complete, successful applicants will be required to acquit their grant within 6 weeks of the project completion date. The acquittal form is provided to the applicant at the time of their funding agreement and will allow the organisation to provide evidence of the activity, expenditure, and outcomes.

HOW TO ACKNOWLEDGE COUNCIL'S CONTRIBUTION

It is a condition of grant funding, that Council's contribution to your project is acknowledged.

You will be asked in your application to demonstrate how you will do this. Some ideas to consider include:

- ✓ Include written acknowledgment in any material produced for the activity
- ✓ Include DVC logo in written and electronic material. Please get in contact with Council to discuss obtaining the latest logo, and to discuss how you aim to use the logo.
- ✓ Invite elected members to your event.
- ✓ Verbally acknowledge Council's support during public events.
- ✓ Acknowledge Council on your website and social media communications.
- ✓ Keep in contact with Council and inform them of project progress.
- ✓ Share photographs with Council, who can then also celebrate your project in their communications.

GET IN TOUCH

To discuss your proposal, or to get help with your application, contact the Community Development team on 08 8553 4500 or email kicouncil@kicouncilsa.gov.au

Further information about grants and other support available can be found at <https://www.kangarooisland.sa.gov.au/community/grants>