COMMUNITY IMPACT GRANTS - GUIDELINES

2023 / 2024

ACKNOWLEDGEMENT OF COUNTRY

The City of Adelaide acknowledges that we are located on the traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land. We also extend that respect to visitors of other Aboriginal Language Groups and other First Nations.

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Adelaide Telangana Association - Bathukamma Celebrations 2022. Photographer: Manoher Katta

This document provides all the necessary information and guidance when considering applying for a Community Impact Grant.

BEFORE commencing your online application, please ensure you:

- Read the guidelines fully
- Contact the Coordinator, Grants Program at grants@cityofadelaide.com.au or (08) 8203 7203

PURPOSE, STRATEGIC OBJECTIVES & PROGRAM PRIORITIES

The purpose of the Community Impact Grants Program is to provide financial support to eligible clubs, groups, educational institutions, organisations and residents to create meaningful impact in the community and positive community outcomes as well as contributing to Council's Strategic Plan (2024-2028). The program will specifically contribute towards the following strategic outcomes:

- An interesting and engaging place to live, learn and visit
- An inclusive, equitable and welcoming community where people feel a sense of belonging
- A sustainable city where climate resilience is embedded in all that we do
- The status, attributes and character of our green spaces and the Park Lands are protected and strengthened
- Adelaide's unique experiences and opportunities attract visitors to our city
- Encourage bold, interesting and purposeful development that supports the changing needs of our community and city
- Create safe, inclusive and healthy places for our community
- Drive affordable, safe and quality housing outcomes that attract and retain residents in our city

The Community Impact Grants program seeks to deliver grant funding across five identified priority areas:

Priority	Description
Welcoming	Create opportunities for people to welcome newcomers into their local neighbourhood
Participation	Encourage residents and community groups to actively participate in their local city community
Reconciliation	Develop and strengthen reconciliation practices. Support, promote and share Aboriginal and Torres Strait Islander cultures recognising the Kaurna people as traditional owners of the land
Social Inclusion	Deliver inclusive responses to meet the needs of isolated and marginalised groups

Neighbourhood Connection	Create opportunities for people to connect with each other. Celebration of diverse community and collaborations

SUMMARY: QUICK RESPONSE GRANTS

Funding Category	Quick Response
Amount per Application	Up to $2k
Length of Funding Agreement	1 Year
Rounds	Open until end of the financial year or when budget exhausted
Matched Funding	Not required
Examples of what WOULD be funded	Activities, events or programs achieving at least one of the five Program Priorities. Past examples include: • Activities, events or programs that encourage residents and community groups to actively participate in their local community • Training, education and accreditation for volunteers, coaches' officials, and administrators such as first aid training • Subsidies to support participation by vulnerable community groups • Sporting equipment or uniforms • Commercial organisations/business enterprises starting a new activity outside of their usual business • Subsidies of hire fees • Lifelong learning such as cooking or dance classes • Multi-cultural events and festivals • Reconciliation programs • Health and safety equipment for community programs • Community or resident led initiatives • Come n' try activities
Examples of what WOULD NOT be funded	• Activities, events or programs occurring outside of the City of Adelaide boundary • Maintenance costs • Expenses associated with being an individual elite or high performing athlete • Travel costs • Reimbursement of utilities

SUMMARY: PROGRAMS AND COMMUNITY EVENTS GRANTS

Funding Category	Community Impact – Programs and Community Events
Amount per Application	Up to $25k
Length of Funding Agreement	1 year - can be delivered across 2 years OR Multi-year funding - capped at 2 years
Rounds	Two per year (Q1 & Q3)
Matched Funding	Preferred but not essential
Examples of what WOULD be funded	Activities, events or ongoing programs achieving at least one of the five Program Priorities. A Community Event is small or medium sized event with a total cost of no more than $100,000. The event should be organised by community, or organisers should consult closely with a community reference group and articulate a clear benefit to the City of Adelaide community. Past examples of Community Events include: • Multi-Cultural Festivals • Reconciliation events Past examples of Programs include: • Sport and Recreation participation opportunities • Community connections such as cooking or dance classes • Activities, events or programs targeting a specific population such as a women's running program
Examples of what WOULD NOT be funded	• Activities, events or programs occurring outside of the City of Adelaide boundary. • Activities, events or programs duplicating existing services. • Activities, events or programs that form part of core service delivery or BAU for organisations. • Events where the majority of participants are professional athletes or prize money is awarded. • Expenses associated with individual or team activities.

SUMMARY: COMMUNITY INFRASTRUCTURE GRANTS

Funding Category	Community Infrastructure
Annual Budget Allocation	$100k
Amount per Application	Up to $100k
Length of Funding Agreement	1 Year
Rounds	One per year (Q3)
Matched Funding	Preferred but not essential
Examples of what WOULD be funded	Upgrades, improvements, replacement and new infrastructure that is available to the City Community. Past examples include: • Water Bubblers • Benches • Sports Lighting • Accessibility Improvements to buildings • Sun Protection • Irrigation Systems • Air conditioning • Surfaces (such as tennis courts) • Community Gardens
Examples of what WOULD NOT be funded	• Infrastructure located outside of the City of Adelaide boundary • Council Infrastructure such as paths and streetlights • General or routine maintenance of Council owned facilities • Purchase of equipment that can be easily removed/non fixed • Reimbursement of costs including lease and licence fees • Requests for reimbursement of funds already spent • The creation of new assets with a total project value of >$100k • Upgrade or renewal of an existing asset with a total project value of >$250k

WHAT WILL NOT BE FUNDED?

Applications will be ineligible if any of the following apply:

- The application does not meet the identified priorities of the City of Adelaide as detailed in Council's Strategic Plan.

- The application will contravene an existing City of Adelaide Policy or Operating Guideline.

- Applicants that haven't acquitted on any previous Council funding or finalised outstanding debts with no evidence of delivery.

- The application is for an activity that has already received funding support from one of Council's other grant programs.

- The application is for requests for reimbursement of funds already spent.

- The application is for reimbursement of costs including lease and licence fees.

- The application is for requests associated with the training and development of paid staff.

- Requests for conferences, tradeshows, award ceremonies.

- Travel expenses that are for overseas, interstate and intrastate.

- General fundraising activities (unless it can be demonstrated that there is significant benefit for the city and community, and it strongly aligns with the program priorities)

- The application is for upgrades to Council Infrastructure such as paths and streetlights.

- The application is for general or routine maintenance of Council owned or leased facilities such as repairs or maintenance of buildings, top dressing, mowing or weed removal.

COMMUNITY INFRASTRUCTURE GRANTS ONLY

Projects on public or private land are eligible if approval has been given. Applicants must have secured Council or Private owner as Landlord approval in writing prior to any funds being distributed. Any projects on private land must be consistently open and available to the public.

Applications will be ineligible if any of the following apply:

Applications from:

- Commercial organisations

- Individuals or State or Local Government departments and private enterprises

Projects requesting support for:

- Infrastructure located outside of the City of Adelaide boundary

- Council Infrastructure such as paths and streetlights

- General or routine maintenance of Council owned facilities

- Purchase of equipment that can be easily removed/non fixed

- Reimbursement of costs including lease and licence fees

- Requests for reimbursement of funds already spent

- The creation of new assets with a total project value of >$100k

- Upgrade or renewal of an existing asset with a total project value of >$250k

WHO CAN APPLY?

Applications will be considered from:

- Individuals*

- Organisations or groups who are legally constituted as an incorporated association

- Not-for-profit companies limited by guarantee

- Aboriginal and Torres Strait Islander Corporations (under the Aboriginal and Torres Strait Islander Act 2006)

- Educational institutions.

- Commercial organisations with an annual revenue of <$250k will be considered when delivering a program outside of their usual business that can demonstrate a significant benefit to the City Community and focuses on community participation rather than expected profit basis.

* Individuals will only be considered in the Programs and Community Events category if they have an ABN and evidence of previous delivery of similar programs.

Applications will not be considered from:

- State or Local Government departments

- Private enterprises

- Commercial organisations with an annual revenue of >$250k.

CANVASSING OR LOBBYING

Councillors are in regular contact with community members about Council matters. To ensure the fair and equitable distribution of grants in the community, applicants should refrain from communicating with any City of Adelaide employee or Councillor during the Assessment process of their submitted grant, in any way that may provide an unfair advantage to their application.

APPLICATION AND ASSESSMENT PROCESS

Applicants seeking funding can apply by submitting an application form online via the SmartyGrants portal within the advertised timeframes.

Once submitted, an application will be assessed according to:

- The eligibility criteria;

- Assessment criteria; and

- Available funding.

All questions in the application form must be answered and any requested attachments must be provided for the application to be assessed. Where an application is incomplete or inaccurate, the applicant will be contacted and asked to supply additional information.

Council understands that formal application and acquittal processes are not accessible and available for everyone and will provide support to individuals or groups to ensure the Community Impact Grants are fair and accessible.

If you require additional support, please contact us on 8203 7203 and ask to speak with the Coordinator, Grants Program.

APPROVAL PROCESS

Council's Administration will assess each application received and refer funding recommendations up to the value of $10k (excluding GST) to the Chief Executive Officer or delegate for determination.

Funding recommendations in excess of $10k will be presented to Council for endorsement.

For estimated notification dates please see the Community Impact Grants webpage.

UNSUCCESSFUL APPLICATIONS

Council grant funding is highly competitive and there is rarely enough budget to fund all submitted applications.

Unsuccessful applicants can request information or a meeting with the Coordinator Grants Program, to discuss feedback specifically relating to their grant application.

ASSESSMENT CRITERIA: QUICK RESPONSE GRANTS

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community, encouraging residents to access, engage and actively participate in their local community.	50%
	The application demonstrates evidence and /or clear reason for why the project was developed	
	A clear plan for identifying the target group is outlined	
Strategic Alignment	The application identifies a clear outcome/s, which is aligned to the City of Adelaide Strategic Plan (2024 – 2028)	25%
	The application achieves at least one of the five Community Impact Program Priorities	
	The application demonstrates consideration of: • Environmental sustainability (see Our Environment Outcomes in the City of Adelaide Strategic Plan 2024-2028) • Inclusiveness of all members of our community and accessibility for all • Low or no cost for disadvantaged groups	
Impact	The application outlines measures that will be used to evaluate the impact the project has on the community	25%
	The application outlines a strategy for supporting participants to continue their participation beyond the project/program	
	Total	**100%**

ASSESSMENT CRITERIA: PROGRAMS AND COMMUNITY EVENTS GRANTS

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community, encouraging residents to access, engage and actively participate in their local community.	40%
	The application demonstrates evidence and /or clear reason for why the project was developed	
	A clear plan for identifying the target group is outlined	
Strategic Alignment	The application identifies a clear outcome/s, which is aligned to the City of Adelaide Strategic Plan (2024 – 2028)	25%
	The application achieves at least one of the five Community Impact Program Priorities	
	The application demonstrates consideration of: • Environmental sustainability (see Our Environment Outcomes in the City of Adelaide Strategic Plan 2024-2028) • Inclusiveness of all members of our community and accessibility for all • Low or no cost for disadvantaged groups	
Impact	The application outlines measures that will be used to evaluate the impact the project has on the community	25%
	The application outlines a strategy for supporting participants to continue their participation beyond the project/program	
Financial Risk	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation	10%
	The proposal represents good value for money for City of Adelaide	
	Total	**100%**

ASSESSMENT CRITERIA: COMMUNITY INFRASTRUCTURE GRANTS

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community and will lead to an increase in community access and/or participation	35%
	The application addresses an identified need, gap or deficiency in the availability of facilities to the community	
	The application demonstrates evidence and/or clear reason for why the project has been developed	
	The application identifies a clear target group that will benefit from the project	
	The application identifies a clear plan to measure the benefit of the project	
Strategic Alignment	The application identifies a clear outcome/s, which is aligned to the City of Adelaide Strategic Plan (2024 – 2028)	25%
	The application demonstrates consideration of: • Environmental sustainability (see Our Environment Outcomes in the City of Adelaide Strategic Plan 2024-2028) • Inclusivity of all members of our community and accessibility for all	
Quality Infrastructure	The application demonstrates that the project will: • Increase community access • Increase a facilities carrying capacity or participation • Provide fit for purpose facilities • Address a safety issue or disability access • Reduce the environmental footprint of the facility • Improve the aesthetic of a facility	20%
Financial Risk & Project Delivery	The application outlines a clear plan for delivery – including consideration of risk, integration with other partners and resources required	20%
	The project proposed represents good value for money and Council will receive a good return on investment	
	Total	**100%**

HOW TO APPLY

All applications must be submitted online through the SmartyGrants portal.

Important information to have ready for your application:

The following information will be required during the online application process, so please ensure you have this information prior to commencing the application process.

1. The applicant organisations Australian Business Number and GST Status (not required for Quick Response Grants).

2. A clear project budget with income and expenditure forecasts.

3. Written evidence of all confirmed partners and other contributions.

4. Certified copies of the applicant organisations last year's audited financial statements (not required for Quick Response Grants).

5. A certificate of incorporation for the applicant organisation (not required for Quick Response Grants).

6. A copy of the organisation's Public Liability Insurance 'Certificate of Currency' (minimum $20 million) for the applicant to deliver the proposed project.

7. A copy of Return-to-Work SA certificate of registration or similar employee insurance (if paid staff are employed).

Additional notes for:

Auspice organisations – May auspice a number of applications concurrently per year.

Part Funding – The Community Impact Grants are oversubscribed in all categories, meaning that the application process is very competitive. Each year a large number of grant applicants are successful in receiving part of the funding they have requested. Through the application process applicants are asked if their project could proceed without full funding. Answering yes to this question can mean that an applicant receives less than they originally requested. Answering no to this question means that the applicant is not considered for part funding and will either be successful or unsuccessful.

Permits and Fees – Applicants must apply for a permit to undertake activities on Council land and should factor this cost into their application. All applicants must provide details of Public Liability Insurance cover if undertaking activities on Council land. Council will not waive fees associated with the delivery of events e.g. road closures, venue hire, cleaning, site fees etc

Multiple Applications – Applications from the same club, group or organisation across Councils sponsorship or other grants programs as well as this program, will be considered and assessed on their individual merits (though not for the same project).

MULTI-YEAR FUNDING

New in 2023 is the ability to apply for multi-year funding for a Program or Community Event, capped at 2 years.

To apply for multi-year funding your project must be scheduled to be held across both 2023/2024 and 2024/2025 financial years.

As part of the Assessment for multi-year funding the history and viability of the Program or Community Event will be considered.

Applicants who are successful in obtaining approval for multi-year funding will still be required to complete an acquittal report of the first year of their Program or Community Event, before receiving the funding for their second year.

Multi-year funding is offered at the discretion of Council.

FUNDING CONDITIONS AND ACQUITTAL REPORTING

Successful applications will be required to:

- Sign a funding agreement detailing the grant terms and conditions.

- Provide to Council relevant details for Electronic Funds Transfer of grant monies.

- Provide a detailed written report on all outcomes of the project funded by Council in the form of an acquittal report document (a template will be provided).

- Community Impact Grants – Programs and Community Events can be delivered over two years. Applicants will be required to set the acquittal year during the application process. If a project spans across two years, a project update will still be required at the end of the first year.

- Submit an acquittal report within 6 weeks from the conclusion of each project.

- Applicants may also be required to present, promote, and share their successful grant projects with the local community/other grant recipients.

MORE INFORMATION

For more information or assistance with your grant application, visit our website or please contact the Coordinator, Grants Program at grants@cityofadelaide.com.au or (08) 8203 7203.

GLOSSARY OF TERMS

Term	Meaning
Objectives	A strategic aim or goal that can be measured.
Outcomes	The final result at the end of the project or event.
Priorities	The areas that will take most importance.
Matched Funding	Where grants require the applicant to provide funds in addition to the grant.
City Community	People that live or visit the city.
City Resident	People living within the City of Adelaide boundaries.
Local Community	Interaction within a group of people living in a common location or sharing an environment.
Community Spaces	Spaces or places that are predominantly accessible to the wider community, such as a community centre or a park. Spaces that are not reserved for a specific group or cohort.
Neighbourhood Connections	Activities or groups that encourage individuals to connect with their local community giving a sense of belonging, security, and trust.
Canvassing or lobbying	Councillors are in regular contact with community members about Council matters. To ensure the fair and equitable distribution of grants in the community, applicants should refrain from communicating with any City of Adelaide employee or Councillor during the Assessment process of their submitted grant, in any way that may provide an unfair advantage to their application.