

# Community Grants Operating Guidelines

Tuesday, 1 October 2024

City Community Services and  
Culture Committee

Strategic Alignment - Our Community

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Public

**Approving Officer:**

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Shaping

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## EXECUTIVE SUMMARY

The purpose of this report is for Council to note revised Operating Guidelines for Community funding programs, comprising the Arts and Cultural and the Community Impact grant streams.

The City of Adelaide (CoA) Funding Programs Policy (the Policy) [\(Link 1\)](#), adopted on 11 June 2024, provides the framework for how CoA manages funding to individuals and organisations applying for support through CoA and its subsidiaries. The Policy covers eight Funding Programs defined as Grants, Strategic Partnerships, Incentives and Sponsorships delivered through Park Lands Policy and Sustainability, the Adelaide Economic Development Agency (AEDA) and City Culture programs.

In response to the KPMG Grants Management 2023 Audit action, all CoA funding programs, including those administered by AEDA, must align their Operating Guidelines with the Policy by the end of December 2024.

This report focuses on the City Culture grant programs which are consistent with the Policy.

The implementation of these Operating Guidelines will enable the Funding Programs to be open for community application by the end of October 2024. These programs will deliver on CoA Strategic Plan 2024-2028 outcomes, in accordance with the funding allocations approved as part of the 2024/25 Business Plan and Budget.

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## RECOMMENDATION

The following recommendation will be presented to Council on 8 October 2024 for consideration

THAT THE CITY COMMUNITY SERVICES AND CULTURE COMMITTEE RECOMMENDS TO COUNCIL  
THAT COUNCIL

1. Notes the revised Arts and Cultural Grants Program Operating Guideline, Attachment A to Item 7.1 on the Agenda for the City Community Services and Culture Committee held on 1 October 2024, for promotion and implementation.
  2. Notes the revised Community Impact Grants Program Operating Guideline, Attachment B to Item 7.1 on the Agenda for the City Community Services and Culture Committee held on 1 October 2024, for promotion and implementation.
  3. Notes that the following Funding Programs will open by the end of October 2024, as per the 2024/25 Business Plan and Budget:
    - 3.1. Arts and Cultural Grants Program
    - 3.2. Community Impact Grants Program.
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## IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	<b>Strategic Alignment – Our Community</b> Vibrant, connected and inclusive Our Objective is to support our communities to thrive, create fun, lively and interesting experiences, celebrate and honour community and cultures.
Policy	In June 2024, Council approved the City of Adelaide (CoA) Funding Programs Policy (the Policy) as an overarching grants policy to support diversity in arts, culture, community development, recreation and wellbeing. The Policy requires each funding program to develop Operating Guidelines outlining operational and administrative requirements.
Consultation	Consultation on Operating Guidelines is not required under the Policy.
Resource	Not as a result of this report
Risk / Legal / Legislative	Preparation of these Operating Guidelines responds to the KPMG Grants Management 2023 Audit action which requires a review and update of the Operating Guidelines under each City of Adelaide funding programs by the end of December 2024.
Opportunities	Clear and consistent Operating Guidelines ensure a transparent and equitable approach to distributing funding through grant programs to external organisations to co-deliver the CoA Strategic Plan 2024-2028.
24/25 Budget Allocation	Arts and Cultural Grants Program: \$268,000 <ul style="list-style-type: none"> <li>Major Round Arts and Cultural Grants \$167,000</li> <li>Quick Response Arts and Cultural Grants \$60,000</li> <li>First Nations Arts and Cultural Grants \$41,000</li> </ul> Community Impact Grants Program: \$240,000 <ul style="list-style-type: none"> <li>Multiyear commitments \$210,000 pre-committed for 2024/25</li> <li>Available grant funds for distribution this financial year \$30,000</li> </ul>
Proposed 25/26 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	The Arts and Cultural Grants and the Community Impact Grants Programs support community cultural activities and community development programs in 2024/25.
24/25 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Other grant funding contributors, co-contributions, and in-kind support from applicants will be included in grant applications where applicable and reported on through acquittals.

# DISCUSSION

1. For over twenty years, the City of Adelaide (CoA) has offered grants in support of community-led cultural, social, and recreational activities. These grants have enabled individuals, groups, organisations, and CoA to deliver on Council’s strategic objectives and respond to community needs.
2. In 2024/25 these grants will be delivered under the title CoA Strategic Plan (2024-2028) aspiration ‘Our Community’, Community Grants.

Community Grants	
Arts and Cultural Grants Program	Community Impact Grants Program

3. In 2024/25, these funding programs will invest a total of \$508,000 in community creativity, culture, and community development across grassroots, small-scale projects. This complements the investment that CoA makes through its subsidiary Adelaide Economic Development Agency (AEDA) in events, initiatives, and marketing that drive Adelaide as a destination and enhance the visitor economy.
4. All CoA funding programs, including those administered by AEDA, must align their Operating Guidelines with the CoA Funding Programs Policy (the Policy) which was adopted by Council on 11 June 2024, by the end of December 2024. This report presents the Operating Guidelines for the two funding streams of Community Grants, which have been revised and aligned with the Policy, for the City Community Services and Culture Committee’s review and endorsement.
  - 4.1. All incentive schemes administered by the Park Lands Policy and Sustainability portfolio were approved by Council at the same time as the Policy.
  - 4.2. AEDA funding programs sought approval from their Board on 19 September 2024.
5. The revised Operating Guidelines for the Arts and Cultural Grants Program (**Attachment A**) and the Community Impact Grants Program (**Attachment B**) are consistent with the Policy.

## Community Grants Background Information

6. The following section provides contextual information in relation to the focus of delivery for the CoA’s Community Grants, through its Arts and Cultural Grants Program and Community Impact Grants Program.

## Arts and Cultural Grants Program

7. Delivered as the Arts and Cultural Grants Program since 2013, these grants have enabled arts and cultural activities and experiences to connect the community and visitors to our City. These grants have been an important pathway for Council to enable community-led music (as Australia’s first and only UNESCO Creative City of Music), public art and First Nations Arts and Cultures increasing social connection and participation.
8. The focus of the Arts and Cultural Grants Program is to foster a year-round program of cultural activities that are accessible and low-cost for the community to participate in the life of the city. The program prioritises applicants who demonstrate a strong connection to the city (residents, business owners, ratepayers, students, workers), small to medium-scale community-led projects and events that contribute to the city’s cultural vibrancy, connectedness and inclusiveness.
9. In its investment focus, the Arts and Cultural Grants Program has a unique role in enabling the local community to activate the city through one-off support to deliver projects that directly engage our community and utilise the Adelaide Park Lands, city spaces and venues. This is distinct from and complementary to other existing funding mechanisms through AEDA and the State Government that include significant multi-year funding opportunities.
  - 9.1. AEDA provides funding for large-scale events and festivals that drive economic growth and promote tourism.
  - 9.2. The State Government’s arts and cultural investment focuses on broad artistic development across the State, including growing the careers of South Australian artists and operational support for key arts organisations, market development and export.
10. The Arts and Cultural Grants Program has been significantly oversubscribed annually, with funding requests exceeding the amount of funding available.
  - 10.1. Of the 174 applications processed in 2023/24, 68 projects (39% of applications) were funded. A list of all 2023/24 funding recipients is available via the CoA Website ([Link 2](#)).

10.2. Over 50 community enquiries have been received since 2023/24 funding was fully expended.

- 11. The Arts and Cultural Grants Program Operating Guidelines are provided in **Attachment A**.
- 12. The program has been reshaped to align with the CoA Strategic Plan 2024-2028 and adhere to the Funding Programs Policy.

**Community Impact Grants Program**

- 13. The Community Impact Grants Program was established in 2021/22 merging Community Development and Recreation and Sport Grant Programs into one larger funding program, incorporating elements of both programs. In merging these programs, there was a commitment to continue to ensure a fair split between community-based and recreation and sport-based projects.
- 14. Due to budget restrictions and previous multiyear commitments totalling \$210,00 of the \$240,000 only Community Impact Quick Response Grants (\$30,000) will be delivered as part of the Community Impact Grants Program in 2024/25.
- 15. Previously committed multiyear Community Impact Grants (\$73,000) and Strategic Partnerships to the value of \$137,000 will be administered through existing funding agreements, alongside the \$30,000 in Quick Response grants.
- 16. Community Impact Quick Response Grants have been available since the inception of the Community Impact Grants Program in 2021/22 and were designed as \$2,000 quick turnaround (15 working days) grants for small-scale community initiatives.
  - 16.1. On average 53 Community Impact Quick Response Grants are submitted annually with between \$50,000-\$60,000 of the overall Community Impact Grants Program funding allocated to this category.
  - 16.2. This category is designed to be the simplest process for receiving grant funding, 78% of applicants were successful in 2023/24, an increase from 65% in 2022/23 and on par with 80% in 2021/22.
  - 16.3. The average amount of funding received per application over the three years the program has been running is \$1,410.
  - 16.4. In 2023/24, the number of applications received within this category increased by 17%, which coincides with an 18% decrease in the number of applications that received the full amount of funding they requested. A list of all Quick Response 2023/24 funding recipients is available at [Link 3](#).
  - 16.5. Since the first year of the program where 48% of applications were recreation and sport-based, there has been a steady decline in applications received for these categories, 44% in 2022/23 and 37% in 2023/24 respectively.
  - 16.6. The budget allocated for Community Impact Quick Response Grants in 2023/24 was fully expended by March 2024, meaning that no funding has been available to the community through this grant for the last seven months. Over this period and more frequently since the beginning of the financial year, almost 70 enquiries have been received.
- 17. The Community Grants Operating Guidelines are provided in **Attachment B**.
- 18. The program has been reshaped to align with Council's Strategic Plan 2024-2028 and adhere to the Funding Programs Policy ([Link 2](#)).

**Operating Guidelines Criteria Additional to the CoA Funding Programs Policy**

- 19. The table below highlights conditions that have been included in the Operating Guidelines in **Attachment A** and **Attachment B** that are additional conditions to the Policy, and the rationale for their inclusion:

Community Grants Funding Program Criteria	Rationale for Including Additional Criteria In Operating Guideline	Proposed Additional Criteria In Operating Guideline
Arts and Cultural Grants ( <b>Attachment A</b> ) Additional Project Ineligibility Criteria	It is proposed that these ineligibility criteria be included in the Arts and Cultural Grants Operating Guideline, in addition to the ineligibility criteria under the CoA Funding Programs Policy. These criteria have been part of the ineligibility criteria of these grants since the establishment of the Arts and Cultural Grants Program in 2013 to avoid Council funds	The funding request is for reimbursement of funds already spent.  Training or education in government or private institutions, activities that will be offered for assessment in such institutions, and training and development of paid staff.

<b>Community Grants Funding Program Criteria</b>	<b>Rationale for Including Additional Criteria In Operating Guideline</b>	<b>Proposed Additional Criteria In Operating Guideline</b>
	supporting project costs that do not contribute directly to the vitality of the City and North Adelaide.	<p>Applications for conferences, tradeshows, award ceremonies and interstate or overseas travel expenses.</p> <p>The application is for projects or events that denigrate or exclude any groups in the community.</p> <p>The application is for general fundraising activities.</p> <p>The application is for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment or material goods such as office furniture, computers and playground etc.</p> <p>The application is for projects or events that are private or invite-only or virtual or online only.</p>
<p>Community Impact Grants Program <b>(Attachment B)</b> Additional Project Ineligibility Criteria</p>	<p>It is proposed that these ineligibility criteria be included in the Community Impact Grants Program Operating Guideline, in addition to the ineligibility criteria under the CoA Funding Programs Policy. These have been specific conditions of the Community Impact Grants since they were established and ensure that Council funds are contributing to appropriate activities.</p>	<p>The application is for requests for reimbursement of funds already spent.</p> <p>The application is for reimbursement of costs including lease and licence fees.</p> <p>The application is for requests associated with the training and development of paid staff.</p> <p>The application includes requests for conferences, tradeshows, award ceremonies.</p> <p>Travel application includes expenses that are for overseas, interstate and intrastate travel.</p>
<p>Community Impact Grants Program <b>(Attachment B)</b> Organisational Eligibility</p>	<p>It is proposed that these ineligibility criteria be included in the Community Impact Grants and Strategic Partnerships Program Operating Guideline, in addition to the ineligibility criteria under the CoA Funding Programs Policy. This is a condition approved by Council in August 2023 to ensure that commercial organisations are not receiving funding for business-as-usual activities. Commercial organisations must be delivering for the benefit of the community.</p>	<p>Commercial organisations with an annual revenue &lt;\$250k will only 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.</p>
<p>Community Impact Grants Program <b>(Attachment B)</b> Organisational Eligibility</p>	<p>It is proposed that these ineligibility criteria be included in the Community Impact Grants Program Operating Guideline, in addition to the ineligibility criteria under the CoA Funding Programs Policy. This is a condition approved by Council in August</p>	<p>State or Local Government departments, Private enterprises and Commercial organisations with an annual revenue of &gt;\$250k will not be considered.</p>

Community Grants Funding Program Criteria	Rationale for Including Additional Criteria In Operating Guideline	Proposed Additional Criteria In Operating Guideline
	2023 to ensure that Council funds are distributed to organisations that need support rather than organisations that could cover the cost of the projects themselves.	

### Next Steps

20. The Arts and Cultural Grants Program 2024/25 and the Community Impact Quick Response Grants 2024/25 will be promoted to the community via the Community Grants web page which will include simplified public-facing guidelines available in English and Mandarin.
21. For the remainder of the 2024/25 financial year, the Arts and Cultural Grants Program 2024/25 and the Community Impact Quick Response Grants 2024/25 will be administered in accordance with the approved Operating Guidelines and the City of Adelaide Funding Programs Policy.
22. A summary report will be provided to Council in Q4 2024/25 detailing:
  - 22.1. Performance against identified key performance indicators
  - 22.2. Contribution towards Strategic Plan outcomes
  - 22.3. List of all successful applicants and the amounts of funding received
  - 22.4. Outcomes achieved for the previous financial year (based on the project acquittals received in the previous 12 months).

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## DATA AND SUPPORTING INFORMATION

**Link 1** – [Funding Programs Policy](#)

**Link 2** – [2023/24 Arts and Cultural Grants Program Funding Recipients](#)

**Link 3** – [2023/24 Community Impact Quick Response Recipients](#)

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## ATTACHMENTS

**Attachment A** – 2024/25 Arts and Cultural Grants Program Operating Guidelines

**Attachment B** – 2024/25 Community Impact Grants Operating Guidelines

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