

# 2024/25 Community Impact Grants Program Operating Guideline

*Date this document was adopted on 8 October 2024 by Council*

**PARENT DOCUMENT:** [City of Adelaide Funding Programs Policy](#)

## PURPOSE

The purpose of the Community Impact Grants Program is to provide financial support to eligible clubs, groups, educational institutions, organisations and residents to ensure the outcomes of the City of Adelaide Strategic Plan (2024–2028) are realised.

## OPERATION

### Strategic Context

The Community Impact Grants Program aligns with the City of Adelaide Strategic Plan 2024–2028. Although impacting across all pillars, strategically it fits within the **‘Our Community’** aspiration. The program specifically contributes to the following strategic outcomes from the City of Adelaide Strategic Plan 2024–2028:

- 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.

All proposed projects must demonstrate benefits to the City of Adelaide community within the context of this operating guideline. Proposed projects must show adequate consideration and alignment with the aspirations identified in Council’s Strategic Plan.

The City of Adelaide acknowledges the Kurna people as the Traditional Owners of the Country where the city of Adelaide is situated, and pays its respect to Elders past, present and emerging.

### **Program Priorities and Key Performance Indicators**

There are five Community Impact Grants Program priorities that projects should support and contribute towards to enable Council’s Strategic objectives to be met. These priorities are:

<b>Priority</b>	<b>Description</b>
<b>Welcoming and Inclusive</b>	Celebrate and elevate the profiles of multicultural communities and create welcoming programs, services and opportunities for newcomers to be welcomed into their neighbourhood.
<b>Social Inclusion</b>	Deliver inclusive responses to meet the needs of isolated and marginalised groups.
<b>Participation</b>	Enable community-led services that provide ways for our community to participate in active leisure, recreation and sport.
<b>Reconciliation</b>	Champion Reconciliation and recognition of First Nations peoples and cultures by identifying opportunities to celebrate and protect Aboriginal and Kaurna culture and connection to Country.
<b>Foster Connection, Learning and Wellbeing</b>	Create opportunities for people to connect with each other and for people to expand their knowledge and skills.

Key Performance Indicators for the Community Impact Grants Program include:

- Alignment of funding with the City of Adelaide Strategic Plan 2024-2028, specifically themes outlined in the assessment criteria
- The submission rate of applications (number of applications started that were submitted)
- Number of applications submitted
- Type of projects approved – breakdown of successful projects between community and recreation and sport projects
- Acquittal submission rates for successful projects
- Number of participants reached
- Number of residents reached

### **Eligibility Framework**

The Community Impact Grants Program will follow the eligibility framework set out in the City of Adelaide Funding Programs Policy however the following eligibility criteria will be applied in the administration of this program:

- Individuals will only be considered in the Community Impact Grants category if they have an Australian Business Number (ABN) and evidence of previous delivery of similar programs.
- Commercial organisations (For Profit) with an annual revenue <\$250k will only be considered when delivering a program outside of their usual core business

activities that can demonstrate a significant benefit to the City Community and focuses on community participation rather than expected profit basis.

- State or Local Government departments, private enterprises and commercial organisations with an annual revenue of > \$250k will not be considered eligible.

In addition, applications will not be considered for funding in the administration of this program if:

- 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.
- The application includes requests for conferences, tradeshow, award ceremonies.
- Travel application includes expenses that are for overseas, interstate and intrastate travel.

**Funding Category\***

\*Available in 2024/25 Financial Year

<b>Funding Category</b>	<b>Quick Response Grant</b>	<b>Quick Response Grant Equipment &amp; Uniform</b>
Funding Available	\$500-\$2,000	\$500-\$1,000
Funding Pool	\$20,000	\$10,000
Duration of Funding	1 Year	1 Year
Timeframe	One competitive round October/November 2024	Open and assessed year-round from 1 November 2024
Process Time	15 Working days	15 Working days
Examples of Projects Supported	<p>Activities, events or programs that encourage residents and community groups to actively participate in their local community</p> <p>Training, education and accreditation for volunteers, coaches' officials, and administrators such as first aid training</p> <p>Subsidies to support participation by vulnerable community groups</p>	<p>Sporting equipment (e.g. cricket balls and pads) for sports, recreation or community clubs/groups</p> <p>Sporting uniforms for a new or specific team for sports, recreation or community clubs/groups</p>

## Assessment Criteria and Weightings

### Community Impact Quick Response Grants

Criteria	Consideration	Weighting
<b>Community Benefit</b>	The application identifies a clear benefit for the community, encouraging residents to access, engage and actively participate and learn 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	
<b>Strategic Alignment</b>	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 Grants Program Priorities	
	The application demonstrates consideration of: <ul style="list-style-type: none"> <li>• Environmental sustainability (see Our Environment Outcomes in the City of Adelaide Strategic Plan 2024-2028)</li> <li>• Inclusiveness of all members of our community and accessibility for all</li> <li>• Low or no cost for disadvantaged groups</li> </ul>	
<b>Impact</b>	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	
<b>Total</b>		<b>100%</b>

**Administration**

The Community Impact Grants Program will be administered in line with the Council's Funding Programs Policy.

**Application process** - Applications may be redirected to an alternative City of Adelaide or Adelaide Economic Development Agency funding program during the assessment process if it is deemed more appropriate for the nature and scale of the project proposed. If this occurs the applicant may be required to submit a new application to meet the priorities of the identified funding program.

Separate applications must be submitted by organisations applying for multiple projects i.e. one application per project.

Organisations who auspice applications, may auspice more than one application per financial year.

**Supporting Documentation** - The following documentation will be required as part of the application process:

- The applicant organisations ABN and GST Status where applicable
- A copy of the organisation's Public Liability Insurance 'Certificate of Currency' (minimum \$20 million) for the applicant to deliver the proposed project\*
- A copy of Return-to-Work SA certificate of registration or similar employee insurance (if paid staff are employed)
- A copy of the organisation's Child Protection Policy/Vulnerable Persons Policy or outline of the organisation's intention to comply with relevant legislation
- A certificate of incorporation for the applicant organisation (not required for Quick Response Grants)
- A clear project budget with income and expenditure forecasts
- Certified copies of the applicant organisation's most recent audited financial statements or other documentation to demonstrate the financial viability of the organisation

The following documentation is recommended but not essential in support of an application:

- Written evidence of all confirmed partners and other contributions
- Evidence of venue bookings
- Quotes for works, equipment purchase/hire, instructors/Welcome to Country or any other projected expenses included within the project budget.

\*Where an applicant intends to use City of Adelaide funding to cover the cost of purchasing insurance, a quote must be obtained, and the cost clearly identified in the project budget expenditure.

**Use of public spaces** – Where applicable, applicants are required to make a tentative booking with the City of Adelaide Events Team prior to submitting their funding application.

If funding is approved, the applicant is responsible for confirming the venue booking and for organising all infrastructure required to deliver the project.

**Fees and Charges** - City of Adelaide will not waive its own fees associated with projects e.g. road closures, cleaning, waste, site fees.

City of Adelaide will not provide in-kind support in addition to funds approved.

**Assessments Process** - Once submitted, an application will be assessed according to:

- The eligibility criteria
- Assessment criteria
- Available funding

All questions in the application form must be answered and any required supporting documents provided for the application to be assessed.

Applicants who meet eligibility and assessment criteria are not guaranteed funding. The success of an application is determined by merit against the assessment criteria, applications are assessed in competition with other submissions.

**Notification Process** - Upon completion of assessment and approval processes, all applicants will be notified of the outcome of their application in writing via email or will receive an electronic funding agreement.

**Funding Conditions** - Successful applicants will be required to:

- Enter into a funding agreement with City of Adelaide which may detail benefits in return for the investment as well as mutually agreed Key Performance Indicators (KPI's).
- Adhere to the Community Impact Grants Program funding conditions.
- Provide copies of any outstanding documents
- Provide a tax compliant invoice for payment/s
- Acknowledge and promote City of Adelaide on any marketing and communication materials including social media.
- Work with City of Adelaide as required to facilitate additional promotion opportunities.
- Ensure all people working or volunteering with children as part of a project have a valid Working with Children Check.
- Notify City of Adelaide of any changes to the project for which a project change request form may be required to be completed.

**Acquittal Process** - All successful applicants will be required to provide a detailed written report on all outcomes and applicable KPIs relating to the project funded City of Adelaide.

A link to an acquittal form will be provided via SmartyGrants at the conclusion of the project. Acquittal information required may include:

- Signed, itemised financial statements evidencing expenditure of Council funds
- Attendance data
- Feedback from participants
- Case studies
- Photographs
- Examples of marketing materials acknowledging City of Adelaide

Acquittal reports will be required within no more than 12 weeks from the conclusion of the project.

**Roles and Responsibilities** – Council’s role is outlined in the Funding Programs Policy. Council administration’s role is to:

- Administer the Community Impact Grants program as set out in this Operating Guideline and in the Funding Programs Policy.

**Decision Making/Delegations** - Final funding recommendations are made through the appropriate Council Financial Delegation for approval to proceed with notifying successful applicants. All funding recommendations will be approved through Manager Delegation.

Funding Programs can be highly competitive, resulting in a large number of applications that cannot all be supported. The success of an application is determined by its merit against the assessment criteria and in competition with other submissions. Part funding may be recommended. This decision is carefully considered to maintain the integrity of the application.

**Canvassing and 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 funding application, in any way that may provide an unfair advantage to their application.

#### **Monitoring and Reporting**

The performance of the Community Impact Grants Program will be monitored through the administrative and financial systems of Council. An annual report will be provided to Council detailing:

- Performance against identified key performance indicators
- Contribution towards Strategic Plan outcomes
- Summary of funding distributed
- List of all successful applicants and the amounts of funding received
- Outcomes achieved for the previous financial year (based on the project acquittals received in the previous 12 months).

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#### **OTHER USEFUL DOCUMENTS**

##### **Related documents**

- [Funding Programs Policy](#)
- [City of Adelaide Strategic Plan 2024-2028](#)
- [Annual Business Plan and Budget](#)
- [Caretaker Policy](#)
- [Children and Vulnerable Persons Policy](#)
- [Children and Vulnerable Persons Operating Guideline](#)
- [City Boundary Map](#)
- [Use of Public Spaces](#)
- [Adelaide Events Guidelines](#)
- [Disability Access and Inclusion Considerations](#)
- [STRETCH Reconciliation Action Plan](#)
- [Sustainable Event Guidelines](#)
- [Development Applications and Approvals](#)

### Relevant legislation

- Local Government Act 1999 (SA)

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## GLOSSARY

A full glossary of terms is included in the City of Adelaide Funding Programs Policy. Additional terms that have been used and are defined as:

**Child(ren) or Young Person(s):** a person who is under 18 years of age

**Terms and Conditions:** are special and general arrangements, rules, requirements, standards etc. Forming integral parts of a contract or agreement.

**Vulnerable Persons:** refers to people who may be at risk of exploitation due to their dependency on others.

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## ADMINISTRATIVE

In accordance with Section 91A of the *Local Government (Elections) Act 1999* and the City of Adelaide's Caretaker Policy, during the caretaker period for Local Government elections, no Funding Programs will seek applications or award funding unless there is a specific resolution of Council to enable that to occur.

Should Council resolve that this can occur, funding can then be distributed under delegation. Funding Programs will adjust delivery parameters to allow for this.

As part of Council's commitment to deliver the City of Adelaide Strategic Plan 2024-2028, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

In line with the Funding Programs Policy, this Operating Guideline will be reviewed every four years unless legislative or operational change occurs beforehand. The next review is required in 2028.

### Review history:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2021/74758	Council	08/06/2021	Endorsement of new operating guidelines
ACC2022/127262	Council	12/07/2022	Endorsement of updates to operating guidelines
ACC2023/160370	Council	12/09/2023	Endorsement of updates to operating guidelines

### Contact:

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