

# City Community Grants Operating Guideline

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

## PURPOSE

The purpose of the City Community Grants is to strengthen the community's connection to the City, enhancing its reputation as an inclusive, culturally rich, and connected place to live and visit.

These grants support free and affordable community-based initiatives that foster social inclusion, participation, Reconciliation, active lifestyles, community connections, lifelong learning and wellbeing, vibrant and engaging arts and cultural experiences that inspire residents, attract visitors, and contribute to a dynamic year-round program.

## OPERATION

**This Guideline should be read alongside the City of Adelaide Funding Policy.  
Strategic Context**

The City Community Grants contribute directly to the City of Adelaide Strategic Plan 2024–2028, in particular the “Our Community” aspiration by:

- Strengthening community connections through inclusive and participatory experiences in the areas of arts, culture, community events, recreation and sport.
- Centering the perspective of Kaurna people as the traditional custodians of the Adelaide Plains and other First Nations communities, and promoting cultural revitalisation through language, storytelling and creative expression.
- Supporting programs that promote active lifestyles, wellbeing, skill development and life-long learning.
- Prioritising community outcomes and enabling locally- led and grassroots initiatives by and for the community.
- 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.
- 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.
- Achieve a critical mass of jobs and investment and attract and retain businesses by growing a dynamic, holistic economy.

The City Community Grants program has two streams: **Community Impact** and **Arts and Culture**.

The **Community Impact** stream supports activities that deliver on the following priorities:

Priority	Description
<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 priority groups.
<b>Active Lifestyles</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 Kurna 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.

The **Arts and Culture** stream supports activities that deliver on the following priorities:

Priority	Description
<b>Amplifying our Creative Capital</b>	Amplify Adelaide's UNESCO City of Music designation to showcase the city's cultural life, talent, strengths and stories on the global stage
	Support cultural jobs and creative careers to position culture and creativity as key drivers of economic development, employment, imagination and innovation.
	Celebrate Adelaide's unique cultural identity and enable opportunities for international exchange and collaboration.
<b>Culturally Inclusive and Socially Connected</b>	Enable all people to contribute, participate and be represented in the cultural life of the city.
	Ensure that access to Adelaide's culture is easy and affordable for everyone, with a focus on: young people, older people, people living with disabilities, culturally and linguistically diverse communities, including both migrant and refugee people, women; and LGBTQIA+ communities.
	Promote a cultural life in Adelaide that showcases the strength of our sector and the diversity of our communities.
<b>Reconciliation and Truth Telling</b>	Honour and strengthen awareness of Kurna culture and connection to Country.

	Celebrate Aboriginal and Torres Strait Islander peoples and cultures in city design, public art, festivals, events, and public spaces.
	Support Aboriginal and Torres Strait Islander-led cultural initiatives, including cultural revitalisation through language, storytelling, cultural burns, and other cultural and creative practices.
<b>Preserving Cultural Heritage, Embracing Progress</b>	Protect and revitalise the city's cultural heritage including world-class architecture, iconic cultural venues, community managed spaces and collections, and preserving the Adelaide Park Lands, open spaces and natural environment.
	Ensure people, culture and creativity are at the centre of planning, design and development decisions in the city.
	Celebrate our local character, food, culture, customs, social practices and traditions, places and spaces.
<b>Creating Space for Cultural Expression</b>	Embed creativity and culture into the everyday life of the city.
	Expand the city's cultural infrastructure, including activating under-utilised spaces, to enhance Adelaide's appeal, foster community and create a sense of belonging.
	Ensure that creativity, along with Adelaide's unique arts, cultural experiences, and stories, is easily accessible, fueling the city's vitality, day and night, and all year-round.

Key Performance Indicators for the City Community Impact Grants include:

- Number and diversity of applicants
- Number and diversity of funded projects
- Percentage of applications received that are from new applicants
- Total number of participants at all funded projects
- Quality of applications submitted
- Acquittal submission rates for successful projects

### Eligibility

Applications will be considered from:

- Community groups.
- Individuals, sole traders and partnerships.
- Aboriginal Corporations and Torres Strait Islander Corporations.
- Charities, charitable trusts and not-for-profit organisations.
- Incorporated associations.
- Companies limited by guarantee.
- For-profit organisations <\$250k may apply if delivering community benefit. For-profit organisations with a revenue >\$250k are ineligible.

Projects will not be considered for funding if any of the following apply:

- Projects taking place outside of the City of Adelaide boundaries.
- The applicant has outstanding debts with the City of Adelaide or its subsidiaries.

- Requests for capital expenditure, contingency costs, core business activities or repayment of debts or loans
- Reimbursement of past expenses, including lease and license fees.
- The initiative is already receiving funding from the City of Adelaide or its subsidiaries.
- Conferences, trade shows, award ceremonies, and fundraising activities.
- Interstate or overseas travel and related accommodation expenses.
- Events where most participants are professional athletes or where substantial prize money is awarded.
- Support for individual elite or high-performing athletes.
- Programs and events for private or online-only audiences.
- Training or educational activities offered for the assessment and training of paid staff.
- Projects that denigrate and exclude any groups in the community.
- Activities that include, promote or encourage gambling or excessive consumption of alcohol.
- Current Council employees or former employees who ceased employment less than six months before applying are not eligible for funding.
- The funding request is from State or Federal government departments (except for Statutory Authorities of the State Government) or other Councils.

#### City Community Grant Funding Categories

	Quick Response	Major Round Grants
Funding available	Up to \$5,000	\$5,000–\$20,000
Timeframe	Available year-round	One competitive round per year
Notification	Within 5 weeks	Within 10 weeks
Duration of funding	1 year	
Examples of projects supported	<ul style="list-style-type: none"> <li>• Creative performances and Art exhibitions</li> <li>• Arts and cultural Festivals and Events</li> <li>• Live music</li> <li>• Public artwork</li> <li>• First Nations-led storytelling and creative practices Including Cultural events, festivals and exhibitions</li> <li>• Multicultural events and gatherings</li> <li>• Community sport and recreation programs</li> <li>• Neighbourhood activities</li> </ul>	
Acquittal	Within 8 weeks of the project concluding	

#### Funding Source

Funding for the City Community Grants is determined through the City of Adelaide's Annual Business Plan and Budget. Details of funding available will be published upon opening of the grants program.

**Assessment Criteria**

Criteria	Considerations	Weighting
Strategic Alignment	<ul style="list-style-type: none"> <li>Alignment with the City of Adelaide Strategic Plan 2024–2028.</li> <li>Clear alignment with at least one of the focus areas funding priorities.</li> <li>Alignment with City of Adelaide policies and strategic documents including the Cultural Policy, Reconciliation Action Plan, Disability Access and Inclusion Plan, and the Sustainable Events Guidelines.</li> </ul>	35%
Community and Cultural Benefit	<ul style="list-style-type: none"> <li>Clear benefit to the City of Adelaide community and/or cultural life and/or evidence of need or opportunity.</li> <li>Proposed activity encourages participation, inclusion, wellbeing, learning and skill development, and/or cultural expression.</li> <li>Supports free or low-cost access, especially for priority groups.</li> <li>Locally-led arts, cultural, recreational and community activities.</li> </ul>	35%
Project Viability	<ul style="list-style-type: none"> <li>Feasibility of the project plan, budget, and timeline.</li> <li>Risk management.</li> <li>Applicant's capacity, experience, and collaborators.</li> <li>Defined target audience and outreach strategy.</li> </ul>	30%

**How to Apply**

**Applicants are encouraged to contact the City of Adelaide before commencing an application to discuss their proposal.**

Applications must be received by the closing date and deadline as published on the website. Late applications will be deemed ineligible and will not be accepted.

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

City of Adelaide grants programs are administered through the SmartyGrants platform. You must register if you are a new SmartyGrants user. If you already have a SmartyGrants account, you can use existing details to log in and complete an application. Your application form can be saved and updated at any time until you click 'submit'.

Applications may be redirected to an alternative CoA 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 provide additional information to meet the priorities of the identified funding program.

Council understands that the formal application and acquittal processes through the SmartyGrants ICT platform may not meet everyone's access needs and provides support to individuals or groups to ensure the Funding Programs are accessible on a case-by-case basis. Please contact the Grants Program Coordinator to discuss further.

### **Supporting Documentation**

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

- The applicant's Australian Business Number or a completed Statement by Supplier form (if you do not have an ABN)
- A clear project budget with expected income and expenditure forecasts
- Booking confirmation for event location
- Written evidence of all confirmed partners and other contributions
- Marketing and Communications Plan

### **Assessment and Approval**

Once submitted, an application will be assessed according to:

- Eligibility criteria
- Assessment criteria
- Available funding

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

Applications for the Major Round will be considered and assessed by an Assessment Panel including at minimum, two City of Adelaide staff and independent assessors with subject matter expertise. Recommendations for funding will be provided to the Chief Executive Officer for approval.

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

### **Notification and Funding**

Upon completion of the assessment and approval processes, all applicants will be notified of the outcome of their application in writing.

Successful applicants will be required to:

- Enter into a funding agreement with CoA which may detail benefits in return for the investment as well as mutually agreed Key Performance Indicators (KPIs).
- Adhere to the Funding Program terms and conditions.
- Provide a copy of the organisation's Public Liability Insurance Certificate of Currency (minimum \$20 million)
- Provide a copy of Return-to-Work SA certificate of registration or similar employee insurance (if paid staff are employed)

- Provide a tax compliant invoice for payment/s
- Acknowledge and promote CoA on any marketing and communication materials including social media.
- Work with CoA as required to facilitate additional promotional opportunities.
- Agree to abide by the legal, ethical and moral considerations set out in the Protocols for using First Nations Cultural and Intellectual Property in the Arts for the use of any Aboriginal and Torres Strait Islander material.
- Ensure all people working or volunteering with children as part of this project have a valid Working with Children Check and provide a copy of the organisation's Child Protection Policy/Vulnerable Persons Policy or outline of the organisation's intention to comply with relevant legislation.
- Notify CoA of any changes to the project for which a project change request form may be required to be completed.

### **Acquitting a Project**

All successful applicants will be required to provide a detailed written report on all outcomes and applicable KPIs relating to the project funded by CoA. Acquittals are required within eight weeks of the project concluding. A link to an acquittal form will be provided via SmartyGrants prior to the conclusion of the project. Acquittal information required will include, but is not limited to:

- Final project budget showing how Council funds were spent
- Attendance numbers
- Feedback from participants
- High quality photographs with all rights, licences and permissions for publication
- Examples of marketing materials acknowledging CoA

Applicants with outstanding debts or acquittal reports will be ineligible to apply for any further funding from Council or its subsidiaries.

### **Fees and Charges**

CoA fees and charges apply to all activities, events and festivals held at Council-managed properties, including Community Centres and Libraries, Park Lands, the Adelaide Town Hall or city roads/streets. You must include all CoA fees and charges as part of your application budget, as CoA will not waive fees associated with your event, eg road closures, cleaning, waste, site fees and does not provide in-kind support in addition to funds approved.

### **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 from the Assessment Panel are provided to the Chief Executive Officer for approval, with successful applicants notified after this process.

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

Council Members 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 Council Member during the Assessment process of their submitted funding application, in any way that may provide an unfair advantage to their application.

While Council Members have a role under Section 22(1)(b) of the *City of Adelaide Act 1998 (CoA Act)* to represent the interests of residents and ratepayers of Council and to facilitate communication between the community and Council, Section 22(4) of the CoA Act provides that Council Members have no direct authority over an employee of Council with respect to the way in which the employee performs his or her duties.

In accordance with Section 62(4c) of the *Local Government Act 1999 (LG Act)*, Council Members are expressly prohibited from directing or seeking to influence an employee of Council in the exercise or performance of a power or function delegated to or performed by the employee, including under the CoA and LG Acts and this Operating Guideline.

### Monitoring and Reporting

The performance of the City Community Impact Grants 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).

## OTHER USEFUL DOCUMENTS

### Related Documents

- Funding Programs Policy
- Strategic Plan 2024–2028
- Annual Business Plan and Budget
- Cultural Policy
- Reconciliation Action Plan
- Disability Access and Inclusion
- Sustainable Events Guidelines
- Use of Public Spaces
- Caretaker Policy
- City Boundary Map
- Children and Vulnerable Persons Policy
- Adelaide Events Guidelines
- Development Applications and Approvals



- Local Government Act 1999 (SA)

## GLOSSARY

Throughout this document, the below terms have been used and are defined as:

**Acquittal:** information provided by a funding recipient that ensures the funds have been administered responsibly and in line with the funding agreement and conditions of the Funding Program. Also known as a grant evaluation, this will inform the extent to which the funded activities were delivered, and the nature of the outcomes achieved.

**Administration:** is a term used for Council staff, which in relation to this policy refers to the staff team delivering Funding Programs on behalf of Council.

**Applicant:** is the person or organisation applying for funding from Council.

**Arts:** Includes visual arts, craft, music, dance, performance, literature, film, comedy, theatre, fashion design and video game design.

**City of Adelaide:** means The Corporation of the City of Adelaide (ABN 20 903 762 572) trading as the City of Adelaide.

**City Community:** this encompasses all aspects of the city community and businesses within the City of Adelaide and North Adelaide boundary.

**Core Business Activities:** is the normal activities and costs of a business that are necessary to maintain its operations. Using the example of Council and its subsidiaries, this includes customer service, accounting, rent and utilities, maintenance, stock management, and permanent salary costs.

**Creative:** A creative is an individual or group engaged in artistic expression, innovation, and cultural production, generating cultural, social, and economic value. In this policy, creatives include artists, performers, musicians, designers, architects, digital media professionals, writers, filmmakers, storytellers, cultural practitioners, and heritage workers. They shape identity, foster connections, and drive economic growth, making them essential to Adelaide's thriving cultural landscape.

**Culture:** Culture is a fundamental human right that enriches lives, fosters creativity, and shapes identity. It reflects our way of life, values, traditions, and beliefs, expressed through art, architecture, festivals, food, language, literature, and music. The City of Adelaide's Cultural Policy defines culture as including the arts, creative industries, and heritage sectors, Aboriginal and Torres Strait Islander cultural practices, diverse identities shaped by migration and history, and cultural expressions reflecting contemporary Adelaide.

**For-Profit Organisation:** an organisation that operates with the goal of making money. Most businesses are for-profits that serve their customers by selling a product or service. The business owner earns an income from the profit and may also pay shareholders and investors from the profits.

**Funding:** is the act of providing resources to finance a need, program, or project. While this is usually in the form of money, it can also take the form of effort or time (in-kind) from an organisation or company.

**Funding Agreement:** a document outlining the funding conditions accepted by either the Council or a subsidiary (dependent on which is managing the Funding Program) and the funding recipient prior to the provision of funding.

**Grant:** a sum of money provided by Council to deliver a particular outcome.

**In-kind Support:** real project costs provided free of charge, such as; volunteer labour, administrative support, rent-free accommodation, donations of materials or equipment, and the provision of guidance or advice.

**Not-For-Profit Organisation:** a legally constituted organisation whose constitution or rules state that profits or surpluses must be used to further the organisation's artistic objectives. Any profits or surpluses cannot be distributed to owners, members or any other individual or group of individuals. The constitution or rules should also make provision for the transfer of assets to a similar organisation should they cease operations.

**Priority Groups:** Include population groups who require greater support with social determinants of health. In Australia, priority groups include:

- Aboriginal peoples and Torres Strait Islander peoples
- Children and families
- Culturally and linguistically diverse people
- International students.
- Lesbian, gay, bisexual, transgender, intersex, queer/questioning/ asexual (LGBTIQA)
- Older people – 50 years and over
- People experiencing socioeconomic disadvantage
- People who are refugees and asylum seekers
- People with disabilities
- Women
- Young people – 12 to 25 years

**SmartyGrants:** the online system and database that Council uses to receive, assess, monitor, acquit, evaluate, and record funding submissions.

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

## 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
ACC2024/135459	Council	08/10/2024	Noted the revised operating guidelines
	Council		

**Contact:**

For further information contact the City of Adelaide Grants Program

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