



Community Grants Program 2018-19

Throughout the year, Council receives many requests for financial assistance from the community. In 2018, Council is again running a Community Grants Program to enable the equitable and fair allocation of funds to address priority community needs. These funds are designed to support local community groups to develop local projects of a community, cultural, recreational, environmental or sporting nature which demonstrates benefits to the community. Grants are available for up to \$3,000 to not-for-profit and non-government organisations. Application forms and guidelines are available from the Council office or via www.kimba.sa.gov.au. Completed applications must be forwarded to the Community Grants Program, c/ Manager Corporate Services, PO Box 189, Kimba SA 5641 by 10am on June 13, 2018.

Debra Larwood
Chief Executive Officer

DISTRICT COUNCIL OF KIMBA

Community Grants Program 2018-19 Guidelines and Application



DOCUMENT APPROVAL

This document has been endorsed and approved for use by:

Debra Larwood

20/04/2018

Debra Larwood
Chief Executive Officer

Date

Document Version Control

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Authorised By	Deb Larwood, CEO

Change History

Version	Issue Date	Author	Reasons for Change
1	09/09/2015	D Larwood	Document Development
2	08/06/2016	D Larwood	Round 2 Grants Review
3	12/04/2017	D Larwood	Round 3 Grants Review
4	20/04/2018	L Keane	Round 4 Grants Review

Introduction

The District Council of Kimba Community Grants Program has been established to assist not-for-profit community groups and non-government organisations to undertake projects and activities that are beneficial to the community and the residents within the Kimba Local Government Area. These grants are distributed in accordance with Council's Strategic Plan 2016-2020.

Eligibility Criteria

The community grants are open to the following bodies:

- Non-government organisations
- Not-for-profit community organisations
- Voluntary associations
- Community groups and organisations
- Sporting Clubs

Groups that are unincorporated are still eligible to apply provided applications are made through an appropriate incorporated body that is willing to sponsor the project (i.e. accept responsibility for funding).

Eligible organisations must be:

- Located within the District Council of Kimba area.
- Demonstrate their own contribution to the project, whether financial, in-kind or by some other means and must match the amount of the grant with cash, material or other in kind support towards the program council has the authority to wave this required for all applicants than can demonstrate a genuine financial hardship (the dollar value for volunteer support is \$30.00 per hour times by the number of volunteer hours).
- Have limited capacity to raise funds of their own.

Ineligible Projects

The following projects have been deemed ineligible to access the community grant funding:

- Projects that have commenced
- Projects that already have Council funding mechanisms in place
- Projects in which funds will be used for the following
 - Payment of salaries
 - Recurrent operational costs
 - Fundraising or sponsorship
 - Commercial or political activities
 - Academic or conference costs
 - Interstate or overseas travel
 - Individual, private or commercial enterprise

Available Funding

Grants of up to \$3,000 are available.

Applications will be accepted from groups that have received funding assistance from Council in previous years, however, if the total number of applications received exceeds the amount of funds available, priority will be given to organisations that have not received funding within the previous 3 years.

How to apply

Applications are available at the Council office or via Council's website – www.kimba.sa.gov.au. Completed applications should be forwarded via email to council@kimba.sa.gov.au, by post to PO Box 189, Kimba SA 5641, or in person to the Council office by the application closing date of 10am on Wednesday, June 13, 2018.

Current Grant Round

Round opens:	May 31, 2018 at 9am
Round closes:	June 13, 2018 at 10am
Assessment date:	June 13, 2018, subject to the 2018-19 Budget being adopted at the June Ordinary Meeting of Council
Outcomes advised:	By end of July 2018
Project Completion:	All successful projects must be completed by June 30, 2019
Funding Acquittal:	Must be completed within 3 months of project completion.

Assessment of Applications

Applications for Community Grants will be assessed according to the criteria and presented to Council for consideration following the closure of the funding round.

Further Information

Please contact the Manager Corporate Services if you require further information, further assistance with completing your application, or if you would like to discuss any aspect of your project on 8627 2026 or email: council@kimba.sa.gov.au.

Funding Acquittal

A funding acquittal form is required to be completed upon finalisation of the project. This form verifies that the funds have been used in accordance with these guidelines and the project budget in the application form. It also provides Council with valuable feedback on how your project and the community have benefited from the Community Grants Program. In addition any unspent funds are required to be returned to Council.

Organisation Information of the Applicant

1. GROUP / ORGANISATION DETAILS					
Legal Entity Name:					
Address:					
Suburb:	Postcode:				
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)					
Name: (first Name and Surname)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> :				
Title (<i>your role with the group/organisation</i>):					
Address:					
Phone:	Home/Work: Mobile:				
Email:					
3. COMMUNITY GRANT RESPONSIBILITY					
Name of Person Responsible for the Grant: (First Name and Surname)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> :				
Title (<i>role with the group/organisation</i>):					
4. GROUP / ORGANISATION MANAGEMENT DETAILS					
Is your organisation:					
a) Incorporated:					
Incorporation Number:					
b) Operated under a parent organisation:					
Parent Organisation					
Name:					
c) Community/Not-for-profit and non-government entity:	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				

Organisation Information (continued)

5. ORGANISATION FINANCIAL DETAILS	
Balance of Accounts:	\$ \$
Outstanding Loans:	\$ \$
What is your organisations estimated annual operating budget? \$	
Please include a copy of your organisations most recent Balance Sheet and Profit/Loss Statement.	

6. BANKING INFORMATION	
Your organisation must have its own Bank/Credit Union Account or similar	
Full Account Name:	Financial Institution Name: Branch Location:

7. INSURANCE DETAILS			
Type of Cover	Insurer	Expiry Date	Amount of Cover

GST Declaration

I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN ABN Number - - - - -	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Project Budget Information

Will you receive any other income for this project? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
INCOME	\$ AMOUNT to the nearest whole dollar	
Organisation's contribution:	\$	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$	
Have you sought any other funding for the project: <i>(please specify the source and amount of funding requested)</i>	\$	
TOTAL (including GST):	\$	

What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
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EXPENSES <i>(specify the proposed expense budget by item and includes quotes available:)</i>	\$ AMOUNT to the nearest whole dollars	
Item	\$	
Item	\$	
Item	\$	
Item	\$	
Item	\$	
Item	\$	
Item	\$	
TOTAL (including GST):	\$	

Project Information

Name of Project Requiring Funding	
Estimated commencement date of Project.	
Estimated completion date of Project.	
Total cost of Project	\$
Amount of Community Grant Funding Requested	\$
Location of Project:	Number/Street: Suburb: Postcode:

Project Summary or Description

The description should describe concisely what the project will do and how it will be undertaken:

Attachments

- There are no attachments relating to the Project or Event Scope.
- The following documents are attached relating to the Project or Event Scope:
1. Document Name
 2. Document Name
 3. Document Name

Benefits and Outcomes of the Project or Event

Provide a description of the benefits and outcomes of the proposed project to the District Council of Kimba and/or the wider community:

Application Declaration

Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)

Please read, tick the boxes and sign:

S1 S2

- I acknowledge that I am authorised to make this application on behalf of the Organisation.
- I acknowledge that the information provided in this application is true and correct.
- I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the District Council of Kimba Community Grants Program.
- I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements.
- I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the District Council of Kimba Community Grants Program may request further information.
- By signing this form this organisation gives the District Council of Kimba permission to use details of this project and photos in any media or publicity pertaining to the Community Grants Program

On behalf of _____ (Group/Organisation)

(Name/Position)

and

(Name/Position)

(Signature 1)

(Signature 2)

(Date)

(Date)

