



# Community Grants Program Criteria

## Guidelines

The purpose of the Community Grants Program is to:

- Offer not for profit community groups financial assistance to support high quality activities and projects that provide benefit for the community of the Mount Barker district, and
- Consistently manage the large number of requests for funding that Council receives.

The average maximum grant amount is approximately \$2,500 however larger or smaller amounts will be considered. Funds are not provided on a recurrent basis and funding success does not guarantee Council contributions in future years.

## Definitions

**Community not for profit group** – a not for profit community organisation with representation within the boundaries of the Mount Barker district that uses its funds to help pursue its goals of providing benefits to the community.

## How do I apply?

Complete the online form via the grant application service powered by SmartyGrants. Ensure to include all relevant attachments and submit prior to the closing date.

Current grant rounds can be accessed via [www.mountbarker.sa.gov.au/communitygrants](http://www.mountbarker.sa.gov.au/communitygrants)  
To submit an online application, you will need to register. If you've previously registered you can simply login.

If you are completing an application as part of a group or team, a number of people can work on an application using the same log in details so long as only one person is accessing the application at any one time. Ensure you save as you go.

## Assessment Criteria

Community grant applications will be assessed against the following criteria:

- ✓ The group must fit within the definition of a Community not for profit group.
- ✓ The group must be able to show evidence that their group or proposed activity has mostly local membership or participation. *E.g.: membership numbers, percentage of members residing in the district.*
- ✓ The group must demonstrate community support / need for its activity. *E.g.: through letters of support or evidence based data, community involvement.*

- ✓ The activity demonstrates alignment to Council's Community Plan, theme Community Wellbeing, and primarily benefits individuals or communities within the Mount Barker district.
- ✓ The group must be able to demonstrate need for funding support. *E.g.: financial statement to show that without additional funding the activity could not be undertaken.*
- ✓ The group must demonstrate financial or in kind contribution by the group and / or from other sources. *E.g.: letters confirming partnerships, in kind or financial support.*
- ✓ The group can:
  - claim the grant in the financial year that it is allocated,
  - expend and acquit the money within 12 months of the grant being approved at an Ordinary Council meeting, and
  - complete activities to the satisfaction of Council, and
  - recognise Council's financial contribution.*E.g.: show a project plan or quotes to deliver the activity.*
- ✓ The group has submitted only one Community Grant application per program in the current grant round.
- ✓ The group's activity will not:
  - Primarily promote political or religious beliefs;
  - Exclude people on religious grounds;
  - Provide sponsorship or cash prizes for individuals or teams;
  - Fund activities or projects that are the core responsibility of a state or federal government department;
  - Request funding for a project that is in progress or is already completed; or
  - Cover the cost of trophies, prizes, insurances or operational expenses (including loan repayments) incurred in the conduct of community activities.

### How are Community Grants Assessed?

The Mount Barker District Council's Community Grants Assessment Committee undertakes the assessment of applications and provides recommendations to the full Council for consideration regarding approval of Annual Grants. The Committee consists of:

- Four Elected Members as appointed by Council which may include an additional Chairperson (voting),
- Council's Senior Community Development Officer (non-voting), and
- Other Council staff members as appropriate (non-voting).

The Committee provides recommendations based on the applications which best address the assessment criteria. All recommendations of the Committee are presented to Council for consideration at the next available Council meeting.

Council sets an amount for Community Grants in the Annual Business Plan. It is possible that Council will be asked for more funding than it is able to provide in any one grant round. In this case not all applications may be successful or applicants may not receive the full amount applied for.

***What happens if your application is successful?***

Once the recommendations of the Committee are endorsed at the Council meeting, organisations will be asked to supply an invoice for the payment of the grant to be processed.

***What if the Council doesn't approve your application?***

Council will provide you with feedback about why your application was unsuccessful. The Council's Community Connections Team can offer guidance and assistance with other funding opportunities.

***What happens if grant funds are not claimed, spent or acquitted?***

All grants must be claimed in the financial year that it is allocated and expended and acquitted within 12 months of the grant being approved at an Ordinary Council meeting. If grants are not utilised within the given time, all grant funds allocated will be forfeited and will be required to be returned to Council. Failure to complete the required Community Grant acquittal satisfactorily may result in the applicant being ineligible for future Council grants.

***Do you have a question or need help?***

If you need help to fill out the forms or if you have a question about the Community Grants Program, please don't hesitate to contact the Community Development Team on 8391 7200 or email [knorris@mountbarker.sa.gov.au](mailto:knorris@mountbarker.sa.gov.au)