

Community, Development and Heritage Committee Meeting Agenda

Tuesday, 27 November 2012
Council Chamber, 401 Greenhill Road, Tusmore

Members: Councillor Lemon – Presiding Member
Mayor David Parkin
Councillors Bills, Capogreco, Cornish, Davey, Hasenohr, Monceaux,
Osterstock, Palk, Piggott, Pocock and Wilkins

1. Apologies

2. Leave of Absence

3. Confirmation of Minutes

Recommendation

That the Minutes of the Community, Development and Heritage Committee held on 23 October 2012 be taken as read and confirmed.

4. Officers Reports

Items where there is no discussion to be had, are voted on individually at the beginning of this section of the Agenda, then all other items are debated and voted on individually.

4.1 Community Grants 2012 – 2013

Attachment A

Attachment B

Attachment C

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5. Other Business

6. Closure

Item No: 4.1
To: Community, Development and Heritage Committee
Date: 27 November 2012
Author: Maggie Wood – Manager Community Engagement
Contact: 8366 4229
Subject: COMMUNITY GRANTS 2012 - 2013
Attachments: A. Applications Recommended for Funding
 B. Applications not Recommended for Funding and Applications Withdrawn
 C. Community Grants Policy
Prev. Resolution: N/A

Officer's Recommendation

1. That the Report be received.
2. That the following allocation of grant funding be applied in 2012/13.

Grant	Organisation	Grant type	Allocated	Notes
1	1st Beaumont Scouting Group	Community Project.	\$913	
2	Athletics SA	Community Event	\$1500	
3	Beaumont Bowling Club Inc	Community Project	\$1975	
4	Burnside Calisthenics & Dance Academy	Community Project	\$2000	Provisional on securing a 12 month lease on premises within 6 months.
5	Burnside Historical Society Inc	Community Project	\$795	
6	Burnside Legacy Widows Club	Community Event	\$500	
7	Burnside Rostrum Club 32	Community	\$865	
8	CATS- cats assistance to sterilise(Inc)	Community Project	\$2300	Provisional on provision of satisfactory information on number of cats in Burnside desexed last year
9	Erindale Neighbourhood Watch Area	Community Project	\$500	
10	Glenunga Tennis Club Inc	Community Event	\$2261.98	
11	Kensington Park Neighbourhood Watch	Community Project/Event	\$315	
12	Linden Park Neighbourhood Watch area 249	Community Project -	\$500	
13	Probus Club of Burnside Inc	Community Event	\$400	
14	Rotary Club of Burnside Inc	Community Event	\$1500	
15	The Burnside Painting Group	Community Event	\$1000	
		TOTAL	\$17,324.98	

3. A Mayoral reception is held for all successful applicants.
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Purpose

1. To provide Elected Members with a recommended allocation for Community Grants in 2012/13 for adoption.

Strategic Plan

2. The following Strategic Plan provisions are relevant:

“A vibrant and diverse community that has a strong sense of belonging for its people”

“Access to a range of education, health and support services that meet community needs and enhance lifestyles”

Communications/Consultation

3. The following communication / consultation has been undertaken:

- 3.1 Publication of article in Council column in the Eastern Courier Messenger at commencement of application period, media release, and information on the Council website promoting that the application process has commenced.

- 3.2 Telephone and face to face discussions by the Manager Community Engagement with members of community groups seeking more information or advice on submitting applications.

- 3.3 Discussions between members of the Community Grant Working Party, comprising of the Mayor, the Chair of Community, Development and Heritage Committee, the General Manager of Community and Development Services and the Manager Community Engagement.

Statutory

4. There are no statutory implications or requirements associated with this recommendation.

Policy

5. The following Policy is relevant in this instance:

Community Grants Policy

Risk Assessment

6. The recommendations are based on the Community Grants Policy, which is publicly available. There is a risk in decision-making for the Community Grants Program that is not founded on this Policy document.

Finance

7. The 2012/13 budget has \$26,500 allocated for the Community Grants Program. Applicants may apply for a maximum of \$2,500 per project or event, and no more than 50% of the total cost of the project or event.
8. There were 16 compliant applications received with a combined value of \$17,524.98.
9. One application for \$200 was withdrawn as the applicant now deems it unnecessary
10. Two of those applications approved are on a provisional basis, asking for further information or commitment before committing the money. This constitutes \$4300 of the total grants.

Discussion

Background

11. Each year the City of Burnside allocates funding to a community grants program to the community to help fund community projects or events.
12. Council has a Community Grants Policy. The Policy is designed to be easily interpreted by applicants and the Working Party in determining the eligibility of prospective community projects and events.
13. As outlined in the Policy, applicants are required to use the funding within 12 months, unless approval is granted by Council to defer the project. Any unspent funds at the conclusion of the 12 months are to be returned to Council, unless otherwise negotiated.
14. Successful applicants must:
 - 14.1 Submit a financial reconciliation and report on outcomes of the project by 30 July in the year following receipt of the grant;
 - 14.2 Acknowledge the City of Burnside in any publications or publicity; and
 - 14.3 If requested by the City of Burnside, the successful organisation should also be willing to make a representative available for publicity purposes either in the local media or in a Council publication or other promotional material.

Analysis

15. The guidelines for applying to the Community Grants Program are contained within the Policy. The guidelines, along with the application form, were distributed upon request in hardcopy and via email, and also were also available to be downloaded from the City of Burnside's website.
16. The community grants process opened Monday 12 August 2012 and closed Monday 3 September 2012. The grant process was promoted through the Eastern Courier Messenger column, Media Release, City of Burnside website, emails and word of mouth.
17. The 2012/13 round of community grants resulted in Council receiving 23 applications, requesting a total of \$34,224.98. One application was subsequently withdrawn leaving 22 applications.
18. Prior to their presentation to Council and in line with Council Policy, the applications were assessed by a Working Party consisting of the Chair of the Community,

Development and Heritage Committee (Cr Helga Lemon), General Manager Community and Development Services (Louise Miller-Frost) and Mayor (David Parkin) with assistance from Manager Community Engagement (Maggie Wood).

19. Having assessed the applications the Working Party has recommended 15 groups be funded with a total value of \$17,324.98. Please see attachment A for details
20. Seven applications did not receive funding as they did not meet the guidelines. Please refer to Attachment B for a detailed list of groups who did not receive funding.
21. It was felt by the Working Party that the remainder of the Community Grant money should be held and used to deal with requests that may come in during the year for funds to contribute to projects or events that comply with the Community Grants Policy. These applications would be presented to Council for a decision. Any funding unspent at the end of the financial year will be returned to treasury.

Conclusion

22. The Working Party recommends a total of \$17,324.98 be granted to 15 groups to assist these groups achieve their objectives and benefit the local community.
23. It is recommended that an informal function be held in the Mayor's Parlour where successful applicants may meet with Elected Members and explain their group's contribution to the community.
24. Letters will be sent to all applicants detailing the success or otherwise of their applications.

Attachment A

Community Grant Applications 2012/13

Funded Applications

Grant	Organisation	Grant type	Requested	Allocated	Notes
1	1st Beaumont Scouting Group	Community Project. – to help buy a trailer cover in order to organize community events	\$913	\$913	
2	Athletics SA	Community Event – Help organize Chambers Gully Walk	\$2500	\$1500	
3	Beaumont Bowling Club Inc	Community Project – encourage local family groups to get involved in bowling	\$1975	\$1975	
4	Burnside Calisthenics & Dance Academy	Community Project – seed funding for new club to encourage young people in calisthenics	\$2000	\$2000	Provisional on securing a 12 month lease on premises within 6 months.
5	Burnside Historical Society Inc	Community Project – to provide funding for the society's quarterly publication	\$795	\$795	
6	Burnside Legacy Widows Club	Community Event – assist with costs of Christmas bus trip, lunch and speakers for elderly widows of war veterans	\$500	\$500	
7	Burnside Rostrum Club 32	Community Project – free seminars for residents who wish to improve their situation through public speaking skills.	\$2230	\$865	
8	CATS- cats assistance to sterilise(Inc)	Community Project – assist with scheme to sterilize cats in Burnside area	\$2300	\$2300	Provisional on provision of satisfactory information on number of cats in Burnside desexed last year

9	Erindale Neighbourhood Watch Area	Community Project – to assist with providing a welcome pack for new residents and other neighbourhood events	\$500	\$500	
10	Glenunga Tennis Club Inc	Community Event – assistance with community Gala Day on opening of new tennis courts	\$2261.98	\$2261.98	
11	Kensington Park Neighbourhood Watch	Community Project/Event – to provide personal alarms to elderly/ disabled people when it will contribute to their sense of safety and to have a community event to showcase Neighbourhood Watch messages about crime prevention in Burnside	\$315	\$315	
12	Linden Park Neighbourhood Watch area 249	Community Event - to provide a function for the residents of Linden Park to celebrate Neighbours Day 2013	\$500	\$500	
13	Probus Club of Burnside Inc	Community Event – assist with prizes for public speaking competition	\$400	\$400	
14	Rotary Club of Burnside Inc	Community Event – assist with costs of Christmas Lunch for senior citizens	\$2000	\$1500	
15	The Burnside Painting Group	Community Event – assist with costs of staging annual exhibition in its 50 th anniversary year	\$1000	\$1000	
		TOTAL	\$20189.98	\$17,324.98	

Attachment B

Applications Not Funded

#	Organisation	Purpose	\$ funding request	\$ granted
1	Sahaja Yoga Meditation	Teaching Yoga free of charge	\$800	0
2	Knightsbridge Baptist Church	Youth program	\$2500	0
3	Youth Inc	A walk from Waterfall Gully to Mount Lofty	\$2500	0
4	Seymour College inc	Kit to encourage community to experience indigenous art	\$2450	0
5	Social Awareness Program	Wellbeing education and information on community issues	\$1950	0
6	Green Tree Information Technology	Computer training for elderly people	\$2500	0
7	Conyngham Street Community Children's Centre Inc	Employ local indigenous artist to paint two murals	\$2500	0
		Total	\$15,200	0

Note: All of these groups did not meet the requirements of the Policy criteria for funding.

Application Withdrawn

#	Organisation	Purpose	Requested	Notes
1	Burnside Table Tennis Club	Replacement of table tennis table	\$200	Application withdrawn as no longer necessary

Community Grants

Classification:	Council Policy
Policy Name:	Community Grants
First Issued / Approved:	May 2003
Last Reviewed:	18 January 2011, C8075 28 August 2012; C8842
Next Review:	August 2013
ECM tracking number:	986269
Responsible Officer:	General Manager Corporate & Community Services
Relevant Legislation:	
Related Policies and Procedures:	

1. Introduction

- 1.1 The aim of Community Grants is to encourage, develop and support programs, services, facilities and projects of a health, recreational, social and community development nature, aimed at enabling Burnside residents to derive maximum benefit and quality of life.
- 1.2 This policy outlines Council's intentions, priorities and the parameters of the program. This policy also outlines the required eligibility criteria that must be addressed by parties wishing to apply for community grants, and also provides guidelines and priorities for Council staff and Elected Members when making annual funding decisions.

2. Strategic Plan Desired Outcomes

- 2.1 A vibrant and diverse community that has a strong sense of belonging.
- 2.2 Access to a range of education, health and support services that meet community needs and enhance lifestyles.

3. Our Approach

- 3.1 Encourage residents to participate in social, cultural, sporting and recreational activities;
- 3.2 Stimulate community initiatives and cooperative projects; and
- 3.3 Facilitate the provision of education, health and other support services to residents.

4. Legislative requirements and corporate policy context

Nil

5. Policy

5.1 Principles

- 5.1.1 The City of Burnside recognises that developing the social infrastructure is an important requirement to meet the needs, aspirations and the longer-term vision of the community.
- 5.1.2 The Community Grants Program is a flexible mechanism to support and strengthen individuals, families and local communities to identify their needs and develop solutions at a local level.
- 5.1.3 Community grants represent a commitment by Council to the development of effective working partnerships with community groups in response to the key themes of our Vision 2020ⁱⁱ Strategic Directions. The Community Grants Program enables community groups to meet identified needs in a partnership relationship with Council. Funded projects or programs will complement Vision 2020ⁱⁱ and foster community capacity building and sustainable communities.
- 5.1.4 Council recognises that resources are limited and therefore priority is given to community groups who can not only establish benefit to the wider community, but can mobilise the necessary resources to achieve their goals, with once-off financial assistance.
- 5.1.5 Grants may be made up to a maximum of \$2,500.00
- 5.1.6 Grants may be in one of two categories – Projects or Events.

5.2 Eligibility Criteria

- 5.2.1 Applicants must be non-profit groups or organisations who do not receive substantial State or Federal Government funding and are either:
 - 5.2.1.1 located within the City of Burnside local government area and primarily serve Burnside residents; or
 - 5.2.1.2 situated outside the City of Burnside local government area yet provide a service that primarily impacts upon Burnside residents.
- 5.2.2 This includes non-government organisations, non-profit organisations, voluntary associations, community groups and organisations. Small groups are also encouraged to apply. (if the group is not an incorporated organisation, they must have a minimum of two people nominated as responsible for the funds).
- 5.2.3 Only one application will be accepted per organisation.
- 5.2.4 Applications received from organisations or groups who provide assistance to, or work collaboratively with, Council will be looked on favourably when assessing and allocating grant funding.
- 5.2.5 Organisations who currently receive in-kind support from the City of Burnside are eligible to receive funding through this program, however, the quantum of this support will be considered when allocating funding.

- 5.2.6 Groups who receive little or no in-kind support will be prioritised ahead of those receiving significant support.

5.3 Applications not considered eligible for funding

- 5.3.1 Applications **NOT** considered eligible for funding include:

- 5.3.1.1 capital works projects (work to make improvements to a building and/or the surrounding grounds to a building);
- 5.3.1.2 building maintenance (repairs or replacements) or building running costs (electricity, gas costs etc);
- 5.3.1.3 reimbursement for money already spent;
- 5.3.1.4 services which are considered the responsibility of State and Federal Government;
- 5.3.1.5 projects that are clearly a duplication of an existing service;
- 5.3.1.6 requests for ongoing salary (a position created for the length of the project is acceptable);
- 5.3.1.7 groups already receiving financial support from the City of Burnside;
- 5.3.1.8 commercial or profit making organisations;
- 5.3.1.9 events or projects that are exclusive to group members, (with the exception of events/projects that provide a significant social benefit or service targeting community members from a disadvantaged demographic group);
- 5.3.1.10 items or services that are not directly related to staging the event or project; and
- 5.3.1.11 funding of commercial activities.

5.4 Community Groups

- 5.4.1 Community Groups within the City of Burnside local government area is encouraged to apply for project funding of up to \$2,500 from a pool of grant funding annually determined by Council.
- 5.4.2 Applicants must clearly demonstrate that their project supports the City of Burnside's Vision 2020ⁱⁱ strategic directions by showing that it meets one or more of the key approaches:
- 5.4.2.1 contributes to residents' sense of community, belonging and pride;
 - 5.4.2.2 encourages residents to participate in social, cultural, sporting and recreational activities;
 - 5.4.2.3 fosters greater social diversity;
 - 5.4.2.4 stimulates community initiatives and cooperative projects;
 - 5.4.2.5 encourages volunteerism;
 - 5.4.2.6 promotes and facilitates access to the range of activities, health and support services available for the community;

- 5.4.2.7 facilitates the provision of education, health and support services available for the community; and
 - 5.4.2.8 strengthens community capacity to respond to identified needs within the community.
- 5.4.3 In addition, it must be shown that the applicant has limited capacity to obtain the necessary funds through other means (eg with an audited financial statement for the current financial year); and the grant will not exceed half the total project cost to a maximum of \$2,500 (The groups contribution may include volunteer labour which is not counted towards the maximum).

5.5 Community Events

- 5.5.1 The City of Burnside encourages applications from community groups wishing to stage an event that will contribute to the community spirit of the City. Events must be held within the City of Burnside area and be intended for the general public and/or local community. Groups may apply for funding of up to \$2,500 from a pool of grant funding annually determined by Council. Applicants must clearly demonstrate that their event supports the City of Burnside's Vision 2020 strategic directions by showing that it meets one or more of the key approaches:
- 5.5.1.1 contributes to residents' sense of community, belonging and pride;
 - 5.5.1.2 encourages residents to participate in social, cultural, sporting and recreational activities; and
 - 5.5.1.3 fosters greater social diversity.
- 5.5.2 In addition, it must be shown that the applicant:
- 5.5.2.1 has Public Liability Insurance to the value of \$10 million for the event organisers and a copy of a current certificate of currency must be included in the application; and
 - 5.5.2.2 has undertaken a full risk assessment of the proposed event that must be submitted to Council prior to funds being released.

5.6 Repeat Funding

- 5.6.1 Repeat funding of a project under this grants program will only be considered under the following circumstances:
- 5.5.2.3 the ongoing community need for the project has been demonstrated;
 - 5.5.2.4 alternative sources of funding are not available;
 - 5.5.2.5 the group does not have sufficient resources available to fund the project;
 - 5.5.2.6 the group has satisfied all criteria relating to the nature of the application; and
 - 5.5.2.7 the group has satisfied all requirements of the previous years funding (eg submission of an appropriate financial reconciliation document).

5.7 Assessment of Applications

- 5.7.1 Council considers all applications based on recommendations provided by a working party consisting of the Mayor, the Chairperson of the Community, Development & Heritage Committee and Council staff. The working party will recommend priorities for annual funding based on the criteria and City of Burnside Vision 2020ii strategic directions.

5.8 Conditions of Grant

- 5.8.1 Successful applicants will be required to confirm their intention of accepting the grant and conditions by completing a 'Grant Acceptance Form', which will be forwarded prior to receipt of funding cheque;
- 5.8.2 Grant funds are to be used within 12 months, unless approval is granted by Council to defer the project. Any unspent funds at the conclusion of the 12 months are to be returned to Council, unless otherwise negotiated;
- 5.8.3 successful applicants must submit a financial reconciliation and report on outcomes of the project by 30 July in the year following receipt of the grant;
- 5.8.4 applicants must acknowledge the City of Burnside in any publications or publicity;
- 5.8.5 if requested by the City of Burnside, the successful organisation should also be willing to make a representative available for publicity purposes either in the local media or in a Council publication or other promotional material; and
- 5.8.6 any proposed changes to the project for which funds were granted must be submitted in writing to the City of Burnside.

6. Availability

- 6.1 The Policy is available to be downloaded, free of charge, from Council's website www.burnside.sa.gov.au
- 6.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Burnside Civic Centre
401 Greenhill Road, Tasmore SA 5065

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Email; burnside@burnside.sa.gov.au

Office hours: Monday to Friday, 8.30am to 5.00pm (except public holidays)