

2020/21 Community Funding Guidelines

The City of Burnside is a home to more than 45,000 individuals and hundreds of community groups and organisations, striving to make the City of Burnside a great place to live, work and play. Council recognises the local community sector plays a vital role in empowering people to have an active role in shaping their own future and achieving their aspirations.

The Community Funding Policy and Community Funding Guidelines outline how Council provides funding to individuals and community groups / organisations whose work enriches our community in line with the City of Burnside *Be the Future of Burnside Strategic Community Plan 2016-2026*, and the *Connected Communities Strategy 2017-2021*. The program outcomes of these strategies can be found on page 5.

Community Funding Programs

There are three community funding programs governed by the Community Funding Policy. These are:

- Community Grants (Mid-level) \$2,500 - \$10,000, one round per year
- Community Grants (Minor) up to \$2,500, one round per year
- Community Quick Response Grants up to \$500, open all year until funds administered.

Eligibility Criteria

To be eligible for funding, applicants must meet the following minimum criteria:

- Groups / organisations must be a not-for-profit constituted body such as an incorporated association, or sponsored or auspiced by a not-for-profit organisation, or a school and be located within, or offer a project within, the City of Burnside municipality.
- Individuals must be residents and/or ratepayers of the City of Burnside.
- Groups / organisations and individuals must have fully acquitted previous completed applications and have no outstanding debts to the City of Burnside.
- A particular project, event, activity or program will only be considered for one City of Burnside community funding program per financial year.

Community Grants (Mid-level and Minor)

- Will be provided to an eligible community group/organisation for time limited and project based activities that align to the community funding outcomes and are undertaken within a 12 month period.
- Community Grants (Mid-Level) must be informed by a strong evidence base of need.
- Individuals are not eligible to apply for Community Grant (Mid-level).
- Funding is provided through one funding round per year. The round will open in January for the following financial year, depending on budget availability.
- Larger allocations will be awarded for categories of priority as set out in section 5.3 of the policy, which may vary year to year at the discretion of Council.
- Applicants may not receive the full amount of funding requested.
- A Council approved Selection Panel comprising the Mayor and at least two Elected Members, assisted by two City of Burnside staff, will assess each application against the documented criteria and recommend the successful applications to Council, who will determine the successful applications through Council Resolution.
- In order to undertake a transparent process applications will be addressed against but not limited to the following documented criteria:
 - Community benefits
 - Overall value
 - Achieving a resilient, happy, healthy and connected community.
- Community Grants (Mid-level) will consider multiple applications from the same community group / organisation, however each application must be for a separate program / service and the priority will be given to distributing funds fairly across the City.
- Applicants in Community Grant (Minor) may only receive one grant per funding round. Priority will be given to new applicants who meet the Eligibility criteria outlined in 5.2 of the policy.
- The same program/event will not be funded for ongoing, recurrent activities or projects beyond two years.
- Unsuccessful applicants may reapply the next year and should address any comments provided by the Selection Panel before resubmitting the application.
- Community Grant (Mid-level) successful applicants will enter into an agreement with Council. The agreement will outline reporting requirements and a mutually agreed evaluation model that focuses on performance and outcome measures.

Quick Response Grants

The Quick Response Grants are intended to be a fast approval form of the Community Grants Minor Level. Applicants must still meet the requirements of the Community Grants Minor Level, but approval for funding is being provided outside of the usual Community Grants program submission periods.

- Funding is provided throughout the financial year, with an anticipated notification time of three weeks from receipt of application.
- Funding will be provided to eligible community groups / organisations and individuals
- Quick Response Grants are available for time-limited and project-based activities which align with the categories of Quick Response Grants and are undertaken within a 12 month period.
- Grants are awarded up to the total of \$500 per application.
- Applicants may not receive the full amount requested and funding is only available until the annual budget has been fully allocated.
- Applications will not be accepted for activities or events that have already passed.

Categories of Quick Response Grants

Environment - Grants are provided for community garden projects, environmental awareness and education, sustainable living projects, activities and programs, such as habitat creation, waste minimisation, revegetation, composting and food security.

Arts and Culture - Grants are provided for collaborative arts projects between artists and the community, cultural awareness programs, community art projects, support of training and development of individual artists and community groups.

Community Development - Grants are provided for new projects and programs that foster community participation and increase social inclusion and for small equipment purchases for community groups which increases the ability of a group to deliver a service or program to the wider community.

Youth - Grants are provided to specifically support youth in fields of educational experiences, cultural awareness, leadership development and entrepreneurial spirit that provide development for the individual and provides benefit to the community. Youth Quick Response Grants are for individuals under the age of 25 years. This grant cannot be used for school or tertiary study costs.

Positive Ageing - Grants are provided for community-based social and recreational events and activities that aim to celebrate the achievements and contributions made by people of all ages, cultures and abilities to positive ageing in our local community.

Health and Wellbeing - Grants are provided for community health and safety programs, promotion of healthy eating and access to healthy foods, programs that develop healthy lifestyles and wellbeing, innovative community recreation and physical activity programs.

History and Heritage - Grants are provided for projects which raise community awareness of Burnside's rich history and which recognise and celebrate the diverse and much valued built, cultural and natural heritage of the district.

Community Event Support - Grants in the form of monetary assistance and / or in-kind support are provided for events that bring benefits to the community as well as economic benefits and increased visitors to the City of Burnside.

Sporting Achievement – Grants are provided for local residents who have achieved excellence in sports and require financial assistance to represent South Australia or Australia in national and international competitions, tournaments and events. A maximum of value of \$250 for national and \$500 for international may be requested

Program Outcomes as outlined in 5.3 of the Community Funding Policy

<p>Activation Well-used and valued community spaces and services which enable community development, learning, connection and wellbeing.</p>	<ul style="list-style-type: none"> • Increasing opportunities for community and cultural participation. • Creation and activation of community spaces. • Increasing opportunities for community and cultural participation • Creation and activation of community spaces • Provision of both activity and passive recreational opportunities 	<ul style="list-style-type: none"> • Healthy communities are underpinned by an expansive and diverse artistic and cultural life and by creative expression and innovation. • Responding to the high level of interest, engagement and participation in the arts and cultural life of the City of Burnside community achieves multiple outcomes ranging from individual wellbeing to employment and economic development opportunities.
<p>Connections A connected community with a sense of belonging.</p>	<ul style="list-style-type: none"> • Place-making and development of enduring community relationships. • Community conversations to inform future needs and wants. 	<ul style="list-style-type: none"> • Connecting people to each other and increasing interaction within and between groups to create a connected community. • Connecting people to place ensuring that the Council and its neighbourhoods provide democratic, well-designed, attractive and accessible places, infrastructure and spaces that meet the diverse needs of all local residents, businesses and visitors.
<p>Partnerships Partnerships which enable delivery of needed and valued community facilities and services.</p>	<ul style="list-style-type: none"> • The future role of Council in aged care services. • Recreational facilities and services for our youth. 	<ul style="list-style-type: none"> • Council and the community working together to build community capacity to improve the quality of life, identify the many skills and strengths in the community and support people to participate in community life.
<p>Governance</p>	<ul style="list-style-type: none"> • Obtaining the best mix of services / programs to meet a community's needs within the available funding. City of Burnside seeks to achieve, or improve, value for money in its community funding opportunities, using a range of strategies. 	<ul style="list-style-type: none"> • Evidence-based delivery models. • Bridge gap in service provisions.

Dates

Community Grants (Mid-Level and Minor Level)

Funding is offered once per year. Applications open in January each year for projects in the next financial year. Applications for 2020/21 Community Grants Program open Monday 10 February 2020 and close 5 pm Monday 23 March 2020. Late applications will not be accepted.

Quick Response Grants

Applications are accepted all year round until all funding has been allocated for that financial year.

Assessment process

Community Grants Mid and Minor Level

The awarding of Community Grant Program funding is at the discretion of the Community Grants Selection Panel and all applications must meet the Community Funding Policy requirements and be in line with the desired outcomes outlined in 5.3 Program Outcomes and the documented criteria:

Quick Response Grants

The awarding of funding is at the discretion of the Group Manager Community Connections or delegated officer. Decisions are made within three weeks of receipt of application and are subject to funding availability.

What will not be funded?

The following will not be funded:

- Ongoing salary or salaries or associated day-to-day operational costs.
- Reimbursement of monies already spent.
- Activities and purposes primarily associated with, and for the benefit of, a commercial organisation.
- Renovations or capital works, defined as permanent improvements to a building or grounds that will increase its capital value.
- A purpose or purposes where the core funding responsibility normally rests with the State or Federal Government.
- Events that are specifically for fundraising for the applying organisation or community group.
- Projects that are clearly a duplication of an existing service.
- Non-City of Burnside individuals.

Grant agreements, terms and conditions

All applications must be received on the Council approved Application Forms and by the closing date (if applicable). Only one application per community group / organisation or individual will be funded in a financial year (except Community Grants Mid-Level).

Successful applicants (Mid-Level and Minor)

- Will be required to execute a City of Burnside funding agreement that is appropriate and matches the level of funding provided if applicable. This will include at minimum:
 - the programs / activities that the applicant has agreed to provide
 - the monitoring and reporting requirements and
 - the grant amount and payment schedule.
- Are required to submit a Financial Reconciliation and Outcomes Report preferably within three months of completion of the activity or by 30 September the financial year following their agreement. Any applicant not meeting this obligation may be ineligible for future financial support (applicable to Mid-level and Minor only).
- Must acknowledge the City of Burnside in any publications or publicity regarding the activity.

Council reserves the right to publish grant recipients' names on the City of Burnside website and other associated communication material.

Volunteer hours are not to be calculated as part of the total project cost. Other in-kind contribution can include donated materials, professional expertise, venue hire, or other costs being absorbed by the group / organisation.

The Council will not provide successful applicants with funds until they have complied with all requirements, terms and conditions outlined in their funding agreements.

Completing the application

Applications must be made via the application form online or hardcopy.

Post to:

Community Development Officer
Community Grants Program
City of Burnside
PO BOX 9
Burnside SA 5065

Hand deliver:

Community Development Officer
Community Grants Program
The City of Burnside Customer Service Desk
401 Greenhill Road,
Tusmore, SA, 5065

Email:

communitydevelopment@burnside.sa.gov.au

Please write 'Community Grants 2020/21 Application' in the subject heading of the message and attach appropriate files.

What happens to my application?

You will be sent a notification that your application has been received and you will also be notified of the outcome of your application. If you have not received confirmation of your grant being received please contact us for confirmation.

If the application is successful, you must complete and return the Electronic Funds Transfer form and any other documentation required, before payment is made available.

Have you got any questions or need help?

All enquiries for Community Grants Mid-Level can be directed to:

Group Manager Community Connections
Ph: 8366 4143 Email: ftaylor@burnside.sa.gov.au

All enquiries for Community Grants Minor Level or Quick Response Grants can be directed to:

Community Development Officer
Ph: 8366 4107 Email: communitydevelopment@burnside.sa.gov.au