

MANAGEMENT GUIDELINE

Reference Number	
Responsible Business Unit	Community Services
Responsible Officer	General Manager Community Development
Legislation	
Relevant Delegations	Chief Executive Officer – Mid Round Funding Local Government Act 1999
Related Policies Management Guidelines Frameworks	Council Grants Policy Grant Application Forms Sport & Rec. Facilities Grant Management Guideline
Link to Strategic Plan	Connected Communities
Date Adopted	
Review Date	
Previous Revisions	n/a

PURPOSE

These guidelines outline Council's role in supporting the community via Grants. Council grants extend the community's capability to conduct activities, create opportunities for community capacity building, develop and maintain sustainable community infrastructure and build strong partnerships for community benefit.

As approved in Council's annual budget allocation, an amount of funds will be distributed to eligible Rural City of Murray Bridge community applicants according to the following:-

- program priorities
- criteria and eligibility
- acquittal requirements, and
- administration processes

Funding opportunities are available through a variety of funding types as identified below. Specific criteria apply to each funding stream and considered carefully during application submission.

Council Officers will assess applications according to the specific criteria applied to each stream. Final decision on granting of funds remains with the Council except where a delegation is specifically granted.

In some instances, Council may exempt criteria due to the merits of the individual funding application.

OBJECTIVES

Council's objective is to build resilient and inclusive communities that embrace diversity. Council's Strategic Plan commits to supporting community groups; business and networks to develop, grow and achieve their aspirations. The Council Grants Program supports community organisations and individuals for a range of projects, programs, events and activities through several funding opportunities.

SCOPE

The scope of this policy includes residents and businesses of the Rural City of Murray Bridge all of whom are eligible to apply, considering the criteria specified in the guidelines. The following information specifies the scope of available funding available through several funding streams/types.

Grant Stream	Amount	Timeframes & Information
1. Community Grants	Up to \$5,000 (\$81,000 annually) Two rounds of \$40,500)	Two rounds available in March & September each year. Closing dates are the first Friday in March & September. <i>This category is specifically for Community Group Projects, Programs and Events.</i>
2. Sport & Recreation Facility Grants	No fixed amount	Open all year round <i>This category is specifically for sporting facility infrastructure. Assessed on merits, case by case.</i>
3.Environment Grants	Up to \$5,000 (\$20,000*annually) Two rounds of \$10,000	Two rounds in March & September each year. Closing dates are the first Friday in March & September. <i>This category is specifically for Community Group Environment Projects.</i>
4. Youth at Risk Grants (Zsolt Telkesi Trust Fund)	Up to \$5,000 annually	Two rounds in March & September each year. Closing dates are the first Friday in March & September. <i>This category is targeted specifically to Individuals & groups for events & projects relating to Youth at Risk.</i>
5. Mid Round Funding - Quick Win (Individual) - Quick Win (Group)	\$500 individual \$2,000 Groups Maximum of \$35,000*/year	Open all year round until \$35,000 expended <i>General all-purpose funding for immediate need NOT fitting into other categories. Council aims to process monthly.</i>
6. Quick Win (Major)	Up to \$65,000* \$32,500 advertised with community grants and available throughout the year until expended	Open all year round (until fully expended), however applicants are encouraged to submit their applications prior to the community grant round closures on the first Friday in March and September. This is likely to assist in delivering quicker turnaround times in decision responses for applicants. <i>This category is targeted specifically at larger Community Projects, Events & Activities that demonstrate an economic/tourist benefit or meet with a specific community need within the Rural City of Murray Bridge. Please note \$65k is available annually and may be allocated to one worthy community project or many, until funding is fully expended.</i>
7. Riverfront Activation	Up to \$50,000* annually + GST	Open all year round (until fully expended), however applicants are encouraged to submit their applications prior to the community grant round closures on the first Friday in March and September. This is likely to assist in delivering quick turnaround times in decision responses for applicants. <i>This category is specifically for Community Group Riverfront Activation Activities i.e. events.</i>

****Please note: Funding subject to annual key project budget approval***

DEFINITIONS

Chief Executive Officer means the appointed Chief Executive Officer or Acting Chief Executive or nominee.

Council Staff means any person that is employed full time, part time or casually by the Council who receives remuneration for their work.

Council Grants means the range of grant opportunities offered to community.

Community Action Group means the community group initiated during the Imagine 2020 campaign responsible for implementing many small win projects and the creation of the small wins grant-funding stream.

Buying Locally means Council encourages the development of competitive local businesses within the Rural City of Murray Bridge and within the State of South Australia. Council will prefer local business (where the principle office is within the Rural City of Murray Bridge) in the event that the price and quality of goods/services quoted by the local business are relatively equal to non-local businesses willing to supply to the Council (i.e. if suppliers terms are equal, then local businesses will be preferred).

GUIDELINES AND CRITERIA

1.0 Community Grants

This category is targeted at the general community and is an opportunity for community groups to seek funding for a variety of activities, projects and events, which contribute to the empowerment and development of the community. This category is specifically for Community Group Projects, Programs and Events.

- Available in two rounds of \$40,500 in March and September
- Closing dates are the first Friday in March and September
- Applications are capped at \$5,000
- Applications are available directly from the website or hard copies are available upon request.
- Please contact a Grant Officer for further information if required. Phone 08 85391100 or email council@murraybridge.sa.gov.au

1.1 Who can apply?

Not-for-profit community organisations that:

- 1.1.1 Operate within the Rural City of Murray Bridge area or can demonstrate the project or program will benefit residents of our Local Government area
- 1.1.2 Are able to demonstrate viability & sustainability
- 1.1.3 Have met acquittal conditions for any previous Council grants
- 1.1.4 If the applicant is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by such a group. Council requires a letter from the supporting sponsor confirming the sponsorship
- 1.1.5 If the application is sponsored/auspiced by a not-for-profit entity, applicants are only generally eligible to apply for funding once per year
- 1.1.6 Applicants should contribute to at least half of the project/event cost either in cash, in kind or sponsorship
- 1.1.7 Community groups based within a school setting are eligible to apply provided it can be demonstrated that: -
 - 1.1.7.1 The activity is initiated, managed and organised by local residents who are assisted rather than directed by the Department of Education and Child Development (DECD) or other school based staff
 - 1.1.7.2 Alternative funding sources are NOT available from DECD for the project

1.2 Who cannot apply?

Applications cannot be made by:

- 1.2.1 Government agencies or departments of local, state or federal Government
- 1.2.2 Educational, religious or medical organisations, where the application is for the organisation's core business
- 1.2.3 Businesses and individuals
- 1.2.4 Groups or clubs that hold a gaming licence
- 1.2.5 Generally, applicants funded in the previous 12 months.
- 1.2.6 Applicants that have not met acquittal conditions for any previous RCMB Funding

1.3 Complying Activities

The following activities may be eligible:

- 1.3.1 Demonstrate a purpose that is in the public's interest, with significant community need and/or economic benefit
- 1.3.2 Demonstrate strong alignment with Council's priorities as described in the current Council Strategic Plan
- 1.3.3 Adhere to the terms and conditions of this funding program
- 1.3.4 Sport & Recreational activities (ineligible for the larger Sport & Recreation Facilities Grant funding category)
- 1.3.5 Events
- 1.3.6 Programs
- 1.3.7 Projects
- 1.3.8 Approved equipment purchases
- 1.3.9 Community Service, Events or Social welfare activities and programs

1.4 Non-complying Activities

- 1.4.1 Ongoing operational or recurrent costs including salaries, fuel & rent
- 1.4.2 Activities that have already begun prior to submitting a grant
- 1.4.3 The core business of educational, religious or medical organisations
- 1.4.4 Development of privately-owned facilities
- 1.4.5 Payment of debt
- 1.4.6 Political activities
- 1.4.7 Projects run solely for commercial profit
- 1.4.8 Projects run solely for fundraising purposes, without broader community benefit
- 1.4.9 Requests from for-profit organisations and commercial interests, and groups not working within the Rural City of Murray Bridge
- 1.4.10 Sponsorship of individual and team participation in sporting or recreational events
- 1.4.11 Requests from State and Federal Government departments and services

1.5 General

- 1.5.1 Higher priority will be given to first time, complying community group applications
- 1.5.2 Higher priority will be given to projects, events and programs that align with Council's current Strategic Plan
- 1.5.3 Lower priority will be given to applicants who have been funded within the previous 12 months
- 1.5.4 Lower priority will be given to applicants for projects or events that have previously received Council funding
- 1.5.5 It is up to the applicant to submit all required information all together and on time.

- 1.5.6 Maximum Grant \$5000
- 1.5.7 Groups should have no debt to Council
- 1.5.8 Form B must be completed if the group/organisation has a lease, license or will be using Council property to undertake the proposed project/event
- 1.5.9 Provision of last audited/certified financials or in the case of small charities an Annual Information Statement.
- 1.5.10 Applicant must keep a copy of the application and any quotes (preferably local). Council will not return or provide copies
- 1.5.11 The advertised closing dates for applications are not flexible
- 1.5.12 An application for only one project & one event can be submitted within a 12-month period
- 1.5.13 Applicant must contribute at least half of the project/event cost either in cash, in kind or sponsorship

Council will also consider the following:

- 1.5.14 Level of community benefit & the extent to which the project will increase the skills, knowledge, awareness and participation of community members
- 1.5.15 Extent the project meets a demonstrated need and is appropriate to that need
- 1.5.16 Existence of a clearly stated purpose and a plan for achieving that purpose
- 1.5.17 The ability of the project to develop a sense of community
- 1.5.18 Provision of a detailed budget, quotes and estimates
- 1.5.19 Applicants that have limited funding opportunities
- 1.5.20 The level of the applicant's contribution (at least half in-kind, cash, sponsorship etc.)
- 1.5.21 Council will consider any economic benefit to the region that the application may bring
- 1.5.22 Wherever possible good, products, equipment and services should be sourced locally.

2.0 Sport & Recreation Facilities Grants (S&RFG)

Rural City of Murray Bridge Sport & Recreation Infrastructure Grants program is a fantastic opportunity for community groups to seek funding for sporting and recreational facility infrastructure projects. For more detail please refer to the Sport & Recreation Facilities Grant Management Guideline.

- Total annual budget allocated \$60,000
- No fixed application amount
- Available all year round until funds are exhausted
- Applicants are strongly encouraged to discuss their application with a Council Grants Officer prior to submission
- If the application is successful, the applicant immediately becomes ineligible for any other funding for 12 months from date of application or until the funding has been acquitted.
- Applications are available directly from a Grant Officer upon request and from the Council Website. Phone: 85391100 or email: council@murraybridge.sa.gov.au

2.1 Who can apply?

Sport and Recreation organisations that:

- 2.1.1 Are incorporated within the Rural City of Murray Bridge

- 2.1.2 Have met acquittal conditions for any previous RCMB grants
- 2.1.3 Can contribute funds to the project either in cash or in kind based on the S&RFG management guidelines

2.2 Who cannot apply

Applications cannot be made by:

- 2.2.1 Government agencies or departments of local, state or federal Government
- 2.2.2 Businesses and Individuals
- 2.2.3 Clubs which have a Gaming Licence
- 2.2.4 Applicants that have not met acquittal conditions for any previous RCMB Funding
- 2.2.5 Generally, applicants funded in the previous 12 months.

2.3 Complying Activities

- 2.3.1 Demonstrate strong alignment with Council's priorities as described in the current Council Strategic Plan in the current Sport Recreation and Open Space Strategy or other relevant Council plans or strategies
- 2.3.2 Adhere to the terms and conditions of this funding program
- 2.3.3 Use of qualified trades with appropriate licences
- 2.3.4 Facility construction, renewal or enhancement
- 2.3.5 Oval maintenance and irrigation
- 2.3.6 Construction of public toilets, clubrooms, car parking and drainage
- 2.3.7 Installation and maintenance of floodlights
- 2.3.8 Resurfacing & fencing (i.e. Tennis and Netball courts)

2.4 Non Complying Activities

- 2.4.2 Clubs not operating within the Rural City of Murray Bridge
- 2.4.2 Ongoing operational or recurrent costs including salaries, fuel, bills & rent
- 2.4.3 Repeat applications for the same project
- 2.4.4 Cleaning and maintenance costs
- 2.4.5 Activities that have already begun prior to submitting a grant application
- 2.4.6 Non facility based projects
- 2.4.7 Only one successful grant application per annum will normally be accepted
- 2.4.8 Clubs with outstanding acquittals for RCMB Grants will not be eligible

Priority is given to:

- 2.4.9 First time complying S&RFG applications
- 2.4.10 Projects that align with Council's current Strategic Plan, Sport Recreation and Open Space Strategy or other relevant RCMB strategies or plans. See Council Plans section on the Council website
- 2.4.11 Projects that maximise external funding opportunities and meet the Council's strategic priorities
- 2.4.12 Projects that encourage multiple users

- 2.4.13 Projects that principally cater to the elderly or young people, rather than those that cater for adults particularly which are supported by licenced club or facility
- 2.4.14 Clubs that are registered in a recognised club development program e.g. STARclub

Please note: Refer to the Sport and Recreation Facilities Grant Management Guideline if further detail is required. www.murraybridge.sa.gov.au

3.0 Environment Grants

Rural City of Murray Bridge Environmental Grant program is an opportunity for community groups to seek funding for Environmental Projects.

- A total of \$20,000 available/year in two rounds of \$10,000 in March and September
- Closing dates are the first Friday in March and September
- Applications are capped at \$5,000
- Funding subject to annual key project budget approval – not guaranteed
- Applications are available directly from the Council website or hard copies are available upon request.
- Please contact a Grant Officer for further information if required. Phone 08 85391 100 or email council@murraybridge.sa.gov.au

3.1 Who can apply?

Not-for-profit community organisations that:

- 3.1.1 Operate within the Rural City of Murray Bridge area or can demonstrate the project or program will benefit residents of our Local Government
- 3.1.2 Projects that can demonstrate viability and sustainability
- 3.1.3 Have met acquittal conditions for any previous Council grants
- 3.1.4 Community groups based within a school setting are eligible to apply provided that it can be demonstrated that:-
 - 3.1.4.1 The project is initiated, managed and organised by local residents who are assisted rather than directed by the Department of Education and Child Development (DECD) or other school based staff
 - 3.1.4.2 Alternative funding sources are NOT available from DECD for the project
- 3.1.5 If the applicant is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by such a group. Council may require a letter from the supporting sponsor confirming the sponsorship
- 3.1.6 If the application is sponsored/auspiced by a not-for-profit entity applicants are only eligible to apply for funding once per year
- 3.1.7 Applicant must contribute at least half of the project/event cost either in cash, in kind or sponsorship

3.2 Who cannot apply?

Applications cannot be made by:

- 3.2.1 Government agencies or departments of local, state or Australian Government

- 3.2.2 Educational, religious or medical organisations, where the application is for the organisation's core business
- 3.2.3 Businesses
- 3.2.4 Individuals
- 3.2.5 Groups or clubs that hold a gaming licence
- 3.2.6 Applicants that have not met acquittal conditions for any previous RCMB Funding
- 3.2.7 Generally, applicants that have been funded in the previous 12 months

3.3 Complying Activities

The following activities may be eligible:

- 3.3.1 Demonstrate a purpose that is in the public interest, with significant community need and environmental benefit
- 3.3.2 Projects that align with Council's current Strategic Plan or other relevant RCMB strategies or plans. See Council Plans section on the Council website
- 3.3.3 Adhere to the terms and conditions of this funding program
- 3.3.4 Environmental activities, programs, projects and events such as:
 - 3.3.4.1 Waste minimisation
 - 3.3.4.2 Climate Change adaptation or migration
 - 3.3.4.3 Water conservation
 - 3.3.4.4 Revegetation
 - 3.3.4.5 Promotional activities
 - 3.3.4.6 Skills development where the activity is made available to the wider community
 - 3.3.4.7 Equipment purchases materials and personal protective equipment (excluding uniforms)
 - 3.3.4.8 Minor upgrading/improving environment facilities/infrastructure (ineligible for grant streams)
 - 3.3.4.9 Sponsorship of individual and team participation in environmental events

3.4 Non-complying Activities

- 3.4.1 Ongoing operational or recurrent costs including salaries, fuel & rent
- 3.4.1 Activities that have already begun prior to submitting a grant
- 3.4.2 The core business of educational, religious or medical organisations
- 3.4.3 Development of privately-owned facilities
- 3.4.4 Payment of debt
- 3.4.5 Political activities
- 3.4.6 Projects run solely for commercial profit
- 3.4.7 Projects run solely for fundraising purposes, without broader environmental benefit
- 3.4.8 Requests from for-profit organisations and commercial interests, and groups not working within the Rural City of Murray Bridge
- 3.4.9 Requests from State and Federal Government departments and services

3.5 General

- 3.5.1 Higher priority is given to First Time, complying community group applications
- 3.5.2 Higher priority is given to Projects, Events and Programs that align with Council's current Strategic Plan and other Council Plans.
- 3.5.3 Lower priority is given to applicants who have been funded within the previous 12 months
- 3.5.4 Lower priority is given to projects or events that have previously received Council funding
- 3.5.5 Maximum Grant \$5,000
- 3.5.6 Groups should have no debt to Council
- 3.5.7 Form B must be completed if the group/organisation has a lease, license or will be using Council property to undertake the proposed project/event
- 3.5.8 Provision of last audited/certified financials or in the case of small charities an Annual Information Statement.
- 3.5.9 The Council Grants program requires that the project align with at least one objective from the Council Strategic Plan. Applicants can find a copy of the plan at murraybridge.sa.gov.au
- 3.5.10 Keep a copy of the application and any quotes (preferably local). Council will not return or provide copies
- 3.5.11 The advertised closing dates for applications are not flexible
- 3.5.12 An application for only one project & one event can be submitted within a 12-month period
- 3.5.13 Wherever possible good, products, equipment and services should be sourced locally.
- 3.5.14 Provision of a detailed budget, quotes (local) and estimates

4.0 Youth at Risk Grants (Zsolt Telkesi Trust)

This funding opportunity aims to provide training and educational opportunities for young people in Murray Bridge who may be at risk of becoming offenders. This fund continues the community work of Zsolt Telkesi to give young people opportunities that they might not have been able to consider without the assistance of this grant fund.

4.1 Who can apply?

- 4.1.1 At risk youth aged 12-25 years residing in the Rural City of Murray Bridge
- 4.1.2 Individuals or groups wishing to provide projects/events aimed at young people who are from a lower socio economic area or background. Those that are at a heightened risk of engaging in negative or dangerous behaviours or are being impacted on by the negative behaviours of others due to disengagement from education training or employment, exposure to violence or substance abuse in the home, peer group or community and involvement with justice or child safety systems

Not-for-profit community organisations that:

- 4.1.3 Operate within the Rural City of Murray Bridge area or can demonstrate the project or program will benefit residents of our Local Government
- 4.1.4 Are able to demonstrate viability & sustainability
- 4.1.5 Have met acquittal conditions for any previous Council grants
- 4.1.6 If the applicant is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by

such a group. Council may require a letter from the supporting sponsor confirming the sponsorship

- 4.1.7 If the application is sponsored/auspiced by a not-for-profit entity applicants are only eligible to apply for funding once per year

Community groups based within a school setting are eligible to apply provided it can be demonstrate that:-

- 4.1.8 The project is initiated, managed and organised by local residents who are assisted rather than directed by the Department of Education and Child Development (DECD) or other school based staff
- 4.1.9 Alternative funding sources are NOT available from DECD for the project

4.2 Who cannot apply

- 4.2.1 Applications cannot be made by an individual or group who does not have Incorporation Status unless auspiced
- 4.2.2 Government agencies or departments of local, state or federal Government
- 4.2.3 Educational, religious or medical organisations, where the application is for the organisation's core business
- 4.2.4 Businesses
- 4.2.2 Groups or clubs that hold a gaming licence
- 4.2.3 Applicants that have not met acquittal conditions for any previous RCMB Funding
- 4.2.4 Generally, applicants that have been funded in the previous 12 months.

4.3 Complying Activities

The following activities may be eligible:

- 4.3.1 TAFE and other educational/employment skills courses
- 4.3.2 Community Service, events or social welfare activities and programs
- 4.3.3 Provide access to appropriate supports
- 4.3.4 Recreational activities
- 4.3.5 Equipment purchases
- 4.3.6 Educational, Community Service, or social welfare events, activities, equipment and programs
- 4.3.7 Arts & cultural activities
- 4.3.8 Youth development programs
- 4.3.9 Environment programs & projects
- 4.3.10 Promotional activities
- 4.3.11 Skills development where the activity is made available to the wider community

4.4 Non-complying Activities

- 4.4.1 Ongoing operational or recurrent costs including salaries, fuel & rent
- 4.4.2 Activities that have already begun prior to submitting a grant
- 4.4.3 The core business of educational, religious or medical organisations
- 4.4.4 Development of privately owned facilities

- 4.4.5 Payment of debt
- 4.4.6 Political activities
- 4.4.7 Projects run solely for commercial profit
- 4.4.8 Projects run solely for fundraising purposes, without broader community benefit.
- 4.4.9 Requests from for-profit organisations and commercial interests, and groups not based within the Rural City of Murray Bridge.
- 4.4.10 Requests from State and Federal Government departments and services

4.5 General

- 4.5.1 Higher priority is given to first time complying applications
- 4.5.2 Higher priority is given to Projects, Events and Programs that align with Council's current Strategic Plan
- 4.5.3 Lower priority is given to applicants who have been funded within the previous 12 months.
- 4.5.4 Projects or events that have previously received Council funding.
- 4.5.5 Maximum Grant \$5,000
- 4.5.6 It is up to the applicant to submit all required information on time and at once.
- 4.5.7 The group should have no debt to Council
- 4.5.8 A Form B must be completed if the group/organisation has a lease, license or will be using Council property to undertake the proposed project/event
- 4.5.9 The Council Grants program requires that the project aligns with at least one objective from the Council Strategic Plan. A copy of the plan can be found at murraybridge.sa.gov.au. Keep a copy of the application and any quotes. Council will not return or provide copies
- 4.5.10 The advertised closing dates for applications are not flexible
- 4.5.11 Wherever possible good, products, equipment and services should be sourced locally.
- 4.5.12 Provision of a detailed budget, quotes (local) and estimates

5.0 Mid Round Funding - Quick Win (individual/group)

The objective of "Quick Wins" is to encourage community members and organisations to come forward with ideas for "wins" that are delivered by community and that can make a difference in quicker timeframes than more formal programs and strategies delivered by Council.

General all-purpose funding available in between Community Grant Rounds for needs NOT fitting into other funding streams (including timing). Total of \$35,000 per annum until expended

- Quick Win (individual) - Up to \$500 is available to support individuals representing the Rural City of Murray Bridge who are either performing, competing or presenting at a state, national or international level or similar.

Please Note: A letter of evidence must be provided with your application from the organisation confirming and supporting the individual application submission.

- Quick Win (group) Up to \$2,000 is available for community groups, teams or organisations that require access to funding (in between community grant rounds) for justifiable programs, projects, events or sporting assistance
- Council aims to process applications monthly (except January, March and September) and if successful will be transferred in the middle of the month (dependent on Accounts Payable)

Please note: funding is subject to annual key project budget approval – not guaranteed

- **Applications are only available directly from a Grants Officer upon request**

Please phone: 8539 1100 or email your request to: council@murraybridge.sa.gov.au

5.1 Who can apply?

Not-for-profit community organisations that:

- 5.1.1 Operate within the Rural City of Murray Bridge area or can demonstrate the project or program will benefit residents of our Local Government area
- 5.1.2 Are able to demonstrate viability & sustainability
- 5.1.3 Have met acquittal conditions for any previous Council grants
- 5.1.4 Community groups based within a school setting are eligible to apply provided it can be demonstrated that:
 - The project is initiated, managed and organised by local residents who are assisted rather than directed by the Department of Education and Child Development (DECD) or other school based staff
 - Alternative funding sources are NOT available from DECD for the project.
- 5.1.5 Individuals may apply for this funding category providing a letter of evidence is supplied from the organisation confirming and supporting the individual applicant.

Please note: The provision of a form called a 'statement of supply' may be required by the Australian Taxation Office for income tax purposes. This must be provided upon request.

- 5.1.6 Individual and Group applications are only eligible to apply for this funding once per year.
- 5.1.7 Applicants that are selected by a recognised or national body must provide a letter of selection or invitation as evidence
- 5.1.8 Applicants have been living in Murray Bridge Local Government Area for 12 months or longer
- 5.1.9 Applicants must contribute at least half of the project/event cost either in cash, in kind or sponsorship

5.2 Who cannot apply?

Applications cannot be made by:

- 5.2.1 Government agencies or departments of local, state or federal Government.
- 5.2.2 Educational, religious or medical organisations, where the application is for the organisation's core business.
- 5.2.3 Businesses, commercial entities and for profit organisations
- 5.2.4 Groups or clubs that hold a gaming licence
- 5.2.5 Applicants that have not met acquittal conditions for any previous RCMB Funding
- 5.2.6 Generally, applicants that have been funded in the previous 12 months.

5.3 Complying Activities

The following activities may be eligible:

- 5.3.1 Demonstrate a purpose that is in the public interest, with significant community need and benefit

- 5.3.2 Demonstrate strong alignment with Council's priorities as described in the current Council Strategic Plan
- 5.3.3 Adhere to the terms and conditions of this funding program
- 5.3.4 Recreational activities
- 5.3.5 Equipment purchases
- 5.3.6 Community Service, Events or Social welfare activities and programs
- 5.3.7 Minor upgrading/improving sports and recreation facilities / infrastructure (ineligible for the larger Sport & Recreation Infrastructure funding category)
- 5.3.8 Arts & cultural activities
- 5.3.9 Youth development programs
- 5.3.10 Environment programs & projects
- 5.3.11 Promotional activities
- 5.3.12 Skills development where the activity is made available to the wider community
- 5.3.13 Residents who are performing, competing or presenting at national or international competitions, conferences or events (e.g. sport, arts, cultural, community, heritage, economic and environment)
- 5.3.14 Groups or teams attending the same event can apply for a group total of up to \$2,000
- 5.3.15 Individuals can apply for up to \$500 and must be selected by a recognised State, National or International body and provide a letter of selection/evidence.
- 5.3.16 Funding will assist with expenses incurred whilst attending an activity e.g. travel, accommodation, entry fee and registration
- 5.3.17 Costumes and uniforms

5.4 Non-complying Activities

- 5.4.1 Ongoing operational or recurrent costs including salaries, fuel & rent
- 5.4.2 Activities that have already begun prior to submitting a grant
- 5.4.3 The core business of educational, religious or medical organisations
- 5.4.4 Developing privately-owned facilities
- 5.4.5 Payment of debt
- 5.4.6 Political activities
- 5.4.7 Projects run solely for commercial profit
- 5.4.8 Projects run solely for fundraising purposes, without broader community benefit.
- 5.4.9 Requests from for-profit organisations and commercial interests, and groups not working within the Rural City of Murray Bridge.
- 5.4.10 Requests from State and Federal Government departments and services
- 5.4.11 Applications that are eligible and more suited to Councils other funding streams

5.5 General

- 5.5.1 Higher priority is given to applications recommended and referred by the Community Action Group (formally known as Small Win or Imagine)
- 5.5.2 Higher priority is given to groups and individuals chosen to participate at a State, National or International level
- 5.5.3 Lower priority is given to applicants who have been funded within the previous 12 months

- 5.5.4 Lower priority is given to Projects or events that have previously received Council funding
- 5.5.5 Level of community participation in designing and implementing the project

Council will also consider the following:

- 5.5.6 Level of community benefit & the extent to which the project will increase the skills, knowledge, awareness and participation of community members?
- 5.5.7 Extent the project meets a demonstrated need and is appropriate to that need?
- 5.5.8 Existence of a clearly stated purpose and a plan for achieving that purpose?
- 5.5.9 The ability of the project to develop a sense of community?
- 5.5.10 Council will consider any economic benefit to the region that the application may bring
- 5.5.11 Provision of a detailed budget, quotes, estimates
- 5.5.12 Applicants that have limited funding opportunities
- 5.5.13 Urgent applications (the need for immediate funding)
- 5.5.14 The level of the applicant's contribution (at least half in-kind, cash, sponsorship etc.)
- 5.5.15 It is up to the applicant to submit all required information on time and at once
- 5.5.16 Applicants must be free of debt to Council
- 5.5.17 Form B must be completed if the group/organisation has a lease, licence or will be using Council property to undertake the proposed project/activity
- 5.5.18 Keep a copy of the application and any quotes. Council will not return or provide copies
- 5.5.19 Council aims to process applications once on the 1st of every month (except January) and if successful, generally funding will be transferred by EFT in the middle of the month (dependant on accounts payable)
- 5.5.20 Wherever possible good, products, equipment and services should be sourced locally.

6.0 Quick Wins (Major)

This community driven "wins" category is targeted specifically at larger Community Projects, Events, Programs and Activities that demonstrate an economic/tourist benefit or meet with a specific community need within the Rural City of Murray Bridge.

- Quick Win (major) funding is open all year round (until fully expended), however applicants are encouraged to submit their applications prior to the community grant round closures on the first Friday in March and September. This is likely to assist in delivering quicker turnaround times in decision responses for applicants. Please note funding up to \$65,000 per annum is offered annually and may be allocated to one worthy community project or many depending on the amount of funding required. Therefore, advertising of funding in conjunction with the two rounds each year is not guaranteed.
- **Applicants must discuss their proposal with a Council Grants Officer prior to submission.**
- If your successful for Quick Win (major) you immediately become ineligible for any other funding within 12 months from date of application and until acquitted
- Funding subject to annual key project budget approval – not guaranteed
- A clearly thought out and costed proposal/business plan must be submitted with all major Quick Win (major) applications.
- Quotes (local) must be submitted for the application amount sought.

- Applications for Quick Wins (Major) will not be considered in March and September **outside** of the Council Grant Rounds. Applications must be submitted at the same time as Community Grants which close on the last Friday of March and September each year.
- **Applications are only available directly from a Grants Officer upon request**
Please phone: 8539 1100 or email your request to: council@murraybridge.sa.gov.au

6.1 Who can apply

Not-for-profit community organisations that:

- 6.1.1 Operate within the Rural City of Murray Bridge area or can demonstrate the project or program will benefit residents of our Local Government area
- 6.1.2 Are able to demonstrate viability & sustainability
- 6.1.3 Have met acquittal conditions for previous Council grants
- 6.1.4 If the applicant is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by such a group. Council require a letter from the supporting sponsor confirming the sponsorship
- 6.1.5 If your application is sponsored/auspiced by a not-for-profit entity applicants are only eligible to apply for funding once per year
- 6.1.6 Individuals cannot apply for this funding category
- 6.1.7 Community groups based within a school setting are eligible to apply provided it can be demonstrated that: -
- 6.1.8 The project is initiated, managed and organised by local residents who are assisted rather than directed by the Department of Education and Child Development (DECD) or other school based staff
- 6.1.9 Alternative funding sources are NOT available from DECD for the project.

6.2 Who cannot apply

Applications cannot be made by:

- 6.2.1 Government agencies or departments of local, state or federal Government.
- 6.2.2 Educational, religious or medical organisations, where the application is for the organisation's core business.
- 6.2.3 Businesses
- 6.2.4 Individuals
- 6.2.5 Groups or clubs that hold a gaming licence
- 6.2.6 Applicants that have not met acquittal conditions for any previous RCMB Funding
- 6.2.7 Generally, applicants that have been funded in the previous 12 months.

6.3 Complying Activities

The following activities may be eligible:

- 6.3.1 Demonstrate a purpose that is in the public interest's, with significant community need and economic benefit
- 6.3.2 Demonstrate strong alignment with Council's priorities as described in the current Council Strategic Plan

- 6.3.3 Adhere to the terms and conditions of this funding program
- 6.3.4 Recreational activities
- 6.3.5 Equipment purchases
- 6.3.6 Community Service, Events or Social welfare activities and programs
- 6.3.7 Minor upgrading/improving sports and recreation facilities / infrastructure (ineligible for the larger Sport & Recreation Infrastructure funding category)
- 6.3.8 Arts & cultural activities
- 6.3.9 Youth development programs
- 6.3.10 Environment programs and projects
- 6.3.11 Promotional activities
- 6.3.12 Skills development where the activity is made available to the wider community

6.4 Non-Complying Activities

- 6.4.1 Ongoing operational or recurrent costs including salaries, fuel & rent
- 6.4.2 Activities that have already begun prior to submitting a grant
- 6.4.3 The core business of educational, religious or medical organisations
- 6.4.4 Development of privately-owned facilities
- 6.4.5 Payment of debt
- 6.4.6 Political activities
- 6.4.7 Projects run solely for commercial profit
- 6.4.8 Projects run solely for fundraising purposes, without broader community benefit
- 6.4.9 Requests from for-profit organisations and commercial interests, and groups not working within the Rural City of Murray Bridge
- 6.4.10 Sponsorship of individual and team participation in sporting or recreational events
- 6.4.11 Requests from State and Federal Government departments and services
- 6.4.12 Costumes and uniforms

6.5 General

- 6.5.1 Applicants will have a well presented and detailed business plan
- 6.5.2 The Council Grants program requires that your project aligns with at least one objective from the Council Strategic Plan. You can find a copy of the plan at www.murraybridge.sa.gov.au.
- 6.5.3 Lower priority is given to applicants who have been funded within the previous 12 months
- 6.5.4 Lower priority is given to projects or events that have previously received Council funding
- 6.5.5 It is up to the applicant to submit all required information on time and at once
- 6.5.6 Maximum Grant \$65,000
- 6.5.7 You must have no debt to Council
- 6.5.8 Form B must be completed if your group/organisation has a lease, license or will be using Council property to undertake your proposed project/event
- 6.5.9 Provision of last audited/certified financials or in the case of small charities an Annual Information Statement.

- 6.5.10 Keep a copy of the application and any quotes (preferably local). Council will not return or provide copies
- 6.5.11 The advertised closing date for application to be considered at the same time as Community Grants are not flexible
- 6.5.12 If successful, the applicant will generally be ineligible for any other Council funding within the financial year you apply
- 6.5.13 Wherever possible good, products, equipment and services should be sourced locally.

7.0 Riverfront Activation Community Event Grant

The Riverfront (Sturt Reserve, Wharf and Farmers Union Reserves) are major Riverfront destination sites perfect for community events. Council encourages activation through greater use for events throughout the year.

This category is targeted specifically at Community Group Riverfront Activation Events.

- Funding is open all year round (until fully expended), however applicants are encouraged to submit their applications prior to the community grant round closures on the first Friday in March and September. This is likely to assist in delivering quicker turnaround times in decision responses for applicants.
- Applicants are strongly encouraged to discuss their application with a Council Grants Officer prior to submission
- Funding subject to annual key project budget approval – not guaranteed
- Applications are available directly from a Grant Officer upon request. Please phone: 85 391 100 or email your request to: council@murraybridge.sa.gov.au

7.1 Who can apply

Not-for-profit community organisations that:

- 7.1.2 Demonstrate activation of the Riverfront through an event, program or activity.
- 7.1.3 Benefit the Rural City of Murray Bridge residents or demonstrate tourism or economic activity in our Local Government area
- 7.1.4 Are able to demonstrate viability & sustainability
- 7.1.5 Have met acquittal conditions for any previous Council grants
- 7.1.6 If the applicant is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by such a group. Council may require a letter from the supporting sponsor confirming the sponsorship.
- 7.1.7 If the application is sponsored/auspiced by a not-for-profit entity applicants are only eligible to apply for funding once per year.
- 7.1.8 Can contribute at least half of the project/event cost either in cash, in kind or sponsorship
- 7.1.9 Community groups based within a school setting are eligible to apply provided it can demonstrate that: -
 - 7.1.9.1 The activity is initiated, managed and organised by local residents who are assisted rather than directed by the Department of Education and Child Development (DECD) or other school based staff

7.2 Who cannot apply?

Applications cannot be made by:

- 7.2.1 Government agencies or departments of local, state or federal Government
- 7.2.2 Businesses and individuals

- 7.2.3 Groups which have a Gaming Licence
- 7.2.4 Educational, religious or medical organisations, where the application is for the organisation's core business
- 7.2.5 Applicants that have not met acquittal conditions for any previous RCMB Funding
- 7.2.6 Generally, applicants that have been funded in the previous 12 months.

7.3. Complying Activities

The following activities may be eligible:

- 7.3.1 Activity must be located on the Riverfront within the Rural City of Murray Bridge
- 7.3.2 Demonstrate a purpose that is in the public's interest, with significant community need and economic benefit
- 7.3.3 Demonstrate strong alignment with Council's priorities as described in the current Council Strategic Plan
- 7.3.4 Adhere to the terms and conditions of this funding program.
- 7.3.5 Sport & Recreational activities (ineligible for the larger Sport & Recreation Infrastructure funding category)
- 7.3.6 Events, activities and programs
- 7.3.7 Community Service, Events or Social welfare events, activities and programs
- 7.3.8 Arts & cultural activities
- 7.3.9 Promotional activities

7.4 Non-complying Activities

- 7.4.1 Ongoing operational or recurrent costs including salaries, fuel & rent
- 7.4.2 Activities that have already begun prior to submitting a grant
- 7.4.3 The core business of educational, religious or medical organisations
- 7.4.4 Development of privately-owned facilities
- 7.4.5 Payment of debt
- 7.4.6 Political activities
- 7.4.7 Projects run solely for commercial profit
- 7.4.8 Projects run solely for fundraising purposes, without broader community benefit
- 7.4.9 Requests from for-profit organisations and commercial interests, and groups not working within the Rural City of Murray Bridge
- 7.4.10 Requests from state and federal Government departments and services

7.5 General Information

- 7.5.1 Higher priority is given to complying community group applications
- 7.5.2 Higher priority is given to activities, Events and Programs that align with Council's current Strategic Plan
- 7.5.3 Lower priority is given to applicants who have been funded within the previous 12 months.
- 7.5.4 Lower priority is given to activities or events that have previously received Council funding.
- 7.5.5 It is up to the applicant to submit all required information on time and at once.
- 7.5.6 Groups should have no debt to Council

- 7.5.7 A Form B must be completed if your group/organisation has a lease, license or will be using Council property to undertake your proposed project/event
- 7.5.8 Provision of last audited/certified financials or in the case of small charities an Annual Information Statement.
- 7.5.9 Keep a copy of the application and any quotes (preferably local). Council will not return or provide copies
- 7.5.10 The advertised closing dates for applications are not flexible
- 7.5.11 An application for only one project & one event can be submitted within a 12-month period
- 7.5.12 Volunteer In-kind contribution is calculated at \$25/hour.
- 7.5.13 Budget information and guidance is provided within the application forms
- 7.5.14 Wherever possible good, products, equipment and services should be sourced locally.

SUMMARY

9.1 Grant Categories

Applications for all grants must cover one of the following categories:

- 9.1.1 Youth Engagement
- 9.1.2 Youth at Risk
- 9.1.3 Ngarrindjeri/Aboriginal Community
- 9.1.4 Accessibility
- 9.1.5 Community Development
- 9.1.6 Community Events, projects, programs & activities
- 9.1.7 Community Facilities/equipment
- 9.1.8 Cultural Heritage and Development
- 9.1.9 Multiculturalism
- 9.1.10 Economic Development
- 9.1.11 Sport, Recreation and Healthy Living
- 9.1.12 Social Inclusion
- 9.1.13 LGBTQI
- 9.1.14 Positive Ageing
- 9.1.15 Environment Protection, Improvement and Management
- 9.1.16 Emergency Assistance (i.e. natural disaster)
- 9.1.17 Performing and Visual Arts
- 9.1.18 Animal Protection and Management
- 9.1.19 Building Enhancement (businesses only)

9.2 Community Contribution

Council cannot be the sole funder for events and projects. Depending on the amount requested, funds from other sources are required for at least 50% of the total project/event costs. These could include:

- 9.2.1 Applicant cash contributions
- 9.2.2 Grants from other funding bodies
- 9.2.3 Sponsorship

- 9.2.4 In-kind volunteering support (costed @ \$25/hr)
- 9.2.5 RCMB reserves the right to assess if a project or group may be partially or entirely exempt from the specified Council Grants criteria
- 9.2.6 Applications must align with a specific grant category
- 9.2.7 Priority will be given to funding that aligns with Council Strategic Plan

9.3 Assessment of Applications

- 9.3.1 Applications are assessed by panels, which include Council staff experienced in each category.
- 9.3.2 In some instances, part funding may be offered. Please ensure you answer honestly in your application if you are able to continue with partial funding. In most cases if the demand on funding outweighs availability those who are unable to continue with a reduced amount of funding may unfortunately be unsuccessful.
- 9.3.3 Panel recommendations for all categories of funding except monthly Quick Win (individual/group) are reported to the Community Advisory Committee in compliance with Section 41 of the Local Government Act prior to proceeding to full Council.
- 9.3.4 The CEO has delegated authority for Monthly Quick Win (group up to \$2,000) funding decisions.
- 9.3.5 The Manager Community Services has delegated authority for Monthly Quick Win (individual up to \$500) funding decisions.
- 9.3.6 Please note in some circumstances recommendations for funding are made directly to Council which in some instances can be a lengthy process.
- 9.3.7 Payment of funding will occur on the first accounts payable payment run (last day of each month) after Council endorsement of funding or approval under delegated authority.

9.4 General Assessment Criteria

Grant applications will be assessed as per the individual category criteria as stipulated in each section and will include the following:

- 9.4.1 Please, wherever it is feasibly possible and without risk to the activity, all services, products, equipment and goods will be sourced or purchased locally. The evaluation of your application will include an assessment of the estimation/quotes provided to determine if this has occurred.
- 9.4.2 Need for the project/activity
- 9.4.3 Alignment to the specific aims and priorities of the chosen category
- 9.4.4 Strength of alignment with Council's corporate priorities as described in the current Council Strategic Plan
- 9.4.5 Evidence the organisation is working towards or maintaining self-sufficiency and sustainability
- 9.4.6 Benefit to the people of the Rural City of Murray Bridge Local Government area and participation level of local residents
- 9.4.7 Evidence of consultation, collaboration and community partnerships
- 9.4.8 Capacity of the applicant to successfully complete the project
- 9.4.9 Balanced, realistic and complete project budget
- 9.4.10 Evidence that the organisation has inclusive participation policies and practices
- 9.4.11 Level of funding contributed by the applicant and/or others towards the project
- 9.4.12 The application is submitted all together and on time
- 9.4.13 The project has not already commenced or is complete

- 9.4.14 All previous funding with Council has been satisfactorily acquitted
- 9.4.15 Community Groups must be Not-for-profit (Incorporated) or have a sponsor, which is Incorporated. Please note that Mid Round Funding Applicants must provide evidence, letter or invitation if not incorporated.
- 9.4.16 ABN provided (or statement by supply to satisfy the Australian Taxation Office)
- 9.4.17 Provision of last audited/certified financials or in the case of small charities an Annual Information Statement.
- 9.4.18 Written quotes or estimations to justify the funding amount requested
- 9.4.19 Applicants have agreed to the terms and conditions of funding
- 9.4.20 Provided EFT (Electronic Fund Transfer) details
- 9.4.21 GST registered organisations agree to provide Council with a compliant invoice
- 9.4.22 Applicants have permission of the owner or lessee of the land where the activity is to take place
- 9.4.23 Applicants is not an Elected member or a Staff Member of the Rural City of Murray Bridge
- 9.4.24 The funding is not intended to fund general operating expenses (in part or in full)
- 9.4.25 It has been 12 months since your organisation has received funding from Council
- 9.4.26 The organisation does not receive an ongoing annual grant from Council
- 9.4.27 The organisation/group is not in debt to Council
- 9.4.28 Any other reason or conflict that may exist that could negatively impact on the community or Council
- 9.4.29 Applications will be assessed if goods, products, equipment and services have been sourced locally. Taking into consideration that specialist areas may be unavailable in the region.

9.5 Council Grant Terms, Accountability & Conditions

- 9.5.1 Applicant shall supervise the administration of the grant.
- 9.5.2 Applications must be completed and received on the current version of the application form available from Council's website.
- 9.5.3 Use the funds provided for the approved project.
- 9.5.4 Obtain any required development consent and/or building approvals and/or permission from the land/property owner or regulatory bodies or organisations prior to commencing the project.
- 9.5.5 By agreeing to these terms and conditions, you have agreed to abide by Council's Communication Pack Guidelines regarding Council acknowledgement as a funding partner in your project. **Please refer to the Communication Pack Guidelines for details.**
- 9.5.6 The level of the applicant's contribution (at least half in-kind, cash, sponsorship)
- 9.5.7 If required, a variation of funding may be sought by the applicant in writing to Council outlining the reasons and when the funds will be expended.
- 9.5.8 Complete the acquittal process at the end of the project and forward to the relevant grants officer (see below for details)
- 9.5.9 It is the applicant's responsibility to obtain and meet with all legislative requirements, laws and approvals necessary and that The Rural City of Murray Bridge will not be held liable for any matter arising out of the funding provided.
- 9.5.10 The applicant agrees to indemnify and keep indemnified The Rural City of Murray Bridge, its employees and agents from and against all actions, costs, claims, charges and expenses whatsoever which may be brought or made to claim against them out of or in relation to the activity/project.

- 9.5.11 Provide a photograph of the completed project, program or event including permission for Council to use the photograph for promotional purposes.

9.6 Council Grants Acquittal

- 9.6.1 It is a requirement of receiving a contribution for a project/event from the Rural City of Murray Bridge that the applicant completes an acquittal form.
- 9.6.2 The information the applicant includes on the acquittal form and attachments are to demonstrate the completion of the project and are a record of Council's contributions.
- 9.6.3 There is no time limit on acquitting the funding; however, the organisation generally will be ineligible for any further funding until the grant is satisfactorily acquitted. Please visit our website to download the acquittal form www.murraybridge.sa.gov.au

9.7 Submission

- 9.7.1 All applications must be completed and received on the current application form available for download from www.murraybridge.sa.gov.au If you require a hard copy or require any assistance please contact Council directly 08 85391100.

Please submit your application to the following appropriate Community Grants Officer

1. Community Grants – Attention Community Grants Officer
2. Sport & Recreation Facility Grants – Attention Team Leader Youth Sport & Rec
3. Environmental Grants – Attention Senior Environment Officer
4. Zsolt Telkesi Trust Fund – Attention Community Grants Officer
5. Quick Win (individual) Grants – Attention Community Grants Officer
6. Quick Win (group) Grants – Attention Community Grants Officer
7. Quick Win (major) Grants – Attention Community Grants Officer
8. Riverfront Activation Community Event Grants - Attention Community Grants Officer

Please send to:

**The Rural City of Murray Bridge
PO Box 421 (2 Seventh Street)
MURRAY BRIDGE SA 5253**

or

council@murraybridge.sa.gov.au Phone: 08 85391100

Forms available for download from Council at www.murraybridge.sa.gov.au

Please note: Quick Win Applications unavailable on website. Please contact a Grants Officer to discuss.

Please Note: The Rural City of Murray Bridge reserves the right to determine if funding is partially or entirely exempt from specified grants criteria.