



COPPER COAST
COUNCIL

COMMUNITY GRANTS

**PROGRAM
GUIDELINES**

24
25



COMMUNITY GRANTS PROGRAM GUIDELINES 2024/25

Welcome to the 2024/25 Copper Coast Council Community Grants guidelines, highlighting our commitment to positioning Copper Coast as South Australia's lifestyle location of choice to live and visit.

These guidelines harness the principles of well-being, sustainability, prosperity, opportunity, and leadership, guiding efforts to foster a thriving community, preserve the environment, and create diverse avenues for growth.

The Community Grants program embodies this commitment by supporting local projects that enhance community well-being, promote sustainable practices, boost economic prosperity, create inclusive opportunities, and cultivate leadership. We invite you to join us in advancing Copper Coast as a centre of community-driven progress and leadership, ensuring a future that enhances its appeal as a preferred place to live and visit.

Applicants must demonstrate alignment with at least one of the three themes of the Council Strategic Plan including:

GOAL 1: To enhance the quality of life of our community by encouraging health, well-being and safety.

GOAL 2: To responsibly manage the natural and built environment to ensure its sustainability and diversity in the community.

GOAL 3: To facilitate economic prosperity, balanced growth and the enhancement of the Copper Coast.

GOAL 4: To promote community identity by supporting rich lifestyle experiences including arts, heritage, culture and leisure activities.

GOAL 5: To provide leadership and ensure community resources are managed efficiently and effectively.

The full Strategic Plan is available on the Council's website:
<http://go.coppercoast.sa.gov.au/StrategicPlan>





MICRO, SMALL AND MEDIUM COMMUNITY GRANTS

MICRO GRANTS

UP TO \$1,000 - NO MATCHING FUNDING REQUIRED

SMALL GRANTS

\$1,001 TO \$5,000 - DOLLAR FOR DOLLAR FUNDING

MEDIUM GRANTS

**\$5,001 TO \$10,000 - \$2 FROM APPLICANT FOR EVERY
\$1 FROM COUNCIL**

EXAMPLES OF PROJECTS THAT MAY BE FUNDED:

- Community capacity building projects that provide for social and recreational needs in the community
- Equipment and whitegoods
- Active ageing programs
- Youth programs
- Public space enhancements
- Revegetation projects on community land
- Art, culture and heritage projects
- Sport and community facility upgrades (not covered by other Council programs)
- Accessibility improvements to community spaces
- Development, upgrade or maintenance of community managed assets – ovals, reserves, trails, courts, fences, clubhouses, halls, signage, lighting, water infrastructure etc.
- Sustainable and environmentally responsible development
- Solar installation on community assets

WHO IS ELIGIBLE?

APPLICANTS MUST SATISFY ALL OF THE FOLLOWING REQUIREMENTS:

- Copper Coast based not-for-profit organisations that provide benefit to the community (either located in the Copper Coast or providing a direct service to the Copper Coast); and
- Organisations that have an ABN or can complete a “Statement by a Supplier” form; and
- Organisations that are incorporated and can provide a copy of their constitution, relevant insurances and current financial statements; and
- For facility upgrades, the organisation must be the owner/leaseholder of the asset. Leaseholders must have consent by the landowner to undertake the proposed activity.

WHO IS INELIGIBLE?

GRANTS WILL NOT BE PROVIDED IF ONE OR MORE OF THE FOLLOWING APPLY:

- To organisations that are, or may be perceived to be, in conflict with the Council’s policies, plans and responsibilities to the community.
- To groups, projects or events that exclude any sectors of the community based on culture, gender, sexuality, religious belief, race or disability.
- To organisations that are in legal conflict with or indebted to Council, or who have not appropriately delivered or acquitted previously funded projects.
- To any project, program, or event that promotes or encourages the consumption of alcohol as its core activity.
- To organisations involved in manufacturing or wholesaling tobacco and tobacco-related products or alcoholic products.
- To individual people as the applicant.
- Organisations with multiple subgroups may be ineligible for more than one (1) grant allocation. Each circumstance will be determined on a case-by-case basis and depend on the project applied for and other applications in the grant round.
- Organisations that receive ongoing government funding.





ELIGIBLE FOR FUNDING

The projects funded by Council will contribute to the achievement of Council's Strategic Plan and objectives.

Projects that can be delivered within the 12-month period from the date of notification of funding success.

Expenses reasonably expected in delivery of the project (e.g. materials, plans, infrastructure).

Projects/activities that are inclusive and accessible.

Projects/activities on community land controlled by or leased by not-for-profit organisations.



NOT ELIGIBLE FOR FUNDING

Projects that do not have a clear plan or do not align to Council's Strategic Plan.

Projects that have already been completed or paid for (retrospective funding).

Rent, rates or other general/recurrent expenses (phone, utility, wages etc. with the exception of insurances).

Projects/activities that exclude sectors of the community.

Projects/activities on private property owned by individuals or commercial organisations.

Projects/activities/applicant organisation that receives ongoing funding from a government organisation.

GENERAL GUIDELINES

- Organisations can apply for only one grant per year, regardless of the stream.
- Applicants may not receive the full amount sought. The final decision will always rest with the Council.
- Successful applicants must acknowledge the Council's contribution in communications relating to the project/activity.
- The Council may freely use information about the grants and successful projects in communications.
- Applications must be submitted using the Council's form which is available via the website www.coppercoast.sa.gov.au, with all required evidence attached.
- Once an application has been submitted, if any alterations need to be made to the project, a new application may be required. Please contact staff to discuss.
- Organisations must provide a copy of their constitution, the two most current annual financial statements and certificant of relevant insurances.
- Applicant organisations required to be registered for GST, must be so registered and provide their ABN to Council. Council will increase the amount of a grant provided to a GST-registered organisation by the amount of its input tax credit entitlement to compensate for the GST payable on grants.
- Applicant organisations without an ABN must complete a "Statement by a Supplier" form if successful.

ASSESSMENT/ APPROVAL PROCESS

The assessment and approval process for all grants is undertaken in one round per financial year. In the event that the Council's budget allocation is not fully expended, Council may call for a second round of funding or determine that the unspent funds be reallocated into improving a current capital project. The applications will be pre-assessed for eligibility by Council staff. The Director Corporate and Community Services will convene a consultation with the Community Grants Working Party who will make a recommendation to the Director Corporate and Community Services. Successful applicants will be required to sign an acknowledgement and acceptance of offer and submit an invoice to receive payment of the grant funds. An acquittal form and short report on how the project/activity has achieved the outcomes will need to be submitted by the successful applicants to finalise the grant process.

KEY DATES

9 July 2024	Applications open
19 August 2024	Applications close at 5pm
August 2024	Initial Council staff review
26 August 2024	Community Grants Working Party meeting
4 September 2024	Recommendations considered by the Elected Body (subject to Council decision)
September 2024	Applicants will be advised and funding available mid-September

ASSESSMENT CRITERIA SUMMARY

COMMUNITY NEED/ BENEFIT

- The activity will meet a community need, demand or fill a known gap
- The activity benefits the broader Copper Coast Community (or a large number of residents)
- The applicant organisation has reasonably engaged with the community

STRATEGIC PLAN ALIGNMENT

The activity will help deliver the Council's key vision, themes, goals, strategies and actions.

ACCESS AND INCLUSION

- The activity will encourage high levels of participation
- The activity will provide low/no cost involvement
- The activity will be promoted and accessible to people of all abilities.

PROJECT GOVERNANCE/ RISK

- The applicant has ability to deliver the activity as described
- The applicant is clear on the roles within their organisation that will be responsible for the delivery of the activity
- Activities must be acquitted within 12 months
- If applicable, evidence that relevant approvals (e.g. planning and building) can or have been obtained
- Evidence of appropriate insurance
- Evidence ABN
- Written confirmation of land owner consent (email, letter etc.)

BUDGET/ FINANCES

- The applicant has demonstrated a need for grant funding.
- The applicant has demonstrated how the funds will be used.
- The activity budget reflects the likely expense.
- Any relevant plans/drawings if the application is for upgrading or major maintenance.
- Proof of the organisation commitment to the project (in-kind and financial) through meeting minutes or equivalent approval (email circular resolution etc.)
- Written quotations for project elements. Wherever possible all efforts must be made to utilise local suppliers and contractors.
- Annual financial statements for the past two financial years showing the organisation has capacity to deliver the project.

Preference will be given to applications:

- Minor and medium grants where the applicant organisation is matching the overall cost as required for that stream (refer page 2 of this document) through direct funding or in-kind contributions (e.g. \$30 per hour volunteer labour)
- That can show evidence of applying for other external sources of grant funding.



FOR MORE INFORMATION CONTACT:
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