



## MINOR AND MAJOR COMMUNITY GRANTS PROGRAM GUIDELINES 2024/25

Wakefield Regional Council's Community Grants Program aims to provide financial support to community not-for-profit organisations to connect people in our region and support delivery of our Wakefield 2030 Community Plan and vision:

*Wakefield is a thriving and connected regional community known for its lifestyle, vibrant towns and economic prosperity. The region is growing, supported by quality assets and driven by a strong sense of pride and confidence. **Wakefield is a great place to do business and a great place to belong.***

Applicants must demonstrate alignment with at least one of the three themes of Wakefield 2030:

- **Liveable Communities** – activities that enhance the quality of life for our community.
- **Thriving Region** – activities that encourage economic growth and development.
- **Sustainable Future** – activities that support sustainability in the use of waste, water and energy, or promote and enhance the environment.

Minor Grants Up to \$2,000	Major Grants \$2,001 - \$25,000
Open from April – see details below	Open from April – see details below
Assessed and approved by Community Grants Assessment Committee	Assessed and approved by Community Grants Assessment Committee
<p><i>Examples only:</i></p> <ul style="list-style-type: none"> <li>• <i>Activities that build a sense of a strong community</i></li> <li>• <i>Men's shed programs</i></li> <li>• <i>Volunteer activities</i></li> <li>• <i>Equipment to support delivery of safe events</i></li> <li>• <i>Activities that promote access to health, safety and wellbeing services</i></li> <li>• <i>Active ageing programs</i></li> <li>• <i>Youth programs</i></li> <li>• <i>Programs that encourage participation in arts, culture and history of Wakefield</i></li> <li>• <i>Public space enhancements</i></li> <li>• <i>Revegetation projects on community land</i></li> </ul>	<p><i>Examples only:</i></p> <ul style="list-style-type: none"> <li>• <i>Sport and community facility upgrades (not covered by Council building budgets)</i></li> <li>• <i>Accessibility improvements</i></li> <li>• <i>Development, upgrade or maintenance of assets – ovals, pools, reserves, trails, courts, fences, clubhouses, halls, signage, lighting, water infrastructure etc</i></li> <li>• <i>New/upgraded water conservation projects on community land</i></li> <li>• <i>Solar installation on community assets</i></li> </ul>

## Who is eligible?

- Wakefield-based not-for-profit organisations that provide benefit to the Wakefield community.
- Organisations must have an ABN, evidence it is a not for profit and a bank account.
- Where facility upgrade is intended, the organisation must be the owner/leaseholder of the land or building in question and, if the leaseholder, must have signed consent from the land owner. If the facility is privately owned must be able to show the broad and ongoing community benefit.
- Groups must have appropriate insurance cover.
- Eligibility does not guarantee grant funding.

## Who is ineligible?

In line with Council's Grants, Sponsorships and Donations Policy, grants will not be provided:

- To organisations which are, or may be perceived to be, in conflict with 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 which are in legal conflict with or indebted to Council, or who have not appropriately delivered 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 the manufacture or wholesaling of tobacco and tobacco-related products or alcoholic products.
- To individual people – other than through an existing program;
- To Council Elected Members or employees (or their families).

## Activities that may be funded

Eligible for funding	Not eligible for funding
Projects that align to Wakefield 2030 and have a clear purpose and plan for delivery	Projects that do not have a clear plan or do not align to Wakefield 2030
Projects that are 'investment ready' and can be delivered within 12 months of funding (or 18 months for major grants related to infrastructure projects)	Completed or substantially completed activities. Council may consider support for such projects if they have arisen from an unforeseeable emergency? *
Expenses reasonably expected in delivery of the activity (e.g. materials, plans, infrastructure)	Rent, rates or other general/recurrent expenses (phone, utility, insurances, wages etc)
Projects/activities that are inclusive and accessible	Projects/activities that exclude sectors of the community*
Projects/activities on community land	Projects/activities on private property* Must have a broad and ongoing community benefit

\*If unsure of eligibility please call 08 8862 0800

## General guidelines:

- Organisations can apply for only one minor or major grant per facility in any one year.
- Recipients of major grants over \$10,000 will not be able to apply for another major grant in the following financial year (to ensure grant funding has been expended and give other groups an opportunity).
- Applicants may not receive the full amount sought. Final decision will always rest with Council.
- Successful applicants will be required to acknowledge Council's contribution in communications relating to the project/activity. For major grants it will be a requirement to acknowledge Council by use of the WRC logo and the words 'Proudly supported by ...' or similar wording to be agreed with Council. The logo will be provided in appropriate format to relevant successful applicants.
- Council may freely use information about the grants and successful projects in communications.
- Applications must be submitted using Council's forms, 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.

## Assessment/approval process

The assessment/approval process for **minor and major grants** is delegated to the Community Grants Assessment Committee, as detailed in the Committee's Terms of Reference and the Grants, Sponsorships & Donations Policy. Administration will support the process.

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 to finalise the grant process.

## Key dates

Minor and major grants will be assessed by Council's Community Grants Assessment Committee along the following timeline:

<b>April 2024</b>	<b>Applications open 8 April 2024</b>
<b>May 2024</b>	<b>Applications close 31 May 2024</b>
<b>June 2024</b>	<b>Initial review</b>
<b>17 July 2024</b>	<b>Community Grants Assessment Committee meeting</b>
<b>July 2024</b>	<b>Applicants advised and funding made available (subject to budget timing and allocation)</b>

## Assessment criteria - Minor Grants categories

What we will consider	What we want to see
<b>Community benefit</b>	<ul style="list-style-type: none"> <li>• The activity will benefit the Wakefield community</li> <li>• The applicant organisation has reasonably engaged with the community if required (e.g. event neighbours supportive)</li> </ul>
<b>Wakefield 2030 alignment</b>	<ul style="list-style-type: none"> <li>• The activity will help deliver the Wakefield 2030 Community Plan – vision, themes, key strategies and/or priority actions</li> </ul>
<b>Access and inclusion</b>	<ul style="list-style-type: none"> <li>• The activity will provide low/no cost involvement</li> <li>• The activity will be promoted and accessible to people with disability</li> </ul>
<b>Project governance / risk</b>	<ul style="list-style-type: none"> <li>• The applicant has ability to deliver the activity as described</li> <li>• The applicant is clear on the roles within their organisation that will be responsible for the delivery of the activity</li> </ul> <p><i>It will be mandatory for applicants for events sponsorship to adhere to all safety and public health requirements – including COVID-19 directions from the South Australian Government. Council will seek to assist with necessary permits to support the delivery of safe events in the community.</i></p>
<b>Budget / finances</b>	<ul style="list-style-type: none"> <li>• The applicant has demonstrated how funds will be used</li> <li>• The activity budget reflects the likely expense</li> </ul> <p>Preference will be given to applications where the applicant organisation is matching the overall cost either through dollar for dollar funding or in-kind* contributions (e.g. \$42.62 per hour volunteer labour in South Australia as per the calculation taken from the biannual Australian Bureau of Statistics)</p> <p>*In-kind meaning payment in goods or services as opposed to money examples below:            Voluntary labour (painting, removal of rubbish etc)            Donated goods (equipment, furniture etc.)            Donated services (professional advice)            Free use of equipment (cars, tools)</p>

## Assessment criteria – Major Grants

What we will consider	What we want to see
<b>Community need / benefit</b>	<ul style="list-style-type: none"> <li>• The activity will meet a community need or demand or fill a known gap</li> <li>• The activity benefits the broader Wakefield community (or a large number of residents)</li> <li>• The applicant organisation has reasonably engaged with the community</li> </ul>
<b>Wakefield 2030 alignment</b>	<ul style="list-style-type: none"> <li>• The activity will help deliver the Wakefield 2030 Community Plan – vision, themes, key strategies and/or priority actions</li> </ul>
<b>Access and inclusion</b>	<ul style="list-style-type: none"> <li>• The activity will encourage high levels of participation</li> <li>• The activity will provide low/no cost involvement</li> <li>• The activity will be promoted and accessible to people with disability</li> </ul>
<b>Project governance / risk</b>	<ul style="list-style-type: none"> <li>• The applicant has ability to deliver the activity as described</li> <li>• The applicant is clear on the roles within their organisation that will be responsible for the delivery of the activity</li> <li>• For grant applications of \$2,001-\$10,000:               <ul style="list-style-type: none"> <li>○ Activities must be acquitted within 12 months</li> </ul> </li> <li>• For grant applications of \$10,001-\$25,000:               <ul style="list-style-type: none"> <li>○ Activities must be acquitted within 18 months</li> <li>○ A project plan must be presented showing achievable milestones (within 12 months)</li> <li>○ Any relevant plans/drawings if the application is for upgrading or major maintenance</li> <li>○ If applicable, evidence that relevant approvals (e.g. planning and building) can be obtained</li> </ul> </li> </ul>
<b>Budget / finances</b>	<ul style="list-style-type: none"> <li>• The applicant has demonstrated a need for grant funding</li> <li>• The applicant has demonstrated how the funds will be used</li> <li>• The activity budget reflects the likely expense</li> <li>• For grant applications of \$10,001-\$25,000:               <ul style="list-style-type: none"> <li>○ Any relevant plans/drawings if the application is for upgrading or major maintenance</li> <li>○ A copy of minutes or other commitment to the project signed by a minimum of two applicant organisation committee members that outline the organisations financial/in-kind commitment</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ At least two written quotations for project elements (where relevant). Wherever possible all efforts must be made to utilise local suppliers and contractors. It is understood that there is occasionally some difficulty with obtaining two quotes, but every effort must be made and submitted.</li><li>○ Annual financial statements for the past two financial years showing the organisation has capacity to deliver the project.</li></ul> <p>Preference will be given to applications:</p> <ul style="list-style-type: none"><li>• Where the applicant organisation is matching the overall cost either through dollar for dollar funding or in-kind contributions (e.g. \$42.40 per hour volunteer labour)</li><li>• For grant applications valued \$10,001 or greater, that show evidence of applying for relevant Australian, State Government or other community grant funding. Where other grant funding is received and covers the full project budget, the applicant must return the Council contribution</li></ul>
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***For more information contact:***  
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