



Grants, Sponsorships & Donations Policy

Policy Number	C7
Responsible officers:	Deputy Chief Executive Officer & Community Development Coordinator
Policy adopted	March 2020
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Minutes reference:	2022/03-07
Next review date:	February 2026
Related Policies:	Local Town Committee Contributions

1. POLICY PRINCIPLE

Wakefield Regional Council strives to create an environment where community groups are supported and can flourish. It seeks to distribute approved budget to community groups requesting financial or in-kind support in a transparent, fair and equitable way through its Grants, Sponsorships & Donations programs.

2. POLICY OBJECTIVES

- 2.1 To support achievement of the Wakefield 2030 vision and strategies.
- 2.2 To provide a framework for Council:
 - 2.2.1 To offer non-profit community groups and organisations the opportunity to obtain funding through community grants, sponsorships and donations.
 - 2.2.2 To offer small businesses an opportunity to obtain grant funding.
 - 2.2.3 To support community groups which maintain and manage public green spaces.
 - 2.2.4 To allocate funds in an effective and equitable manner.
- 2.3 To ensure grants, sponsorships and donations are aligned to Council's policies and objectives.

3. DEFINITIONS

Grant	Financial contribution for specific activity upon receipt of an application through Council's formal program. The grant must be used for the project identified and delivered in line with the approved submission.
Sponsorship	A financial or in-kind contribution in return for a specified benefit to Council. Activities sponsored may include: community events, community education programs, local conferences.
Donation	A contribution or gift with no return benefits expected. Examples of acceptable donations may include, but not be limited to: registered community or charitable organisations seeking ad hoc or crisis funding; events that display a strong and relevant benefit to the local community.

4. GRANTS

Community Grants Program – Appendix 1

- 4.1 Council supports programs that provide assistance to groups to conduct local community events, projects and activities. Such activities contribute to the development of the local community, maintain community assets and ensure local groups can participate and make positive contributions to life within the Wakefield region.
- 4.2 A Community Grants Assessment Committee will be established by Council and provided with delegation to expend the adopted Minor and Major Community Grants budget and review and amend, where necessary, the grant guidelines.
- 4.3 Funding for the Minor and Major Community Grants categories will be considered by Council's Community Grants Assessment Committee through an annual application and assessment process.
- 4.4 Applicants and eligible projects will be considered based on satisfying all required criteria as documented in Council's Community Grants Guidelines, including alignment to Council's strategic objectives.
- 4.6 Events sponsorships will be available all year until budget has been expended and will be managed by administration, in line with Council endorsed guidelines.

Small Business Incentives – Appendix 2

- 4.5 To help achieve the 'Thriving Region' aims of Wakefield 2030, Council supports programs that provide assistance to small businesses seeking to grow and flourish in the region.
- 4.6 A range of Small Business Incentives grants will be available all year from 1 September until budget has been expended and will be managed by administration, in line with Council endorsed guidelines.

Water Scheme support – Appendix 3

- 4.7 In recognition of the value of green spaces that promote liveability, Council supports groups that manage and maintain these areas for the community.
- 4.8 A Water Scheme is available to provide funding to clubs to help manage their mains water costs.
- 4.9 Funds are available upon presentation of relevant bills and invoices, in line with Council endorsed guidelines.

Grant funding – general

- 4.10 The amount of funds available for each of the community grants program for each financial year will be determined by Council as part of its adopted Annual Business Plan and Budget process.
- 4.11 All grants are provided on the basis there will be appropriate Council acknowledgement, in line with the funding guidelines.

5. SPONSORSHIPS

- 5.1 Subject to approved and available budget, Council will support minor sponsorships that provide financial assistance to community organisations to deliver events and activities for the benefit of the local community.
- 5.2 Sponsorship is provided on the basis the following agreed benefits will be provided as a minimum:
- Appropriate Council acknowledgement;
 - Application of Council logo (if relevant);
 - Ability for Council to communicate its involvement.
- 5.3 All such events/activities must support a worthwhile cause or activity within the community, be open to members of the community and complement Council's strategic plan, objectives and policies.
- 5.4 Providing budget is available, the Chief Executive Officer in consultation with the Mayor will have authority to award sponsorships under this Policy to a maximum value of \$500. This may be through cash or in-kind support, at the CEO's discretion.
- 5.5 All sponsorship applications should be in writing and directed to the Chief Executive Officer. Funding will be granted only to suitable activities and acceptable recipients as outlined in this policy and subject to the availability of funds.

6. DONATIONS

- 6.1 There are some situations where it may be appropriate for Council to make a donation. These might include charity, community organisations or events.
- 6.2 Subject to approved and available budget, Council will support donations that provide financial assistance to community organisations and groups that provide services to the region.
- 6.3 Providing budget is available, the Chief Executive Officer in consultation with the Mayor will have authority to award donations under this Policy to a maximum value of \$250.
- 6.4 All sponsorship or donation applications should be in writing and directed to the Chief Executive Officer. Funding will be granted only to suitable activities and acceptable recipients as outlined in this policy and subject to the availability of funds.

7. UNSUPPORTED ACTIVITIES

- 7.1 Grants, sponsorships and/or donations 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;

- 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, tobacco-related products or alcoholic products. To individual people – other than through an existing program;
 - To Council Elected Members or employees (or their families);
 - (In relation to sponsorships and donations) when application for a community grant should be made instead (i.e. under the approved grants program).
- 7.2 Eligible and ineligible grant applications will be detailed in the Community Grants Guidelines available each year.
- 7.3 Council will not endorse any commercial products or services associated with the sponsor, recipient or any third party. Council will not cover the day-to-day operational expenses incurred by community organisations.
- 7.4 A sponsorship agreement should not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially. All parties should understand that arrangements have no bearing on Council's exercise of its regulatory or inspectorial functions.

8. EXCLUSIONS

- 8.1 Excluded from this policy are:
- Staff donations to charities (e.g. casual days to raise funds for charity);
 - Council's contributions to town committees for Australia Day events;
 - Council's annual contributions to town committees and community newsletters.

9. RECORDS

The Council must maintain all records in relation to grants, sponsorships and donations.

10. POLICY REVIEW

This policy shall be reviewed at least every four years, or more frequently if legislation or Council requires.

Document history:

Version	Date	Description of change
1.0	Feb 2021	New Policy, in part replacing the Community Grants And Contributions Policy
2.0	May 2021	Minor word clarification around property ownership
3.0	Feb 2022	Amendments to reflect Community Grants Assessment Committee discussions

All programs subject to
annual budget / review

COMMUNITY GRANTS PROGRAM

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.

There are three **Community Grant Program** categories:

Events Sponsorships	Minor Grants	Major Grants
Up to \$2,000 for major events. Up to \$500 for minor events.	Up to \$2,000	\$2,000 - \$25,000
Overall budget \$10,000	Overall budget \$26,000	Overall budget \$84,000
Open all year after budget is approved, until budget is expended	Open from April – see details below	Open from April – see details below
Assessed by Community Events Officer; Approved by CEO in consultation with the Mayor	Assessed and approved by Community Grants Assessment Committee	Assessed and approved by Community Grants Assessment Committee
<i>Examples only:</i> <ul style="list-style-type: none"> • Major street activation events • Town hall productions • Festivals (non-exclusive) Events that celebrate the region's culture, history and arts • Events to promote community pride • Art exhibitions • Museum events • Come and try events • Community markets 	<i>Examples only:</i> <ul style="list-style-type: none"> • Activities that build a sense of a strong community • Men's shed programs • Volunteer activities • Equipment to support delivery of safe events • Activities that promote access to health, safety and wellbeing services • Active ageing programs • Youth programs • Programs that encourage participation in arts, culture and history of Wakefield • Public space enhancements • Revegetation projects on community land 	<i>Examples only:</i> <ul style="list-style-type: none"> • Sport and community facility upgrades (not covered by Council building budgets) • Accessibility improvements • Development, upgrade or maintenance of assets – ovals, pools, reserves, trails, courts, fences, clubhouses, halls, signage, lighting, water infrastructure etc • New/upgraded water conservation projects on community land • Solar installation on community assets

Who can apply?

- 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 the applicant 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

** 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 allow Council 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 Council staff to discuss.

Assessment criteria – Event Sponsorship and Minor Grants categories

What we will consider	What we want to see	
Community benefit	<ul style="list-style-type: none">• The activity will benefit the Wakefield community• The applicant organisation has reasonably engaged with the community if required (e.g. event neighbours supportive)	
Wakefield 2030 alignment	<ul style="list-style-type: none">• The activity will help deliver the Wakefield 2030 Community Plan – vision, themes, key strategies and/or priority actions	
Access and inclusion	<ul style="list-style-type: none">• The activity will provide low/no cost involvement• The activity will be promoted and accessible to people with disability	
Project governance / risk	<ul style="list-style-type: none">• 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 <p><i>It will be mandatory for applicants for events sponsorship to adhere to all safety and public health requirements – including COVID-19 directions. Council will seek to assist with necessary permits to support the delivery of safe events in the community.</i></p>	
Budget / finances	<ul style="list-style-type: none">• The applicant has demonstrated how funds will be used• The activity budget reflects the likely expense <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. \$45.10 per hour volunteer labour)</p> <p>*In-kind meaning payment in goods or services as opposed to money examples below:</p>	

	<ul style="list-style-type: none"> • Voluntary labour (painting, removal of rubbish etc.) • Donated goods (equipment, furniture etc.) • Donated services (professional advice) • Free use of equipment (cars, tools etc) 	
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Assessment criteria – Major Grants

What we will consider	What we want to see	
Community need / benefit	<ul style="list-style-type: none"> • The activity will meet a community need or demand or fill a known gap • The activity benefits the broader Wakefield community (or a large number of residents) • The applicant organisation has reasonably engaged with the community 	
Wakefield 2030 alignment	<ul style="list-style-type: none"> • The activity will help deliver the Wakefield 2030 Community Plan – vision, themes, key strategies and/or priority actions 	
Access and inclusion	<ul style="list-style-type: none"> • 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 with disability 	
Project governance / risk	<ul style="list-style-type: none"> • 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 • For grant applications of \$2,000-\$10,000: <ul style="list-style-type: none"> ○ Activities must be acquitted within 12 months • For grant applications of \$10,001-\$25,000: <ul style="list-style-type: none"> ○ Activities must be acquitted within 18 months ○ A project plan must be presented showing achievable milestones (within 12 months) ○ Any relevant plans/drawings if the application is for upgrading or major maintenance ○ If applicable, evidence that relevant approvals (e.g. planning and building) can be obtained 	
Budget / finances	<ul style="list-style-type: none"> • 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 • For grant applications of \$10,001-\$25,000: <ul style="list-style-type: none"> ○ Any relevant plans/drawings if the application is for upgrading or major maintenance ○ 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 ○ At least two written quotations for project elements (where relevant). Wherever possible all efforts must be made to 	

	<p>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.</p> <ul style="list-style-type: none"> ○ Annual financial statements for the past two financial years showing the organisation has capacity to deliver the project. <p>Preference will be given to applications:</p> <ul style="list-style-type: none"> • Where the applicant organisation is matching the overall cost either through dollar for dollar funding or in-kind contributions (e.g. \$45.10 per hour volunteer labour) • For grant applications of \$10,001 or greater, that show evidence of applying for relevant Australian, State or other grant funding. Where other grant funding is received and covers the full project budget, the applicant must return the Council contribution 	
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Assessment/approval process

The assessment/approval process for events sponsorships will be managed by Council administration:

Initial assessment	Application to be checked against eligibility / guidelines. An initial assessment to be undertaken against weighted criteria. Recommendation drafted for CEO / Mayor review.	Community Events Officer	Within one week of receipt
Approval	CEO to approve following consultation with Mayor.	CEO and Mayor	Within three weeks of receipt

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 as detailed below.

Key dates

Event sponsorships are available all year from 1 July until the budget has been expended.

Minor and major grants will be assessed by the Assessment Committee along the following indicative timeline each year:

April	Applications open
April	Workshop with potential applicants
May	Applications close
June	Initial review (early in month)
June	Community Grants Assessment Committee (late in month)
July	Applicants advised and funding made available (subject to budget timing and allocation)

Successful applicants will be required 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.

SMALL BUSINESS INCENTIVES

Wakefield 2030 includes as a key theme 'Thriving Region', with strategies and priority actions to drive growth and prosperity in the region. Building on the excellent feedback from the COVID-19 support package, the Small Business Incentives program aims to encourage small businesses to start up, grow, innovate and develop.

Applications

- Up to \$1,500 for 'Promote & Develop' activities that seek to enhance the skills of employees or market business activities (*see table below*)
- Up to \$3,000 for 'Innovate & Renovate' activities that seek to find new ways of working to give the business a competitive edge (*see table below*)

Organisations can apply for one grant per year. Applicants may not receive the full amount being sought. Eligibility does not guarantee grant funding.

Who can apply?

Business (including sole traders) that:

- Are Wakefield-based – or can show evidence of a move (within three months) to the region
- Have majority of clients and/or operations within the region and clearly and specifically benefit the local community
- Have an Australian Business Number
- Have current public liability insurance (minimum \$20 million)
- Have no more than 20 employees
- Can demonstrate an ability to contribute dollar-for-dollar towards the activity
- Where relevant, have landlord and/or development approvals
- Comply with all relevant legislation/standards
- Demonstrate alignment with Wakefield 2030 strategies

Who is not eligible?

- Not-for-profit organisations – *please refer to the Community Grants Program*
- Businesses operated by Council employees, Council Members and their families – or in which they have a material interest
- Government agencies
- Businesses which are, or may be perceived to be, in conflict with Council's policies, plans and responsibilities to the community
- Businesses, projects or events that exclude any sectors of the community based on culture, gender, sexuality, religious belief, race or disability
- Businesses which are in legal conflict with or indebted to Council, or which have failed to appropriately deliver / acquit previous funding

What activities may be funded (examples only)

Promote and develop (up to \$1,000)	Innovate and renovate (up to \$3,000)
<i>Small grants that allow businesses to improve their in-house skills and promote their offerings to the community.</i>	<i>Grants to promote economic development opportunities and 'open up' businesses through improved accessibility and offerings.</i>
<ul style="list-style-type: none">• Marketing, branding and promotions• Signage and window dressings• Façade facelifts• Events to promote business• Work Health Safety initiatives• Business coaching	<ul style="list-style-type: none">• Commercialisation processes• Business / market expansion• Premises upgrades and accessibility improvements• Research and development• Technologies to drive business growth• Innovation

What will not be funded

- Projects that do not have a clear plan or do not align to Wakefield 2030
- Activities that are already under way or complete
- Rent, rates or other general/recurrent expenses (phone, utility, insurances, wages etc)
- Projects/activities that exclude sectors of the community
- Building/planning costs
- Routine maintenance or repairs
- Repairs that would normally be covered by insurance

Assessment process

To ensure there is no perceived conflict of interest, the approval process will include several stages, with the following indicative timeframes:

Initial assessment	Application to be checked against eligibility / guidelines. An initial assessment to be undertaken against weighted criteria.	Economic Development & Grants Coordinator	Within one week of receipt
Review	A review of the initial assessment to be undertaken and recommendation drafted for CEO / Mayor review.	Deputy CEO	Within two weeks of receipt
Approval	CEO to approve following consultation with Mayor.	CEO and Mayor	Within three weeks of receipt

Assessment criteria

Requirement	What we will consider	Weighting
Mandatory	Evidence the business: <ul style="list-style-type: none">• Is Wakefield-based (as shown by address on ABN)• Largely serves and/or operations within the region and benefits the local community	Mandatory – not weighted

	<ul style="list-style-type: none"> Is appropriately insured with current \$20 million Public Liability Insurance Has any necessary approvals Complies with all relevant legislation/standards Demonstrated alignment with Wakefield 2030 strategies 	
Budget/ finances	<ul style="list-style-type: none"> The applicant will contribute dollar-for-dollar towards the activity The applicant has clearly demonstrated how funds will be used The activity budget reflects the likely expense (quotes if possible) The applicant has provided two quotes (where relevant) for works to be delivered 	40%
Project governance / risk	<ul style="list-style-type: none"> The applicant has ability to deliver the activity as described Achievable milestones have been set (within ensuing six months) 	20%
Local supplier support	<ul style="list-style-type: none"> Use of local suppliers / tradespeople for activities undertaken (where this is relevant to the activity) 	40%

Applicants will also sign a non-confidential formal grant agreement. A simple template will be provided to ensure the following details are captured:

- The precise nature of the activity
- Budget for the activity showing expenditure breakdown and quotes to justify expenses (if relevant)
- Benefits the grant will provide – to the business and/or community
- Alignment to Wakefield 2030
- Timeframes and milestones for delivering the activity and completion date
- Requirements as per table above
- Approval for Council to use the activity for promotional purposes

Council will assess all applications based on the full suite of information provided and the opportunities and/or risks associated with the activity.

Acquittal

The grant must be expended within 60 days of the completion date detailed on the grant application. Successful applicants will also be required to submit an acquittal form and short report on how the project/activity has achieved the desired outcomes.

Key dates

Small Business Grants are available all year from 1 September until the budget has been expended.

WATER ASSISTANCE SCHEME

Wakefield Regional Council seeks to encourage and support community groups to deliver green recreation spaces by helping cover their water costs.

Other costs relating to water use (e.g. stormwater/water infrastructure, tanks etc) may be eligible under the Community Grants Program. The Water Assistance Scheme is designed to support clubs and groups to cover costs of their water use bills.

The amount provided by Council will depend on the nature of the activity (see table below). Amounts will be payable upon the presentation of a tax invoice and relevant SA Water account for the relevant year.

Applicants must demonstrate how they will practice water use sustainability (which may include promotional efforts, signage, water sensitive landscaping, smart water use irrigation etc). Groups will be encouraged to seek alternative water sources – for instance, through tank installation.

Category	Upper limit
Swimming pools – Balaklava, Hamley Bridge, Owen	\$3,500 each
Main town ovals	\$2,500 each
Bowling greens	\$2,500 each
Other surfaces	\$1,000 each

Who is eligible?

Community not-for-profit organisations that:

- Are Wakefield based and have majority of clients and/or operations within the region
- Have an Australian Business Number
- Have current public liability insurance (minimum \$20 million)
- Can demonstrate:
 - Financial capacity to contribute towards water bill payment
 - Efforts are in place to raise funds to cover bill payments
- Comply with all relevant legislation/standards

The eligible party must be responsible for paying the SA Water account, which must be made out to their organisation.

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;
- 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).

What will be funded - criteria

- Mains water use (connection to SA Water network) on community land within Wakefield, and;
- Water use for ovals, greens or significant grassed playing area or other area that promotes active lifestyles (including community gardens)

What will not be funded

- Infrastructure/plumbing/maintenance costs – refer community grants program for other options
- Water costs on private property. Community and sporting groups / associations that meet eligibility criteria and own the property may still apply.
- Watering on property connected to recycled water from a CWMS system – unless the recycled water is unable to be supplied by Council

Assessment criteria for water assistance scheme

What we will consider	What we want to see	Weighting
Community need / benefit	<ul style="list-style-type: none">• The activity benefits the broader Wakefield community (or a large number of residents)	30%
Wakefield 2030 alignment	<ul style="list-style-type: none">• The activity aligns to W2030, including the ‘Sustainable Future’ focus area by demonstrating water use sustainability. <i>Examples only – communications/signage to encourage wise water use, water sensitive landscaping, water wise irrigation, installation of rainwater tanks.</i>	25%
Access and inclusion	<ul style="list-style-type: none">• 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 with disability	25%
Budget / finances	<ul style="list-style-type: none">• The applicant has demonstrated a need for funding• The activity budget reflects the likely expense	20%

Key dates

While no applications will be required for this support, groups must provide information to address the criteria above. In April, letters and forms will be sent to eligible groups:

- Explaining new process and criteria
- Detailing requirements (e.g. wise water use, fundraising)
- Detailing requirement to provide tax invoices and copies of SA Water bills (which must be received by the club between 1 July and 30 June - i.e. in the relevant financial year).

Tax invoices/bills will serve as acquittal information. However, the club will be asked to provide, within four weeks of the end of the financial year, evidence that funding guidelines have been met.

Assessment process

The assessment/approval process will be managed by Council administration:

Initial assessment/ review	Information provided to be assessed the criteria.	Community Events Officer	Within one week of receipt
Approval	Review/approve for payment (as invoices/copy of bills submitted)	Community Development Coordinator	Within three weeks of receipt