

Port Pirie Regional Council

Community Assistance Fund

Project & Event Guidelines



Please read these guidelines carefully before completing the application form.

PURPOSE

The purpose of the fund is to encourage and support community initiatives that respond to local needs, enhance community wellbeing and quality of life and are of benefit to our residents.

It is aimed at providing non-for-profit organisations, community and sporting groups based in the Council area with the opportunity to obtain funds for projects or events which cannot easily be obtained from other sources.

Grant funding of up to a maximum of \$4,000 is available for financial and/or in-kind assistance per application, per organisation, per year. Funding is offered 4 times a year. Applicants may submit one application per funding round. See below for funding times.

Applications received:	Assessed:	For projects/events commencing:
Rd 1: Jan - Feb	Mar	Apr, May, June
Rd 2: Apr - May	June	July, Aug, Sep
Rd 3: July - Aug	Sep	Oct, Nov, Dec
Rd 4: Oct - Nov	Dec	Jan, Feb, Mar

WHO CAN APPLY?

- Applicants must be from a not-for-profit community groups or organisations;
- Applicants must be incorporated under the Associations Act (or other Act) or affiliated with an incorporated parent organisation. Un-incorporated applicants may apply under the auspice of another incorporated organisation;
- Applicants must obtain current Public Liability Insurance of at least \$20 million;
- Applicants must operate within the Port Pirie Regional Council area or be proposing an activity that will take place within the Council area.

WHO CAN NOT APPLY?

- Individuals;
- Commercial entities;
- Other Councils;
- Political parties;
- Government departments undertaking activities or programs considered to be the responsibility of State or Federal Government;
- Organisations that obtain income from poker machines or similar, or facilitate or encourage gambling.

FUNDING AND ASSESSMENT CRITERIA

- Projects must demonstrate their ability to benefit the wider community to attend and participate.
- Projects must have a clearly defined start and end date, and **must be completed within 6 months**, unless otherwise agreed. Acquittals must be submitted within 60 days after completion;
- All applicants must complete a risk assessment. Additional management documents may be required.

The following events and projects may be considered for funding (this list is not exclusive):

- Local community events/programs;
- Minor infrastructure improvements;
- New equipment that increases the ability of a group to deliver a service or program;
- Projects that develop community capacity, strength and wellbeing;
- Projects or programs that promote participation and/or opportunities to develop skills/increase memberships or volunteers.

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The following will **not** be considered to receive funding:

- Activities that seek to make financial gain or are deemed to be of a commercial nature;
- Projects already commenced or completed by the current rounds closing date;
- Any activity undertaken to raise funds for a third party (including charities).
A proposal for a community event held to raise funds for a charity may be assessed on its own merits and clearly where there is a local community benefit. Only In-kind support will be considered;
- Regular annual events that are mainly for the benefit of the members of the organisation;
- Ongoing general or maintenance expenses;
- Renovations or Capital works, defined as permanent improvements to a building or grounds that will increase capital value.

NOTIFICATION AND PAYMENT CONDITIONS

Applicants will be sent a notification that their application has been received. Applications will be assessed based on the funding criteria. All applicants will be notified in writing of the assessment regarding their application and the amount, if any, of funds allocated.

If successful, prior to payment being made, all additional support, approvals, or permissions from other areas of Council must have been obtained, applicants will be required to sign a Memorandum of Agreement to indicate their acceptance of their allocation. No payment will be made until a signed Memorandum of Agreement and a tax invoice (if required) has been received by Council. Payment will be made by cheque or Electronic Funds Transfer (EFT) to a nominated bank account.

Council reserves the right to part-fund or refuse an application.

ACCOUNTABILITY AND EVALUATION

Successful applications are required to submit a Final Acquittal Report within two months of the project completion. The report must include:

- Review of learnings from the project including evaluation of successes/failures;
- Summary of outcomes achieved e.g. participant numbers, feedback comments, increased membership;
- Photos from the activity (up to 5);
- Summary of financials including receipts of purchases (if any);
- Evidence of Council acknowledgement.

Failure to complete this report will affect eligibility for future applications.

WHAT ELSE DO I NEED TO KNOW?

- The project or event must not be changed without written consent of the Council.
- If the project or event requires additional support, approval or permissions from other areas of Council e.g. development applications, waste or traffic management requests, reserve/park hire or environmental issues, please ensure you seek advice from the appropriate area of Council prior to submission of your application. This includes COVID Safe and COVID Management plans, please see www.covid-19.sa.gov.au for details.
- Council may request that a successful applicant attend a cheque presentation ceremony at the Council Chamber prior to a Council meeting. Other successful applicants may also choose to attend the ceremony.
- It is recommended that quotes for purchases and/or services (including any in-kind works undertaken by Council) are included as supporting documents with the application.

NEED ADVICE?

If you have any questions regarding the funding, eligibility of your project/event or how to apply, please contact the Port Pirie Regional Council on (08) 8633 9777 or email council@pirie.sa.gov.au