

# Adaptive Reuse City Housing Initiative (ARCHI) Incentives Scheme Operating Guideline

29 August 2025

Chief Executive Officer

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**PARENT DOCUMENT:** Funding Programs Policy

## PURPOSE

This Operating Guideline has been prepared to support City of Adelaide employees to ensure consistency in administering grants and incentives delivered to support housing outcomes, in addition to sustainability and heritage outcomes. ARCHI is run by the Park Lands, Policy and Sustainability (PLPS) program.

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## GRANTS OPERATION

### Strategic Context

ARCHI Incentives Scheme grants may be used by the City of Adelaide to support priorities and actions outlined in the City of Adelaide's strategic documents related to housing, heritage, sustainability, climate and circular economies.

### Objectives

ARCHI Incentives Scheme Objectives will be listed in public facing guidance. Objectives must clearly link to a strategic outcome or priority area related to housing, heritage and sustainability.

### Eligibility

Eligibility for individual grant programs will be listed in public facing guidance and terms and conditions documentation. Eligibility criteria will clearly state who is eligible and who is ineligible for the specific program.

Applications in any grant program will be ineligible if any of the following apply:

- The applicant undertakes canvassing or lobbying of councillors or employees of the City of Adelaide in relation to their grant application during the application and assessment process.
- The application does not meet the identified priorities.
- The application will contravene an existing City of Adelaide Policy or Operating Guideline.
- Applicants are yet to acquit on any previous Council funding or finalise outstanding debts to Council.

City of Adelaide employees or former employees who are residents of the City of Adelaide are eligible to apply for funding.

The City of Adelaide acknowledges the Kurna people as the Traditional Owners of the Country where the city of Adelaide is situated, and pays its respect to Elders past, present and emerging.

Applicants that have received funding from other grants are not precluded from receiving funding from the ARCHI Incentives Scheme.

Applicants may be eligible for funding more than once per year.

### **Application and Approval Process**

Applicants seeking funding can apply by submitting an application form within the advertised timeframes through online submission via SmartyGrants.

Grants will be assessed against the following:

- Eligibility criteria.
- Strategic alignment with the priorities of the grant with a weighting of 80%.
- Cultural, social, and environmental outcomes with a weighting of 20%.
- Available funding.

Where an application is incomplete or inaccurate, the applicant will be contacted and asked to supply additional information.

The City of Adelaide understands that formal application and acquittal processes are not accessible and available for everyone and will provide support to ensure ARCHI Incentive Scheme grants are fair and accessible.

### **Roles and Responsibilities**

ARCHI Incentives Scheme grants will be organised and run by specific officers within the Park Lands, Policy and Sustainability (PLPS) team.

Administration aims to provide all applicants with the opportunity to access support and feedback while considering the application to the ARCHI Incentives Scheme.

Council is committed to creating opportunities for collaboration and encourages applicants and Administration to work together to ensure that shared outcomes can be achieved.

### **Decision Making**

Applications are assessed according to the program priorities, general eligibility criteria, operating guidelines, and merit of the project.

The project must achieve a housing outcome that increases housing supply to make it easier for people to find housing and help grow the number of people who call the city home.

Administration will assess each application received as part of the ARCHI Incentives Scheme and refer funding recommendations up to the value of \$50,000 (excluding GST) for a single application to the Manager of the relevant team or appropriately delegated officer.

Funding recommendations exceeding \$50,000 will be presented to Council for decision.

### **Funding Source**

The ARCHI Incentives Scheme is co-funded by the City of Adelaide and the State Government of South Australia. The scheme is subject to Annual Business Plan and Budget processes annually. All grant funds will be allocated, administered and managed in a responsible and transparent manner.

Approved grants will not exceed the annual budget. Other funding sources available have been considered to avoid duplication.

### **Notification and Payment**

All applicants will be notified in writing of the outcome of their application. All successful applicants will be required to provide to the City of Adelaide relevant details for Electronic Funds Transfer of grant monies.

### **Funding Acquittal**

All successful applicants will be required to report on all outcomes of the project funded by the City of Adelaide in the form of a questionnaire, required within six weeks of the conclusion of the project.

Applicants may also be required to present, promote and share their successful grant projects with the local community and/or other grant recipients.

### **Key Performance Indicators**

Key measures of performance for the ARCHI Incentives Scheme include:

- Funding is aligned with the City of Adelaide Strategic Plan and any other identified strategic priorities.
- An additional mode of housing supply is unlocked through adaptive reuse.
- Heritage assets are activated and revitalised through a new residential use.
- Building energy performance is improved through retrofitting undertaken as part of the residential adaptive reuse works.
- Funded projects are successfully completed within the funding agreement timeframe and the acquittal is submitted at the end of the project.
- Funded projects achieve the stated outcomes.
- The City of Adelaide's Grants Program is promoted.
- The total amount of City of Adelaide funding distributed annually, and total matched funds is measured to demonstrate return on investment.

### **Monitoring and Implementation**

The performance of the ARCHI Incentives Scheme will be monitored through the administrative and financial systems of the City of Adelaide.

### INCENTIVES OPERATION

#### **Purpose**

ARCHI has been established to unlock dwelling potential in underutilised buildings in the City of Adelaide.

Through this initiative, the City of Adelaide and the Government of South Australia aim to provide an additional mode of housing supply, foster sustainability and preserve the city's architectural heritage.

#### **Strategic Context**

The Strategic Plan sets a population target to 'Increase the number of people living in the city from 26,000 to 50,000 by 2036'. ARCHI is one housing stream contributing to the housing supply. The Strategic Plan target for adaptive reuse is '50 dwellings are delivered annually through adaptive reuse of underutilised buildings' (Our Environment). Supporting priorities are included in the Housing Strategy, Integrated Climate Strategy, Economic Development Strategy, Heritage Strategy and City Plan.

The ARCHI Incentives Scheme increases the use of the City of Adelaide and/or State Government incentive schemes or grants to increase diversity in housing and sustainability in line with Council's Housing Strategy (Our Community).

#### **Objectives**

The ARCHI Incentives Scheme objective is to convert vacant and/or underutilised buildings into residential dwellings to support strategic objectives for population growth, housing supply, heritage and sustainability. The ARCHI Incentives Scheme:

- Incentivises projects involving a change-in-use to residential through adaptive reuse.
- Incentivises projects reinstating or formalising a residential use to unlock a residential outcome.
- Incentivises the revitalisation of heritage buildings through residential adaptive reuse.
- Supports retrofitting to improve energy efficiency and building comfort and reduce operating costs through corresponding grant programs (Incentives for Sustainability program).
- Promotes and coordinates access to corresponding City of Adelaide grants for heritage (Heritage Incentives Scheme), sustainability (Incentives for Sustainability) and noise management (Noise Management Incentives Scheme).

An adaptive reuse dwelling is defined as any dwelling that delivers a housing outcome as defined in the Housing Strategy, including:

- Market housing (owner occupier, private rental).
- Affordable housing (rental housing, ownership).
- Social housing (community housing, public housing).
- Temporary housing (crisis accommodation, transitional housing).

- Alternative housing models (build-to-rent, ethical market-based development, co-operative community land trust and modern village housing models).
- Student accommodation.

ARCHI funding is not available for projects being developed as Short-Term Accommodation. To be classified as Short-Term Accommodation a property must be available for more than 90-days in any financial year on a non-hosted basis.

### **Eligibility**

The ARCHI Incentives Scheme is available for projects located in the City of Adelaide involving a change-of-use to residential through adaptive reuse. Building categories include:

- Shop-tops: Buildings up to four storeys in height.
- Commercial to residential: Buildings five storeys and above.
- Heritage: Adaptive reuse of heritage listed buildings to residential.
- Major Projects: Projects delivering 20+ dwellings (subject to Council decision).

Funding allocation is on a per-project basis. Applicants may be eligible for ARCHI Incentives Scheme funding for more than one project per year.

City of Adelaide employees or former employees who are residents of the City of Adelaide are eligible to apply for funding.

Applicants that have received funding from other grants are not precluded from accessing the ARCHI Incentives Scheme.

### General Eligibility Criteria

- The property is located within the City of Adelaide municipal area (postcodes 5000 and 5006).
- Any encumbrances have been identified.
- For properties in multiple ownership, each owner has agreed to undertake the works, and the applicant is the body corporate of the strata or community title holders.
- Other affected parties (e.g. lessees, lessors, owners) have agreed to seek funding.
- The works have not been substantially commenced or completed prior to funding approval.
- The applicant has acknowledged and agreed that the City of Adelaide accepts no liability in respect of any claim, cause of actions, loss or damage arising out of, or in relation to service procured under the ARCHI Incentives Scheme.
- Projects can be completed within 12 months of the Funding Agreement date (or in the timeframe agreed with Council Administration).

Council will not fund:

- Projects being developed as Short-Term Accommodation. To be classified as Short-Term Accommodation a property must be available for more than 90-days in any financial year on a non-hosted basis.
- Applicants with debts or outstanding charges to Council in relation to the property.
- Projects that do not meet the General Eligibility Criteria.
- Projects that do not sufficiently describe the scope of works or are not accompanied by adequate documentation/quotes.
- Projects that lack the professional advice or documentation which has been requested by City of Adelaide staff.
- Projects involving property owned by Government.
- Works unrelated to the adaptive reuse of the building.
- General maintenance works that are not directly attributed to the adaptive reuse of the building.
- Project costs covered by other State, Local or Federal governments or philanthropic funding.
- Contingency costs.
- Repayment of debts and loans.
- The cost of an owner's own labour.
- Works resulting from an insurance claim.

In relation to ARCHI Incentive Scheme administration:

- Incentive scheme funding is subject to the City of Adelaide's annual budget processes and funding is limited.
- The City of Adelaide reserves the right to cease incentives at any time without notification and applications are not guaranteed to receive funding.
- Once acquitted, it may take the City of Adelaide up to 30 working days to process payment of a Funding Agreement.
- The City of Adelaide may request provision of information associated with the project including site photographs and data for the preparation of a public facing case study.

### **ARCHI Incentives Scheme description**

The ARCHI Incentives Scheme is a dedicated grant program supporting delivery of residential adaptive reuse projects in the City of Adelaide. Partial funding is available to eligible projects for feasibility assessment, professional advice and documentation for Development Approval (Part 1) and construction works (Part 2). Case management support is provided by the City of Adelaide at no charge.

Funding is available for both heritage and non-heritage listed buildings.

Applicants are encouraged to apply for corresponding City of Adelaide grants for sustainability (Incentives for Sustainability), heritage conservation works (Heritage Incentives Scheme) and noise management (Noise Management Incentives Scheme).

### ARCHI Case Management - At no charge

- Access to a dedicated adaptive reuse case management service.

### Part 1 – Feasibility assessment, professional advice and documentation

The ARCHI Incentives Scheme reimburses a percentage of consultant fee costs for feasibility assessment, professional advice and documentation as required for the Development Approval process (Planning Consent and Building Consent) for residential adaptive reuse projects.

Feasibility Assessment, professional advice and documentation are to be provided by suitably qualified and accredited consultants including (but not limited to) architects, building designers, structural engineers, acoustic engineers, services engineers, building certifiers, access consultants, sustainability consultants, quantity surveyors, site contamination consultants and town planners and includes:

- Assessment and analysis of the building's condition, layout, materials, and architectural features.
- Concept and design development including architectural plans, drawings and specifications that document proposed residential adaptive reuse works.
- Site contamination assessment.
- Structural review and assessment (including seismic assessment).
- National Construction Code compliance and essential safety review and assessment.
- Access review and assessment.
- Acoustic review and assessment.
- Heritage review and assessment.
- Services review and assessment (mechanical, electrical, hydraulic).
- Environmentally Sustainable Design (ESD) review and assessment.
- Planning policy review and assessment.
- Cost analysis and feasibility assessment.

For projects involving a heritage listed building, professional advice and documentation should be from a suitably qualified heritage professional.

The resulting documents are to be utilised for feasibility assessment, Development Approval, tendering, and implementing adaptive reuse works.

Funding is reimbursed upon receipt of a valid Development Approval and provision of itemised financial statements (tax invoices) evidencing expenditure of ARCHI Incentive Scheme grant funds, and evidence of payment to consultant/s (EFT/remittance advice).

Exclusions include:

- Building additions that are not directly attributed to the conversion of the building to residential and comprise more than 20% of the original building floorplate.
- Lodgement and Assessment Fees (refer Plan SA [Application fees | PlanSA](#)).

- Application fees and Open Space contributions relating to any land division.

### Part 2 - Residential adaptive reuse construction works

The ARCHI Incentives Scheme reimburses a percentage of costs for construction works required for residential adaptive reuse, and includes (but is not limited to):

- Fire safety upgrades.
- Access upgrades.
- Structural upgrades.
- Base building repairs.
- Building additions that are directly attributed to the conversion of the building to residential and comprise less than 20% of the original building floorplate – accepted additions may include (but are not limited to):
  - New vertical circulation cores (stairs/lifts)
  - Modest extensions to create habitable rooms/spaces
  - Modest extensions to create a separate residential entry
  - Decks and/or balconies creating private open space
- Retrofitting works to improve building performance.
- Building services upgrades.
- Windows (new openings, window replacement/refurbishment to make operable, glazing replacement including high performance/acoustic glazing systems).
- Internal partition walls.
- Wet area upgrades (plumbing, sanitary fixtures, internal finishes/tiling).
- New kitchens and laundry.
- Internal works (painting, floor coverings).

Exclusions:

- Loose furniture.

Funding is reimbursed upon satisfactory inspection by City of Adelaide staff confirming the project has been completed in accordance with approved documentation, receipt of the Certificate of Occupancy, provision of itemised financial statements (tax invoices) evidencing expenditure of ARCHI Incentive Scheme grant funds, and evidence of payment for funded works (EFT/remittance advice).

### Corresponding grants

ARCHI Incentives Scheme applicants can access corresponding City of Adelaide grants and incentive schemes for heritage, sustainability and noise management. These include:

- Heritage Incentives Scheme ([Heritage Incentives Scheme \(HIS\) | City of Adelaide](#)).
- Incentives for Sustainability ([Incentives for Sustainability | City of Adelaide](#)).

- Noise Management Incentive Scheme ([Noise management incentives | City of Adelaide](#))

### Funding Allocation

Category	Description	Incentive
Shop-tops: Buildings up to four storeys in height.  Includes heritage listed buildings.  (Delegated Decision)	Case management service	At no charge
	Part 1 – Feasibility assessment, professional advice and documentation	Up to 50% of the total cost of consultant fees. Maximum grant \$10,000
	Part 2A - Residential adaptive reuse construction works – Projects delivering one to three dwellings	Up to 50% of the total costs. Maximum grant \$25,000
	Part 2B - Residential adaptive reuse construction works – Projects delivering four or more dwellings	Up to 50% of the total costs. Maximum grant \$50,000
Commercial to residential: Buildings five storeys and above.  Includes heritage listed buildings.  (Delegated Decision)	Case management service	At no charge
	Part 1 – Feasibility assessment, professional advice and documentation	Up to 50% of the total cost of consultant fees. Maximum grant \$25,000
	Part 2A - Residential adaptive reuse construction works – Projects delivering one to three dwellings	Up to 50% of the total costs. Maximum grant \$25,000
	Part 2B - Residential adaptive reuse construction works – Projects delivering four or more dwellings	Up to 50% of the total costs. Maximum grant \$50,000
Major Project	Major projects delivering 20+ dwellings to be considered by Council	Council decision

### **Fees**

There are mandatory State Government charges to lodge a Development Application which are payable by the applicant.

For State Heritage places, there are mandatory fees for referral to Heritage South Australia which are payable by the applicant.

Any licence and permit fees incurred by the owner during the construction period are payable by the applicant.

### **Application Process**

Applicants seeking funding can apply by submitting an application form within the advertised timeframes through online submission via SmartyGrants.

Grants will be assessed against the following:

- Eligibility criteria.
- Strategic alignment with the priorities of the grant with a weighting of 80%.
- Cultural, social, and environmental outcomes with a weighting of 20%.
- Available funding.

Where an application is incomplete or inaccurate, the applicant will be contacted and asked to supply additional information.

The City of Adelaide understands that formal application and acquittal processes are not accessible and available for everyone and will provide support to ensure ARCHI Incentive Scheme grants are fair and accessible.

### **Decision Making**

Applications are assessed according to the program priorities, eligibility criteria, operating guidelines, and the merit of the project.

The project must achieve a housing outcome that increases housing supply to make it easier for people to find housing and help grow the number of people who call the city home.

The City of Adelaide will assess each application and refer funding recommendations up to the value of \$50,000 (excluding GST) for a single application to the Manager of the relevant team or appropriately delegated officer.

Funding recommendations exceeding \$50,000 will be presented to Council for decision.

### **Part 1 – Feasibility assessment, professional advice and documentation**

#### Step 1 – Preliminary discussions

Complete a Registration of Interest Form on the ARCHI webpage or contact the ARCHI Case Manager to discuss the project including:

- Scope of works, priorities, and options.

- Eligibility of the project.
- Documentation requirements.
- Application process.
- Options to access corresponding grants.

#### Step 2 - Obtain fee proposals from suitably qualified consultants

Fee proposals should include:

- Project brief.
- Scope of consultancy services and deliverables.
- Fees, terms, and conditions.
- Any exclusions.

For projects involving a heritage listed building, professional advice and documentation should be from a suitably qualified heritage professional.

#### Step 3 – Complete and submit the application

- Administration will send a link to a project specific SmartyGrants online application form.
- All questions in the application form must be answered and any required attachments provided for the application to be assessed.
- The application must include copies of fee proposals from suitably qualified consultants.
- Applications must be received by the closing date and deadline. Late applications will be deemed ineligible and will not be accepted.

#### Step 4 - Assessment of the application

Once submitted, an application will be assessed by the City of Adelaide according to:

- Eligibility criteria.
- Strategic alignment with the priorities of the grant with a weighting of 80%.
- Cultural, social, and environmental outcomes with a weighting of 20%.
- Available funding.

#### Step 5 – Funding allocation

The applicant will be notified regarding the outcome of the assessment. Successful applicants will receive a funding agreement with any conditions.

#### Step 6 – Complete works

- Feasibility assessment, professional advice and documentation to be completed.
- Development Application to be lodged and assessed by the relevant authority (planning consent and building consent).
- Development Approval to be received.

### Step 7 – Acquittal

Once Part 1 is complete, the applicant notifies the ARCHI case manager. A link to an online acquittal form will be provided via SmartyGrants at the conclusion of the project. The agreed funding amount will be reimbursed upon receipt of:

- Copies of funded professional advice and documentation.
- Itemised financial statements evidencing expenditure of ARCHI Incentives Scheme funds. This includes tax invoices and remittance advice/evidence of payment to consultant/s.
- A valid Development Approval for the works (planning consent and building consent).
- A completed ARCHI questionnaire (for case study and reporting).

Once satisfied with the advice/documentation, submitted proof of payment and Development Approval, Council will reimburse the applicant as per the Funding Agreement.

The City of Adelaide reserves the right to withdraw funding if a project did not proceed as agreed.

### **Part 2A – Funding for residential adaptive reuse construction works: One to three dwellings / Part 2B – Funding for residential adaptive reuse construction works: Four or more dwellings**

#### Step 1 – Preliminary discussions

Complete a Registration of Interest Form on the ARCHI webpage or contact the ARCHI Case Manager to discuss the project including:

- Scope of works, priorities, and options.
- Eligibility of the project.
- Documentation requirements.
- Application process.
- Options to access corresponding grants/incentives.

#### Step 2 - Obtain fee proposals from contractors

Obtain a minimum of two written quotes for funded works (unless an exemption has been agreed to by Council). Quotes should include:

- Scope of works and deliverables.
- Fees, terms, and conditions.
- Any exclusions.

#### Step 3 – Complete and submit the application

- Council staff will send a link to a project specific SmartyGrants online application form.
- All questions in the application form must be answered and any required attachments provided for the application to be assessed.
- The application must include copies of quotes and a copy of the relevant Development Approval documentation.

- Applications must be received by the closing date and deadline. Late applications will be deemed ineligible and will not be accepted.

#### Step 4 - Assessment of application

Once submitted, an application will be assessed by Council according to:

- Eligibility criteria.
- Strategic alignment with the priorities of the grant with a weighting of 80%.
- Cultural, social, and environmental outcomes with a weighting of 20%.
- Available funding.

#### Step 5 – Funding allocation

The applicant will be notified regarding the outcome of the assessment. Successful applicants will receive a funding agreement with any conditions.

#### Step 6 – Complete works

Complete works in accordance with the approved documentation.

#### Step 7 – Acquittal

Once the project is complete, the applicant notifies the ARCHI case manager. A link to an online acquittal form will be provided via SmartyGrants at the conclusion of the project. The agreed funding amount will be reimbursed upon:

- Inspection of the works - Council staff will inspect the works and advise if the work has been satisfactorily completed.
- Receipt of the Certificate of Occupancy.
- Provision of itemised financial statements evidencing expenditure of ARCHI Incentives Scheme funds. This includes tax invoices and remittance advice/evidence of payment to contractor/s.
- Photographs of completed works (case study material).
- Receipt of a completed ARCHI questionnaire (for case study and reporting).

Once satisfied, Council will reimburse the applicant as per the Funding Agreement.

The City of Adelaide reserves the right to withdraw funding if a project did not proceed as agreed.

#### **Funding Source**

The ARCHI Incentives Scheme is co-funded by the City of Adelaide and the State Government of South Australia. The scheme is subject to Annual Business Plan and Budget processes annually. All grant funds will be allocated, administered and managed in a responsible and transparent manner. Approved grants will not exceed the annual budget.

### **Funding allocation**

The allocated funding amount is at the discretion of Council. Unless Council considers that there are extenuating circumstances, the allocated funding amount will not be increased after the allocation approval date.

Funding is valid for 12 months from the date of the funding agreement except where an extended completion date has been agreed to by Council. Funding will be forfeited if the project is not substantially completed within 12 months, or as agreed by Council.

If an applicant wishes to substantially alter the scope of works a new application will be required.

### **Funding Conditions**

Successful applicants will be required to:

- Adhere to the Funding Program terms and conditions.
- Enter into a funding agreement with the City of Adelaide.
- Acknowledge and promote the City of Adelaide and the Government of South Australia on any marketing and communication materials including social media.
- Work with the City of Adelaide and the Government of South Australia as required to facilitate additional promotion opportunities.
- Notify the City of Adelaide of any changes to the project for which a project change request form may be required to be completed.

### **Notification and Payment**

All applicants will be notified in writing of the outcome of their application.

All successful applicants will be required to provide to the City of Adelaide relevant details for Electronic Funds Transfer of grant monies.

### **Roles and Responsibilities**

The ARCHI case manager and/or delegate is responsible for administering the ARCHI Incentives Scheme Program. Administration aims to provide all applicants with the opportunity to access support and feedback while considering applications to the ARCHI Incentives Scheme. Council is committed to creating opportunities for collaboration and encourages applicants and the City of Adelaide to work together to ensure that shared outcomes can be achieved.

### **Monitoring and Implementation**

The performance of the ARCHI Incentives Scheme will be monitored through the administrative and financial systems of the City of Adelaide. Data to support this reporting will be consolidated through the SmartyGrants platform.

The City of Adelaide is committed to regular review of the ARCHI Incentives Scheme to ensure the City of Adelaide is providing relevant incentives to support delivery of housing outcomes as per the Strategic Plan and Housing Strategy.

Recommendations from these reviews will be presented to Administration for consideration.

## OTHER USEFUL DOCUMENTS

### Related documents

- Public facing guidance and terms and conditions documents.
- SmartyGrants Help Guide for Applicants ([Help Guide for Applicants](#)).
- City of Adelaide Funding Programs Policy ([policy-funding-program.pdf](#)).
- City of Adelaide Strategic Plan 2024 – 2028 ([strategic-plan-web.pdf](#)).
- City of Adelaide Housing Strategy: Investing in our Housing Future ([housing-strategy-investing-in-our-housing-future.PDF](#)).
- City of Adelaide Heritage Strategy: Heritage: Our Future - Heritage Strategy 2021-2036 and Action Plan ([Heritage-Strategy-2021-2036-Action-Plan-2021-2024.pdf](#)).
- ARCHI online resources ([Adaptive Reuse City Housing Initiative | City of Adelaide](#)).
- City of Adelaide Heritage Incentives Scheme Operating Guidelines ([Heritage Incentives Scheme \(HIS\) | City of Adelaide](#)).
- City of Adelaide Incentives for Sustainability [Incentives for Sustainability | City of Adelaide](#).
- City of Adelaide Noise Management Incentive Scheme [Noise management incentives | City of Adelaide](#).

### Relevant legislation

- *Local Government Act 1999* (SA).
- *City of Adelaide Act 1998* (SA).
- *Environmental Protection Act 1993* (SA).
- *Planning, Development and Infrastructure Act 2016* (SA).
- *Heritage Act 1993* (SA).

## GLOSSARY

Throughout this document, the below terms have been used and are defined as:

**Acquittal:** Information provided by a funding recipient that ensures the funds have been administered responsibly and in line with the funding agreement and conditions of the Funding Program. Also known as a grant evaluation, this will inform the extent to which the funded activities were delivered, and the nature of the outcomes achieved.

**Adaptive Reuse:** The re-purposing and refitting of an existing building or structure to accommodate a new function – in this case residential dwellings. This process can involve modifications to meet current building codes and legislation and fulfill occupant expectations.

**Administration:** Is a term used for Council staff, which in relation to this policy refers to the staff team delivering Funding Programs on behalf of Council.

**Applicant:** Is the person or organisation applying for funding from Council.

**City of Adelaide:** Means the Corporation of the City of Adelaide (ABN 20 903 762 572) trading as the City of Adelaide.

**Funding:** Is the act of providing resources to finance a need, program, or project. While this is usually in the form of money, it can also take the form of effort or time (in-kind) from an organisation or company.

**Funding Agreement:** A document outlining the funding conditions accepted by either the Council or a subsidiary (dependent on which is managing the Funding Program) and the funding recipient prior to the provision of funding.

**Incentive Scheme:** A formal scheme used to promote or encourage specific actions or behaviour by a particular group of people during a defined period.

**Operating Guidelines:** A document pertaining to the specifications of an individual Funding Program or offering.

**SmartyGrants:** The online system and database that Council uses to receive, assess, monitor, acquit, evaluate, and record funding submissions.

**Heritage listed building:** A State or Local Heritage Place

A State Heritage Place is a place which is listed under the *Heritage Places Act 1993* as it satisfies one or more of the criteria for listing under Section 16 of the Act. These places are identified in and statutorily protected from inappropriate development through the Planning and Design Code.

A Local Heritage Place is a place which is listed in the South Australian Heritage Register. These places are identified in and statutorily protected from inappropriate development through the Planning and Design Code.

### ADMINISTRATIVE

In accordance with Section 91A of the *Local Government (Elections) Act 1999* and the City of Adelaide's Caretaker Policy, during the caretaker period for Local Government elections, no Funding Programs will seek applications or award funding unless there is a specific resolution of Council to enable that to occur.

Should Council resolve that this can occur, funding can then be distributed under delegation. Funding Programs will adjust delivery parameters to allow for this. As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every two years unless legislative or operational change occurs beforehand. The next review is required in 2027.

**Review history:**

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2024/180095	Chief Executive Officer	21/06/2024	<i>Creation</i>
ACC2025/30842	Chief Executive Officer	28 March 2025	<i>Amendment to Guidelines to allow for additional funding categories. Amendments to reflect Funding Programs Policy.</i>
ACC2025/91895	Chief Executive Officer	29 August 2025	<i>Amendment to Guidelines to exclude Short-Term Accommodation</i>

**Contact:**

For further information contact the Park Lands, Policy & Sustainability Program.

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