

Community Impact Grants and Strategic Partnerships Guidelines



This document provides all the necessary information and guidance when considering applying for a Community Impact Grant or Strategic Partnership. **BEFORE** commencing your online application, please ensure you:

- a) Read the guidelines fully
- b) Contact the Coordinator, Grants Program on 08 8203 7203

What the guidelines cover

- The purpose, strategic objectives and key priorities of the Community Impact Grants and Strategic Partnerships Program
- The various categories available within the Community Impact Grants and Strategic Partnerships Program
- What type of project might be funded?
- What types of projects will NOT be funded?
- Key dates for applying
- Who is eligible to apply?
- An overview of the application process
- An outline of the funding conditions
- How will Community Impact Grants and Strategic Partnerships be assessed?
- How to apply?
- Other key information

Purpose, Strategic Objectives and Program Priorities

The purpose of the Community Impact Grants and Strategic Partnerships Program is to provide financial support to eligible clubs, groups, educational institutions, organisations and residents to create meaningful impact in the community and positive community outcomes as well as contributing to Council's Strategic Plan. The program will specifically contribute towards the following strategic outcomes:

- Increase community use of and access to the Adelaide Park Lands
- Safe and welcoming community spaces
- Healthy and resilient communities
- Supports initiatives to achieve functional zero homelessness
- Aboriginal and Torres Strait Islander peoples and cultures strongly represented in city life
- Beautiful, surprising places
- Celebration of diverse community and collaborations

The Community Impact Grants and Strategic Partnerships Program seeks to deliver grant funding across five identified priority areas:

Priority	Description
Welcoming	Create opportunities for people to welcome newcomers into their local neighbourhood
Participation	Encourage residents and community groups to actively participate in their local city community
Reconciliation	Develop and strengthen reconciliation practices. Support, promote and share Aboriginal and Torres Strait Islander cultures recognising the Kaurna people as traditional owners of the land
Social Inclusion	Deliver inclusive responses to meet the needs of isolated and marginalised groups
Neighbourhood Connection	Create opportunities for people to connect with each other. Celebration of diverse community and collaborations



Grant Categories and guidance for what might be funded

There are four Categories of grants within Community Impact Grants and Strategic Partnerships:

- **Quick Response Grants** – Quick turnaround grants for small scale community initiatives
- **Community Impact Grants** – Small to medium sized activities, events or programs
- **Community infrastructure Grants** – Minor infrastructure improvements available to community groups
- **Strategic Partnerships** – Large innovative projects that are a mechanism for the City of Adelaide (Council) to work as a genuine and trusted partner with organisations to achieve the aspirations of Council and the partner organisation, adding flexibility and scope not available in our typical grants program.



Funding Category	Quick Response	Community Impact	Community Infrastructure
Amount Per Application	Up to \$2k	\$2-25k	Up to \$100k
Length of funding agreement	1 year	1 year*	1 year*
Rounds	Open and assessed year-round	Two rounds per year (Q1 & Q3 of financial year)	One round per year (Q2)
Applicant Matched Funding	Not required	Preferred but not essential	Preferred but not essential
What would be funded	<p>Activities, events or programs achieving at least one of the five Program Priorities. Past examples include:</p> <ul style="list-style-type: none"> • Activities, events, or programs that encourage residents and community groups to actively participate in their local community • Training, education and accreditation for volunteers, coaches' officials, and administrators such as first aid training that will then be used for broad community benefit in the City of Adelaide • Subsidies to support participation by vulnerable community groups • Sporting equipment or uniforms • Commercial organisations/business enterprises starting a new activity outside of their usual business • Subsidies of hire fees • Lifelong learning such as cooking or dance classes • Multi-cultural events and festivals • Reconciliation programs • Health and safety equipment for community programs • Community or resident led initiatives • Community activities 	<p>Ongoing activities, events or programs achieving at least one of the five Program Priorities. Past examples include:</p> <ul style="list-style-type: none"> • Multi-Cultural Festivals • Sport and Recreation participation opportunities • Reconciliation events • Community connections such as cooking or dance classes • Activities, events or programs targeting a specific population such as a women's running program 	<p>Upgrades, improvements, replacement and new infrastructure that is available to the City Community. Past examples include:</p> <ul style="list-style-type: none"> • Drink Fountains • Benches • Sports Lighting • Accessibility Improvements to Buildings • Sun Protection • Irrigation Systems • Air Conditioning • Surfaces (such as tennis courts) • Community Gardens
What wouldn't be funded	<ul style="list-style-type: none"> • Activities, events or programs occurring outside of the City of Adelaide boundary • Maintenance costs • Expenses associated with training or development that benefits an individual without broader community benefit within the City of Adelaide such as costs associated with an elite athlete. • Travel costs • Reimbursement of utilities • Requests for reimbursement of funds already spent 	<ul style="list-style-type: none"> • Activities, events or programs occurring outside of the City of Adelaide boundary or outside of the identified priority areas • Requests for reimbursement of funds already spent • Activities, events or programs duplicating existing services • Activities, events or programs that form part of core service delivery or BAU for organisations • Events where the majority of participants are professional athletes or prize money is awarded • Expenses associated with individual or team activities 	<ul style="list-style-type: none"> • Infrastructure located outside of the City of Adelaide boundary • Council infrastructure such as paths and streetlights • General or routine maintenance • Purchase of equipment that can be easily removed/non fixed • Reimbursement of costs including lease and licence fees • Projects totalling more than \$250k • Requests for reimbursement of funds already spent

* Community Impact Grants can be delivered over two years. Applicants will be required to set the acquittal year during the application process. If a project spans across two years, a project update will still be required at the end of the first year.

Strategic Partnerships

A Strategic Partnership category has been established to provide Council an annual mechanism for supporting higher value, multiyear initiatives that align with Council's Strategic Plan and Vision. These partnerships will be approved by Chief Executive Officer delegation and can be across multiple years.

Strategic Partnerships are a tool for Council to support higher value, multiyear initiatives that not only align with the Council's Strategic Plan and vision but enable Council to workshop innovative ideas with partners through a co-design and benefits approach. Partnerships will be informed by the City of Adelaide's Wellbeing Dashboard insights, have considerable community impact, and build capacity.

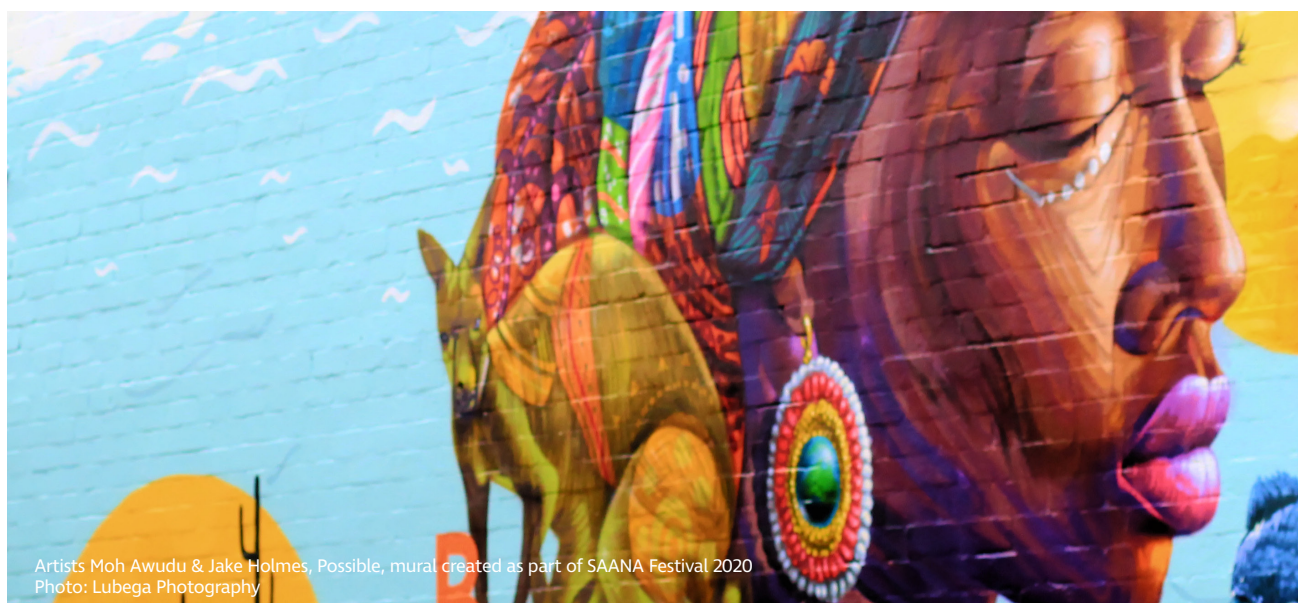
Strategic Partnerships are intended to enable flexibility in the Community Impact Grants program, to actively seek out partnerships focusing on priority area's that we know are important to the wellbeing of our community and agility to adapt to emerging Council priorities.

In addition to funding, Council can provide a range of support and advice including:

- Two way mutually beneficial agreements
- Access to strategic input, support and facilitation
- Assistance in leveraging and brokering support with Council such as venues, spaces and facilities, marketing and promotion
- Communicating and connecting across Council networks in relation to the partnership.

Summary of Strategic Partnerships

Amount per application	Up to \$50k (per year)
Length of agreement	1-3 Years
Rounds	One round per year (Q2 of financial year)
Applicant matched funding	Not required
What would be funded	<ul style="list-style-type: none">• Partner led initiatives that deliver on Council's Strategic Plan 2020 – 2024• Initiatives that deliver mutual benefit to the City and the partner, generally through projects, activities, and events
What would NOT be funded	<ul style="list-style-type: none">• Core service delivery of the partner organisation• Activities, events or programs occurring outside of the City of Adelaide boundary





Key dates for 2021/22

Category	Quick Response	Community Impact	Community Infrastructure	Strategic Partnerships
Open	August 2021	R1 August 2021 R2 January 2022	October 2021	November 2021
Close	30 June 2022 (or when budget is exhausted)	R1 September 2021 R2 February 2022	November 2021	December 2021
Expected Notification	Within 15 working days	R1 November/December 2021 R2 April/May 2022	February 2022	January 2022

Who can apply for Community Impact Grants and Strategic Partnerships?

Applications will be considered from:

- Organisations or groups who are legally constituted as an incorporated association
- Not-for-profit companies limited by guarantee
- Aboriginal and Torres Strait Islander Corporations (under the *Aboriginal and Torres Strait Islander Act 2006*)
- Educational institutions
- Social enterprises and commercial organisations*
- Unincorporated community groups/individuals may be considered for quick response grants only.

* Social enterprises and commercial organisations will be considered for all categories (excluding Community Infrastructure Grants) when delivering a program outside of their usual business that focuses on community participation and purpose rather than expected profit basis.

What will NOT be funded?

Applications 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 of the City of Adelaide as detailed in Council's Strategic Plan
- The Application will contravene an existing City of Adelaide Policy or Operating Guideline;
- Applicants that haven't acquitted on any previous Council funding or finalised outstanding debts with no evidence of delivery
- The application is for an activity that has already received funding support from one of Councils other grant programs
- Activities, events or programs occurring outside the City of Adelaide area
- Activities, events or programs that are duplicating existing services
- Expenses associated with individual or team activities
- Applications seeking reimbursement of funds already spent
- Requests for training or education in government or private institutions, or research activities that will be offered for assessment in such institutions
- Requests associated with the training and development of paid staff
- Requests for conferences, tradeshow, award ceremonies
- Travel expenses that are for overseas, interstate and intrastate
- General fundraising activities (unless it can be demonstrated that there is significant benefit for the city and community, and it strongly aligns with the program priorities)
- Requests from commercial organisations operating on an expected profit basis, including ticketed paid entry events or memberships (unless it can be demonstrated that there is significant benefit for the city and community, and it strongly aligns with the program's priorities).



What will NOT be funded?

In addition, Community Infrastructure Grant applications will be **ineligible** if any of the following apply:

Applications from:

- Commercial organisations
- Individuals or State or Local Government departments and private enterprises.

Projects requesting support for

- Facilities outside of the City of Adelaide boundary
- Council infrastructure such as paths and streetlights
- General or routine maintenance
- Purchase of equipment that can be easily removed/non fixed
- Purchases or improvements that are not integral to the applicant's core activity.

Requests for:

- Reimbursement of funds already spent
- Reimbursement of costs including lease and licence fees
- Projects totalling more than \$250k
- Projects where applicants have not secured Council or Private owner as Landlord approval in writing prior to applying.

What is the application and approval process?

Applicants seeking funding can apply by submitting an application form online via Smarty Grants within the advertised timeframes.

Once submitted, an application will be assessed according to:

- The eligibility criteria;
- Assessment criteria; and
- Available funding.

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

Council understands that formal application and acquittal processes are not accessible and available for everyone and will provide support to individuals or groups to ensure the Community Impact Grants and Strategic Partnerships are fair and accessible. If you require additional support please contact us on 8203 7203.

Council's Administration will assess each application received and refer funding recommendations up to the value of \$10k (excluding GST) to the Chief Executive Officer or delegate for determination.

Funding recommendations in excess of \$10k will be presented to Council for endorsement (including multi-year funding recommendations where the combined total is over \$10k).

Strategic Partnerships will incorporate considerations such as time commitment and operational resources of Council and will be referred to the Chief Executive Officer for determination.

Summary of decision making and turnaround times

Category	Assessment Panel	CEO Delegation	Council Delegation	Application Process Time
Quick Response	X	X	X	Maximum 3 weeks
Community Impact <\$10k	✓	✓	X	4 weeks
Community Impact >\$10k	✓	X	✓	16 weeks
Community Infrastructure <\$10k	✓	✓	X	4 weeks
Community Infrastructure >\$10k	✓	X	✓	16 weeks
Strategic Partnerships	✓	✓	X	10 weeks

All successful applicants will be required to:

- Provide to Council a copy of the organisation's Public Liability Insurance "Certificate of Currency" (minimum \$20 million);
- Provide to Council relevant details for Electronic Funds Transfer of grant monies;
- Sign a funding agreement detailing the grant terms and conditions.



Flip Side Festival 2019 Photographer: Jack Fenby

What are the funding conditions?

All successful applicants (including multi-year funding commitments) will be required to provide a detailed written report on all outcomes of the project funded by Council in the form of an acquittal report document (a template will be provided). Community Impact Grants can be delivered over two years. Applicants will be required to set the acquittal year during the application process. If a project spans across two years, a project update will still be required at the end of the first year. Strategic Partnerships can be delivered across three years. Acquittal reports will be required within 6 weeks from the conclusion of each project and annually for multi-year funding commitments in the form of Strategic Partnerships. Applicants may also be required to present, promote and share their successful grant projects with the local community/other grant recipients.

How will Community Impact Grants and Strategic Partnerships be assessed?

Once submitted, an application will be assessed according to:

- The eligibility criteria;
- Assessment criteria; and
- Available funding.

All questions in the application form must be answered and any requested attachments must be provided in order for the application to be assessed.

Assessment Criteria by Category

Applications will be scored against the following weighting criteria.

Quick Response:

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community, encouraging residents to access, engage and actively participate in their local community.	50%
	The application demonstrates evidence and /or clear reason for why the project was developed.	
	A clear plan for identifying the target group is outlined.	
Strategic Alignment	The application identifies a clear outcome/s, which is aligned to the City of Adelaide Strategic Plan (2020 – 2024).	25%
	The application achieves at least one of the five identified priority areas.	
	The application demonstrates consideration of: <ul style="list-style-type: none"> • Environmental sustainability (see Environmental Leadership outcomes in the City of Adelaide Strategic Plan 2020 – 2024) • Inclusiveness of all members of our community and accessibility for all • Low or no cost for disadvantaged groups. 	
Impact	The level that the application responds to one or more of the Community Impact Grants Program Priorities.	25%
	The application outlines measures that will be used to evaluate the impact the project has on the community.	
	The application outlines a strategy for supporting participants to continue their participation beyond the project/program.	
Total		100%

Community Impact



Community Impact:

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community, encouraging residents to access, engage and actively participate in their local community.	40%
	The application demonstrates evidence and /or clear reason for why the project was developed.	
	A clear plan for identifying the target group is outlined.	
Strategic Alignment	The application identifies a clear outcome/s, which is aligned to the City of Adelaide Strategic Plan (2020 – 2024).	25%
	The application achieves at least one of the five identified priority areas.	
	The application demonstrates consideration of: <ul style="list-style-type: none"> • Environmental sustainability (see Environmental Leadership outcomes in the City of Adelaide Strategic Plan 2020 – 2024) • Inclusiveness of all members of our community and accessibility for all • Low or no cost for disadvantaged groups. 	
Impact	The level that the application responds to one or more of the Community Impact Grants Program Priorities.	25%
	The application outlines measures that will be used to evaluate the impact the project has on the community.	
	The application outlines a strategy for supporting participants to continue their participation beyond the project/program.	
Financial Risk	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation.	10%
	The proposal represents good value for money for City of Adelaide.	
Total		100%

Community Infrastructure



Community Infrastructure:

Criteria	Consideration	Weighting
Community Benefit	The application identifies a clear benefit for the community and will lead to an increase in community access and/or participation.	35%
	The application addresses an identified need, gap or deficiency in the availability of facilities to the community.	
	The application demonstrates evidence and/or clear reason for why the project has been developed.	
	The application identifies a clear target group that will benefit from the project.	
	The application identifies a clear plan to measure the benefit of the project.	
Strategic Alignment	The application identifies a clear outcome/s, which is aligned to the City of Adelaide Strategic Plan (2020 – 2024).	25%
	The application demonstrates consideration of: <ul style="list-style-type: none"> • environmental sustainability (see the Environmental Leadership Outcomes in City of Adelaide Strategic Plan 2020 – 2024) • inclusivity of all members of our community and accessibility for all. 	
Quality Infrastructure	The application demonstrates that the project will: <ul style="list-style-type: none"> • increase community access • increase a facilities carrying capacity or participation • provide fit for purpose facilities • address a safety issue or disability access • reduce the environmental footprint of the facility • improve the aesthetic of a facility. 	20%
Financial Risk and Project Delivery	The application outlines a clear plan for delivery – including consideration of risk, integration with other partners and resources required.	20%
	The project proposed represents good value for money and Council will receive a good return on investment.	
Total		100%

Strategic Partnerships



Strategic Partnerships

Criteria	Consideration	Weighting
Community Engagement, Participation and Impact	Delivers at least one of the five identified priority areas. Connecting with enabling and encouraging the community to access, engage and actively participate in their local community.	25%
Strategic Alignment	Matches a priority and/or identified gap of Council's 2020 – 2024 Strategic Plan with a particular emphasis on the Thriving Communities and Dynamic City Culture outcomes. Higher weighting would be applied to proposals that delivered on key population level indicators of the City of Adelaide Wellbeing Dashboard.	25%
Innovation and Quality	Delivers high quality, new, innovative ideas/projects that kickstart the development of new activities.	15%
Evaluation and Wellbeing Outcomes	Demonstrates an integrated approach to evaluation including participants feedback to inform their work and long term behaviour change.	15%
Viability	Demonstrates the organisation's ability and capacity to successfully deliver on the partnerships activities.	10%
Partner Organisation Opportunity	Will enable growth in the partner organisation and build their capacity to impact positively upon the community.	10%
Total		100%



How to Apply?

All applications must be submitted online through Smarty Grants.

Important information to have ready for your application

The following information will be required during the online application process, so please ensure you have this information prior to commencing the application process.

1. The applicant organisations Australian Business Number and GST Status (except Quick Response Grants)
2. A clear project budget with income and expenditure forecasts
3. Written evidence of all confirmed partners and other contributions
4. Certified copies of the applicant organisations last year's audited financial statements (except Quick Response Grants)
5. A certificate of incorporation for the applicant organisation (except Quick Response Grants)
6. A copy of public liability insurance to the value of \$20 million for the applicant organisation to deliver the proposed project
7. A copy of Return to Work SA certificate of registration or similar employee insurance (if paid staff are employed)

Additional notes for:

Auspice organisations – May auspice a number of applications concurrently per year.

Permits and Fees – applicants must apply for a permit to undertake activities on Council land and should factor this cost into their application. All applicants must provide details of public liability insurance cover if undertaking activities on Council land. Council will not always be able to waive fees associated with the delivery of events e.g. road closures, cleaning, waste, site fees etc. in lieu of or in addition to providing funding.

Multiple Applications – applications from the same club, group or organisation across Councils sponsorship or other grants programs as well as this program, will be considered and assessed on their individual merits (though not for the same project).

More Information

For more information or assistance with your grant application, visit our website or please contact the Customer Service Centre on 8203 7203 during office hours and ask to speak to the Coordinator, Grants Program.



Cover Images:

Electric Fields with Jamie Goldsmith
playing Yidaki Adelaide New Year's 2019
Photographer: Daniel Marks

Flip Side Festival 2019
Photographer: Jack Fenby



CITY OF
ADELAIDE