

THE BAROSSA COUNCIL

COVID-19 RECOVERY – COMMUNITY ASSISTANCE GRANT PROGRAM POLICY AND RULES



1.	Purpose
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- 1.1. The purpose of this Policy is to outline the general principles for The Barossa Council's ("Council's") assessment and approval of funding applications under the COVID-19 Recovery Plan – Community Assistance Grant Program (the Program).

2.	Scope
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- 2.1 This Policy applies to Council's Elected Members, working committees and its employees.
- 2.2 This Policy applies to all grant funding applications made under the Program and as distinct from Council's base, continuing Community Assistance Scheme Grant program (CASC).
- 2.3 The Policy sets the general aims and assessment of the Program.
- 2.4 The Program will only be provided for as long as the COVID-19 Recovery Plan remains relevant and endorsed as a component of that Plan.

3.	Policy Statement
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4.1 Program Targets

- 4.1.1 Council is committed to working in partnership with its community to encourage and support community organisation to recover from the impacts of COVID-19.
- 4.1.2 The Program is aimed to provide support to Community Groups, Not for Profit and other Volunteer Groups (Community Groups) with minor costs to meet COVID-19 Safe Plans, assisting clubs and groups to operate in a safe manner.
- 4.1.3 The Program is for those Community Groups, which have been impacted by enforced closures and reduced operating capacity through State Directions this includes sporting, recreational, heritage and history groups, and cultural and creative industry sectors.
- 4.1.4 Council recognises that it is accountable to the community for the management and disbursement of funds and that this must be done in a manner that optimises the benefits to the community. This process

must be, and must be seen to be responsible, transparent and equitable and will require the disclosure of information in public.

4.2 Application and Guidelines

- 4.2.1 Applications will be invited in August 2020, in the first instance. Further rounds will be subject to funding availability.
- 4.2.2 Applicants cannot apply to both the COVID-19 Recovery – Community Assistance Program and the ongoing Community Assistance Scheme Grant Program.
- 4.2.3 Applicants shall provide the information requested on the Application Form including any attachments.
- 4.2.4 The fund is to support community, among other things, to:
- Offset minor costs associated with setting up and buying materials to support COVID Safe Plans or support the safe management of clubs and groups;
 - Assist in matching funds for other external grant applications made by community groups;
 - Undertake re-engagement events that meet COVID-19 State Directions;
 - Purchase of new inventory, materials or other consumables for clubs and groups to operate or commence fund raising activities; and
 - Any other ideas presented that support a community re-engagement and support clubs and groups to be sustainable during the COVID-19 pandemic.
- 4.2.5 The fund will not support Community Group's ongoing operating costs.
- 4.2.6 Expenditure already incurred will be considered due to the timing of the first round of grant applications, however future rounds, should they occur will only be for future expenditure not yet incurred.
- 4.2.7 Grants are targeted for between \$500 and \$3,000 (ex GST) each. The Council may offer a lesser amount to that being sought. There must be at least 33% matched funding (cash or in-kind).
- 4.2.8 Businesses are not eligible for this fund. A separate business program is available.
- 4.2.9 Multiple clubs or groups sharing locations or other arrangements can apply as a group where they meet the conditions, collectively, as outlined in Clause 4.1.2 and 4.1.3.
- 4.2.10 The applicant will need to provide the following mandatory information in its application:
- Confirmation that it is a Community Group, is incorporated and if applicable, registered with an ABN and for GST or willing to provide a supplier statement in accordance with GST law;

- Name address and other relevant details;
- Confirmation of impact of closure or significant reduction of ability to operate as a result of COVID-19;
- Detail regarding how it will utilize grant funds relevant to 4.2.4 above;
- The amount of the grant being sought;
- Details of the COVID-19 impact;
- Date the grant will be spent by (if the application is for funds already spent then that should be stated on the application form)
- Acknowledgement that application details may be made public through reporting to the Council;
- Acknowledgement that Council may seek further information to inform itself of the merit of the application.

4.3 Determination of Applications

4.3.1 To assist the application assessment process the COVID-19 Working Party will review applications against the Program criteria and make recommendations to full Council.

4.4 Payment of Grants

4.4.1 Grants for all but those identified in item 4.4.2 are paid on receipt of a tax invoice from the applicant after being informed of receiving a successful grant.

4.4.2 If the Council grant is linked to obtaining third party funding such as another grant or commercial loan or other funding sources then the grant will be paid on evidence of receiving those funds and the presentation of a tax invoice. Council will provide letters of support in this case prior to releasing funding.

4.4.3 Grants will be inclusive of GST for those registered for GST purposes but an application must at least have an active ABN (Australian Business Number) to be eligible.

4.5 Expenditure of Funds and Acquittal Requirements

4.5.1 A grantee will provide Council an acquittal of funds and reconciliation report consistent with the grant provision within three months of completing the project or incurring the relevant expenditure as outlined in the application.

4.5.2 Acquittal reports maybe subject to Council review, an audit by Councils' independent auditor, a review by an Oversight or Other Regulatory Body or the Minister.

4.5.3 Grant recipients who do not provide a report will be ineligible for funding in any future grant rounds or other Council assistance until the report is received.

4.5.4 Grant recipients who do not provide a report within 12 months of the initial due date will be required to repay the grant or seek a time extension from Council.

4.6 Other Matters

4.6.1 Publicity

4.6.1.1 Grant recipients agree to acknowledge the funding support from Council in any materials or displays relevant to the provision of the grant.

4.6.1.2 Grant recipients agree to assist Council in publicizing the grants received in Council publications or media.

4.6.2 Grievance

4.6.2.1 All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

4.6.2.2 In accordance with Council's Internal Review of Council Decision Policy, applicants have the opportunity to request, in writing, an internal review of the decision by Council, if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

5. Supporting Documents

This Policy is supported by:

- COVID-19 Community Assistance Grant Program – Application Form
- COVID-19 Community Assistance Grant Program – Acquittal Report

6. Related Policies

- Code of Conduct for Elected Members
- Internal Review of Council Decision Policy

7. Legislation and References

7.1. Chapter 8 – Administrative and financial accountability – Local Government Act 1999

8. Review

This Policy shall be reviewed by the Council after round 1 of the program has been completed.

9. Further Information

9.1. This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's Principal Office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.

9.2. Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council's *Customer Service Policy* (see clause 8.1 above for availability).

10. Document Control

Community Plan Link:		2.1 Initiate and support activities which encourage participation and pride in the Barossa Council area. 2.3 Contribute to creating strong and sustainable community networks. 2.12 Contribute to a safer community. 4.2 Create opportunities for people of all ages and abilities to participate in the community. 4.4 Support sporting, recreational and community clubs and organisations to grow and be sustainable.			
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Version No.	Date			Description of Change	
1.0	DD/MM/YYYY			New Policy	

11. Definitions

Community Group	Any not for profit, voluntary or group including incorporated association that are supporting community outcomes be they recreational, sporting, community wellbeing, industry development or any other community purpose within The Barossa Council area.
Grant	A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's Community Plan.
Minister	Means the Minister for Local Government
Oversight or Regulatory Body	Means the Ombudsman, Office for Public Integrity, Independent Commission Against Corruption, SA Police, or the Auditor-General of South Australia

THE BAROSSA COUNCIL

COVID-19 RECOVERY - COMMUNITY ASSISTANCE GRANT APPLICATION FORM



(Please read the Covid-19 Recovery Community Assistance Grant Program Policy and complete all sections of this form)

Related Policy/Process		Form Number:	
Form Owner:		Last Revised Date:	
Document Control:		TRIM Reference:	
Date Approved:		Next Review Date:	

Date of Application: / /

1. ORGANISATION DETAILS

Name of organisation:

Physical address of organisation clubroom/facilities/meeting place:

Postal address of organisation:

2. CONTACT DETAILS FOR THIS ORGANISATION

Name:

Position:

Postal Address (for contact person):

Mobile:

Home Phone: ()

Work Phone: ()

Email:

Preferred Method of contact

Home Phone

Work Phone

Mobile

Email

3. GROUP/ORGANISATION GST STATUS (PLEASE TICK)

In accordance with current tax legislation, Council is obliged to withhold 46.5% of the grant and forward this amount to the Australian Taxation Office (ATO) if an Australian Business Number (ABN) is not provided prior to payment of funds. Applicants that have an ABN and are GST registered must provide a tax invoice prior to payment being made. Council will gross up the Grant for the appropriate GST amount, provided all requirements in regard to GST are met to Council's satisfaction.

Applicants that are unable to provide an ABN must legitimately complete a "Statement by Supplier" form which is available from Council. If not provided, Council will be required to withhold 46.5%.

- No ABN and not registered for GST
(Please request and include a 'Statement by Supplier' form to go with your application)
- ABN but not registered for GST
- ABN and registered for GST
- Currently applying for ABN/GST registration
(When received, Council will require this information before funding can be made)

4. PROOF OF INCORPORATION (AS PER GUIDELINE 1.2)

Is your Organisation incorporated? Yes No

If No, are you affiliated with an incorporated body or have other legal arrangement?

Yes (Please note: An auspice agreement is required if the organisation applying for funding is not part of an incorporated body.)

Auspice Information

Auspice Organisation Name: _____

Contact Person: _____

Postal Address: _____

Telephone (Bus. Hours) (____) _____ Email: _____

Auspice Declaration:

I, _____ certify that _____ will auspice this proposal and take legal and financial responsibility for the administration of any approved grant funds.

Full name of Authorised Officer: _____

Title of Authorised Officer: _____

Signature: _____ Date: / /

Other Arrangement (please specify):

No You are ineligible to apply for a COVID-19 Recovery - Community Assistance Grant.

5. ABOUT YOUR ORGANISATION

What are the Aims and Objectives of your Organisation?

How long has your organisation been established? yrs mths

Number of members associated with your organisation: _____

6. GRANT DETAILS

Has your organisation been impacted by closure of signification reduction of ability to operate as a result of COVID-19? Yes (If yes, provide details) No (If no you are not eligible)

Amount of grant being applied for: \$ _____

Amount of matching funds: \$ _____

Amount of matching in-kind: \$ _____
(Evidence of in-kind and calculation of its value must be provided)

For what purpose are you applying for the grant (refer 4.2.4 of the Policy and Rules of the grant program)?

(You should outline the estimated or actual costs incurred and what they are for, attached invoices if already incurred or estimates / quotes for other expenses.)

Is this application for funds already spent? Yes No

Date the grant will be spent by: / /

Any further information which may be relevant to this application

I acknowledge that by submitting this application, these matters will be public through reporting to the Council.

Yes No

I acknowledge that by submitting this application, Council may seek further information to inform itself of the merit of the application

Yes No

I acknowledge that should the application be successful in receiving a grant I shall submit the necessary invoice, acquittal documentation, return any and all surplus funds not required, or, if the funds have not been spent, or, the grant acquittal not completed Council will require the grant to be repaid.

Yes No

SIGNATURE _____

SIGNATURE _____

POSITION _____

POSITION _____

DATE / / —

DATE / /