



LIGHT REGIONAL COUNCIL
Sponsorships, Grants and Incentives Scheme

Light Regional Council

Sponsorships, Grants and Incentive Schemes

HANDBOOK

Revised June 2018

Purpose

The purpose of this handbook is to provide residents, community groups, and clubs with helpful instruction to assist in the preparation of a detailed funding proposal for their project or activity. This handbook should be read in conjunction with Council's Grant Funding Policy.

Please ensure you have read this handbook and are aware of all the requirements and conditions before submitting an application for Council's consideration.

Introduction

Council's Sponsorships, Grants and Incentives Scheme provides funds for activities, events, programs and projects to develop and sustain a vibrant and growing community. The Scheme is designed to provide an equitable means for community organisations to access Council funds and to establish mutually beneficial partnerships between Council and the community.

Council offers four types of funding support:

1. Youth Incentive Scheme
2. Event Sponsorship Program
3. Community Development Grants Program
4. Heritage Incentive Scheme

Note: with all Council funding programs:

- Funding is not guaranteed beyond one (1) year;
- Application for funding is limited to either: one Sponsorship, or one Grant, or one Incentive, *once* per financial year per person/organisation/property.

Submissions and Allocation of Funds

Application submissions and funding allocation is arranged in the following way:

- Youth Incentive Scheme is open for applications year round until the annual budget allocation is expended.
- Funding for Event Sponsorship Program, Community Development Grants Program, and Heritage Incentive Scheme is open for application in defined 'rounds' twice yearly.

Application Forms

Application forms for Sponsorships, Grants and Incentive Schemes can be found by:

1. Downloading from Council's website: www.light.sa.gov.au
2. Requesting a copy via email: light@light.sa.gov.au
3. Collecting from Council Offices: 93 Main Street, Kapunda or 12 Hanson Street, Freeling.

Submission of Forms

Completed application forms can be submitted (within designated funding rounds):

1. Via email: light@light.sa.gov.au
2. Via post: PO Box 72 Kapunda SA 5373
3. At Council Offices: 93 Main Street, Kapunda or 12 Hanson Street, Freeling.

Digital Submission

All forms can be submitted via email in an electronic format. Please note that pursuant to the Electronic Transactions Act, 2000, section 9, the digital signature/stamp is considered valid and legally binding.

Further Information

Further information regarding all funding streams can be obtained by contacting Council's Community Development Officer on telephone (08) 8525 3200 or email light@light.sa.gov.au

All enquiries about the heritage status of buildings, or Development Applications in relation to the Heritage Incentive Scheme - contact Development Services to make an appointment on (08) 8525 3200 or email light@light.sa.gov.au.

Youth Incentive Scheme

The Youth Incentive Scheme (YIS) aims to provide funding for young people who display considerable talent in cultural, sport and recreation, science, technology, arts and community service, to enable those youth to participate in activities to further enhance their skills and talents, such as high-level sporting training and competitions, and personal development programs.

Eligibility

To be eligible for Youth Incentive Scheme funding, applicants must:

- Be a resident of Light Regional Council; and
- Be aged between 12 years and 18 years at the time of the eligible event or activity; and
- Be representing their institution, club, organisation or state body; and
- Provide evidence of selection to participate in a specific cultural, sporting, recreational, science, technology, art or community service activity or event within South Australia, Australia or overseas; and
- Be primarily reliant on parent or guardian support.

Exclusions

The following activities are not eligible for funding under the Youth Incentive Scheme:

- Training or education in Government or private institutions; or research activities that will be offered for assessment in such institutions.
- Academic research, conference costs, or travel costs or allowances.

Available Funds

Funds available for the administration of the Youth Incentive Scheme are:

- Dependent upon budget availability; and
- Provide up to \$150.00 for an activity based or event held within South Australia or interstate that is of State or National significance; or
- Provide up to \$300 for an activity or event held overseas that is of State, National or International significance.

What is the application process?

- To apply for Youth Incentive Scheme funding, the designated Youth Incentive Scheme application must be submitted with all required supporting documentation as stipulated on the application form.
- All valid applications will be assessed by The Chief Executive Officer (or delegate) in accordance with the *Grant Funding Policy*. Approval is subject to budget availability.
- Youth Incentive Scheme applicants will be notified in writing of the outcome of their application.

Conditions

- Youth Incentive Scheme Applications must be received by Council no **less** than four (4) weeks prior to the applicant's participation in the event or activity.
- Only one (1) Youth Incentive Scheme application will be considered per applicant in each financial year.
- Preference will be given to applicants who have not received funds from Council in previous years.

- All successful Youth Incentive Scheme applicants must provide a completed Youth Incentive Scheme acquittal form accompanied by evidence of their participation, (including a photo) within four weeks after their approved activity or event.

Heritage Incentive Scheme

Council has established a Heritage Incentive Scheme (HIS) to provide financial assistance for the cost of conservation work to heritage places within the Light Regional Council. Owners of Local Heritage Listed properties and Contributory Items situated within Light Regional Council boundaries may be eligible apply for a subsidy for work associated with the conservation of the listed item.

Grant funding may be awarded to Special Projects within a Historic Conservation Areas (which may or may not be a listed heritage item) which contribute to or improve the integrity of a heritage area.

Eligibility

In order to be eligible for the Heritage Incentive Scheme applicants must:

- Be the owner of a Local Heritage Listed property and/or Contributory Item(s) situated within Light Regional Council boundaries, or have a letter of support from the owner accompanying their application; and
- Undertake conservation works or a special project that restores, conserves, enhances or reinstates the heritage fabric of a listed item/s; and
- Provide supporting information with the application such as three quotations for the proposed works, photos, plans, specifications and copy of the Development Approval (if applicable); and
- Make a minimum cash contribution of 1:1 to the total value of the approved funding that excludes 'in kind' contributions, volunteer labour and services.

Valid applications will be assessed by Council's Strategy Committee, with recommendations approved by the Elected Body of Council. Applicants will be notified in writing of the outcomes of their application.

Exclusions

Conservation works to heritage places undertaken prior to submission of a funding application, or approval of funding, are not eligible for funding under the Heritage Incentive Scheme

Available funds

Two Heritage Incentive Scheme funding rounds open per year and the terms of these rounds are as follows:

- A maximum grant amount of \$1,000 per Heritage Incentive Scheme application.
- Funding will be released to successful applicants at the completion of approved works to the reasonable satisfaction of Council.

Conditions

- Applicants must submit their request for funding on a *Heritage Incentive Scheme Application* within the prescribed annual funding rounds.
- The beneficiary of the Heritage Incentive Scheme funding must be either the owner or occupier of the heritage item. If the applicant is not the owner, letters from the owner supporting the proposed works must accompany the application.
- All successful applicants must complete their conservation works or special project within twelve (12) months of the funding approval date.
- All successful applicants must submit an evaluation of their completed conservation works or special project using a *Heritage Incentive Scheme* acquittal form, accompanied by evidence of their completed project (photo), within twelve (12) months of the funding approval date, or within four weeks after their approved project was completed whichever is sooner.

Community Development Grants Program

The Community Development Grants Program (CDGP) provides one-off grants to support local cultural, community services, and economic development initiatives, projects, programs and activities occurring within the Light Regional Council boundaries.

Eligibility

In order to be eligible for the Community Development Grants Program applicants must:

- Be a community non-profit group or organisation based (or primarily operating) within the Light Regional Council boundaries; and
- Provide an ABN (Australian Business Number) or complete a declaration (if the group or organisation does not have an ABN); and
- Undertake a project, program or activity within the Light Regional Council boundaries that fits into one or more of the following categories:
 - health and wellbeing;
 - recreation and sport (not eligible to apply for Office of Recreation & Sport funding);
 - environment;
 - arts/culture;
 - community education;
 - equipment purchase; and
- Make a minimum cash contribution of 1:1 to the total value of the amount of funding sought from Council that excludes 'in kind' contributions, volunteer labour and services.

Exclusions

The following activities are not eligible for funding under the Community Development Grants Program:

- Individuals acting in self-interest (not on behalf of an organisation or group);
- Grant funds will not be provided for any unlawful, unethical or profit-making purposes, or for towards political purposes.
- For programs considered the major responsibility of the State or Federal Governments.
- For projects that are a duplication of an existing service.
- From applicants which have not lodged completed evaluation reports or supplied financial statements relating to community grants provided to them in previous rounds.
- For upgrading of Government or privately owned buildings (community owned buildings exempt).
- On-going operational costs (including purchase of insurance policies or transport costs or allowances).
- Retrospective projects or programs, or budget deficits of existing projects or programs.
- For training or education in Government or private institutions; or research activities offered for assessment in such institutions.
- For academic research, conference costs, or travel costs or allowances.

Available Funds

Two (2) Community Development Grants Program funding rounds open per year and the terms of these rounds are as follows:

- Limited to a maximum grant amount of \$1,000 per application;
- Funding is not guaranteed beyond one year.

Application Process

To apply for Community Development Grants Program funding, the designated application must be submitted with all required supporting documentation, including but not limited to:

- project quotes;
- budget and financial statements, and
- evidence of public liability insurance cover where applicable, as stipulated on the application form.

Applications will only be accepted for assessment within the prescribed annual funding rounds; submission of late applications or out-of-round applications will not be considered.

All valid applications will be assessed by Council's Strategy Committee, with recommendations approved by the Elected Body of Council. Applicants will be notified in writing of the outcome of their application.

Assessment criteria

Community Development Grants Program applications should clearly describe the proposed project and show the level of benefit to communities within Light Regional Council, with outcomes in at least one of the following areas: cultural, community services, and economic development. Applicant organisations must outline their contribution to the project or activity through cash, in-kind or volunteer support. Preference will be given to those projects which demonstrate sourcing of additional funding options for their project.

Conditions

- Applicants must submit their request for funding on a *Community Development Grants Program Application* within the prescribed annual funding rounds.
- A request may be made for Council to sight the organisation's financial statements.
- Only ONE Sponsorship, Grant or Incentive Scheme application per person or organisation will be considered in each funding round.
- Only one *Community Development Grants Program Application* per organisation per funding round will be assessed; limited to a maximum of one project per application.
- If an organisation has been successful in one funding round, it cannot apply again in a subsequent round in the same financial year.
- Previous Community Development Grant Program recipients are ineligible to apply for another Community Development Grant for a set period of two years (subject to Council's discretion and availability of funding).
- All successful applicants must complete their approved project, program or activity within twelve (12) months of the funding approval date.
- Funding will be released to successful applicants within 30 days following the provision of a tax invoice to Council for the approved amount.
- The applicant must expend the allocated grant only for the purpose of the project set out in the application and approved by Council. Prior approval must be sought from Council to vary the use of funding towards an alternative project.
- All successful applicants must provide an evaluation of their completed project using a *Community Development Grants Program acquittal form*, accompanied by evidence of their completed project, within twelve (12) months of the funding approval date, or within four weeks after their approved project was completed whichever is sooner.

Event Sponsorship Program

The Event Sponsorship Program is designed to provide an equitable means for community organisations to access Council funds to develop large creative events within the Light Regional Council boundaries that deliver economic, social, cultural and other benefits to the residential and business community.

Event Sponsorship funding is available to a variety of events including sporting, tourism, cultural, general and major community events and activities that fit within one of the following two categories:

Regional Event: an event with the potential to attract a substantial number of visitors from outside the region and including intrastate, interstate and international visitation.

Community Event: those events that are of interest to a local community or a small segment of the region. Community events serve to enrich the lives of residents and celebrate important occasions for the community where entry is open to the public at a subsidised rate or free-of-charge. These events do not usually attract substantial numbers of visitors from outside of the town specifically for the event.

Under the Event Sponsorship Program, Council's contribution may include cash, and/or reducing or waiving Council fees for service. Other activities may include promotion of the event on Council's website, Facebook page, and/or through Council's Visitor Information Centre events calendar.

Eligibility

To be eligible for Event Sponsorship Program funding, an organisation must:

- Be a community non-profit group or organisation based within the Light Regional Council boundaries; and
- Have an appropriate business registration (i.e. incorporation and Australian Business Number – ABN) and an effective management structure in place to manage financial and accounting requirements; and
- Propose to hold an event within the Light Regional Council boundaries that is valuable to the region that meets Council's assessment criteria; and
- Make a minimum cash contribution of 1:1 to the total value of the amount of funding sought from Council, that excludes 'in-kind' contributions, volunteer labour and services, donations and/or funding from external sources; and
- Submit all supporting documents as requested by Council, which may include but not limited to: Public Liability Insurance cover, a risk management plan, an event budget and financial statements.

It is Council's preference that Event Sponsorship Program applicants have not-for-profit status, and hold an appropriate business registration (i.e. incorporation and Australian Business Number - ABN). An Event Sponsorship Program application may be submitted for Council's further consideration where these eligibility criteria are not met by an individual or organisation, if sufficient evidence can be provided that the proposed event will be of demonstrable community or regional benefit.

Exclusions

Events ineligible to receive Event Sponsorship Program funding include:

- Events held outside of the Light Regional Council boundaries;
- Events not open to the general public;
- Private functions;
- Events supporting political parties or agendas, or lobby groups;

- Events primarily of a fundraising or charitable nature;
- Benefits to raise funds for individuals;
- Organisations raising funds for another group, which itself is a recipient of financial assistance from Council or a State or Federal Government funded initiative;
- Unincorporated organisations or groups;
- Commercial activities aimed at making a profit;
- Retrospective funding, or funding of budget deficits relating to an event;
- The event proposal has identified safety and/or environmental hazards;
- From applicants which have not lodged completed evaluation reports or supplied financial statements relating to community grants provided to them in previous rounds;
- The funding request is for training or education in Government or private institutions; or research activities that will be offered for assessment in such institutions;
- The funding request is for academic research, conference costs, or travel costs or allowances.

Available Funds

- Two Event Sponsorship Program funding rounds open per year;
- Funding is not guaranteed beyond one year;
- The amount of funding is limited and therefore not all Event Sponsorship Program applications may be approved to receive funding or may not receive the amount requested.

Sponsorship Value

Sponsorship for Community Events and Regional Events is intended to complement rather than substitute funding from alternative sources. Preference will be given to those events which demonstrate organisers are seeking additional funding options.

Regional Event: Successful applicants can receive up to a maximum of \$5,000 through the Event Sponsorship Program, .

Community Event: Successful applicants can receive up to a maximum of \$1,000 through the Event Sponsorship Program.

Council may assess the Event Sponsorship Program application to be of a different event category to that of the applicant and may vary the funding amount endorsed accordingly. Council may choose to set conditions on the expenditure of the grant funding.

Application Process

Applicants must submit their funding request on the prescribed *Event Sponsorship Program Application Form* within the prescribed annual funding rounds. Late or out-of-round Event Sponsorship Program applications will not be considered.

A maximum of one event will be assessed per application. Funding will not be allocated for multiple events listed within the one Event Sponsorship application.

All valid applications will be assessed by Council's Strategy Committee, with recommendations approved by the Elected Body of Council. Applicants will be notified in writing of the outcome of their application.

Assessment criteria

Events that offer Council an opportunity to provide its support through a Sponsorship Package are generally preferred. Council will consider sponsoring events that:

- Can deliver significant economic benefits to the Light Council region as well as, social, cultural and other benefits to the resident and business communities;

- Can demonstrate wide community support; and
- Enhance the profile and reputation of the region.

Preference will be given to applications that include one of the following priorities:

- Development of new events with the potential to become regular events not dependent on council's ongoing support;
- Development and revitalisation of an established event; or
- Enhancement of the professional delivery to economically sustain an event; or
- Increase social interaction opportunities within an isolated community.

Conditions

- Only ONE Sponsorship, Grant or Incentive Scheme application per person or organisation will be considered in each funding round. Only one application per organisation per funding round will be assessed; limited to a maximum of one event per application.
- Council's event sponsorship funding must be utilised on advertising, marketing and infrastructure associated with your event activity. This includes hiring marquees, designing and printing of posters or flyers, hire cost of halls, event advertising signage and event entertainment;
- Successful applicants must acknowledge Council's support in all promotional activity and reports for public information. This includes the placement of Council's logo on promotional materials and programs;
- Applicants to the Event Sponsorship Program should note that all events require approval from the Council if held on Council-managed land or designated public space. Approval of a sponsorship or grant for an event in such circumstances does not imply that the Council has given consent to a particular event. Advice on relevant consents and permits for events can be obtained directly from the Council;
- Applicants must submit a separate Event Permit application to Council at least eight (8) weeks prior to the proposed event with a Risk Management Plan, Traffic Management Plan, and other required documents;
- Applicants must provide a Public Liability Insurance certificate of currency minimum \$10 million cover with their application;
- Funding will be released to successful applicants on provision of all documentation requested as part of the Event Application requirements (Refer 9.06 Event Management Policy), along with a tax invoice to Council for the approved amount.
- The applicant must expend the allocated grant only for the purpose of the event set out in the application and approved by Council. Prior approval must be sought from Council to vary the use of funding towards an alternative event;
- All successful applicants must complete their approved event within twelve (12) months of the funding approval date;
- Successful applicants must keep separate accounts and financial records in relation to expenditure of the grant and will provide Council with reasonable access to those accounts and records upon request.
- Where an Event Sponsorship Program allocation is made to any one organisation that exceeds \$2,000 then the organisation must submit to Council with the acquittal report an audited financial statement establishing that the Council donation has been used for the purposes it was approved.
- All successful applicants must provide an evaluation and financial acquittal of their completed event using an *Event Sponsorship Program acquittal form*, accompanied by evidence of their completed event (including photos, media

coverage, financial statements and invoices), within four (4) weeks after their approved event was held.

Council Requirements

Permits

Any group wishing to conduct an event on public space (including a footpath or park), arrange a road closure or set up a street stall is required to complete an Event Application in accordance with Council's Event Management Policy. Event Applications are available from Council's website, via email light@light.sa.gov.au or from either Kapunda or Freeling Office. For further information please call Council on 8525 3200.

Insurance

A current public liability insurance policy of minimum cover \$10 million will be necessary for a community organisation or group undertaking an activity or event, to protect itself against negligence claims made by a third party in respect of bodily injury or property damage arising out of an event conducted by a community organisation.

For more information visit the Local Community Insurance Services' website: www.localcommunityinsurance.com.au

Acknowledgement of Council Support

It is a condition of funding that all successful applicants acknowledge Council's funding support of their activity or event. This includes the placement of Council's logo on promotional materials and programs. You need to contact Council to request access to and correct usage of Council's logos on 8525 3200.

Where appropriate, the Mayor and Elected Members must also be invited to program launches, events and activities. A contact list for the Mayor and Elected Members is provided on Council's website www.light.sa.gov.au or by contacting Council on 8525 3200.

Evaluation and acquittal of funds

All sponsorship, grants and incentives require an acquittal form to be completed within four (4) weeks following completion of the funded event, project or activity. Each funding category has an acquittal form with specific outcome and reporting requirements. The form is provided to all successful applicants. Failure to complete and return an acquittal form by the set date will render applicants ineligible for future funding.

Preferred payment method

Council prefers to make payment to successful applicants via Electronic Funds Transfer (EFT) into a nominated account. However payment via cheque can also be arranged where necessary.

Goods and services tax (GST)

Your business or organisation may be required to pay GST. This will depend on the nature of your application and whether your business or organisation is either registered for GST or will publicly acknowledge Council's support through the production of public materials/publications relating to the event.

For further information please review the Australian Taxation Office 2012 ruling on GST with regards to sponsorships www.ato.gov.au

The ruling is primarily relevant to Event Sponsorship applicants but applicants for other categories must also be aware that the GST legislation may deem your organisation as providing "a supply or benefit to Council" for GST purposes. Please note in these circumstances any liability for GST arising as a result of non-compliance rests with your

organisation and the Light Regional Council has no obligation to contribute to that liability.

(1) Entity registered for GST

Prior to receiving sponsorship, registered entities must supply to Council a Tax Invoice for the grant amount requested and the GST (10%) amount. The sponsorship amount and the GST should be clearly identified on the Tax Invoice. No payment will be made until an appropriately presented Tax Invoice has been received and accepted by the Council.

(2) Entity not registered for GST

An Australian Business Number (ABN) is to be supplied to Council to ensure withholding tax is not applied to your Sponsorship. Non-registered entities must provide the Council with acknowledgement of their status in regard to GST prior to receiving their grant. If your organisation has no Australian Business Number (ABN) a "Declaration Where No Australian Business Number is Required" form must be completed and forwarded to Council.

The amount of grant funding to be paid is the agreed offer only. Payment documentation must state that the payment does not include any GST. All applicants are encouraged to obtain independent advice as to their position under the GST legislation.

Other Funding Information

This section is intended as a guide only. Please contact the listed agencies directly for up-to-date information and more details about their funding programs.

Australian Government – Community Grants Hub

<https://www.communitygrants.gov.au/grants>

Australian Government – Department of Social Services

<https://www.dss.gov.au/grants/grant-programs>

Government of South Australia – Grant Assist

<http://www.grantassist.sa.gov.au/>

Department for Communities and Social Inclusion – Grants SA

<http://www.dcsi.sa.gov.au/services/grants-for-organisations/grants-sa>

Office for Volunteers SA – Grants to support volunteers

<http://www.ofv.sa.gov.au/grants>

Office for Recreation and Sport SA – Grants for programs and facilities

<http://ors.sa.gov.au/funding>

South Australian Tourism Commission – Event Sponsorship

<http://tourism.sa.gov.au/events-and-industry/events-south-australia/event-funding-and-support>

Arts SA – Grant funding programs

<http://arts.sa.gov.au/>

History Trust of SA – Grant funding programs

<http://community.history.sa.gov.au/content/south-australian-history-fund>