



# DISCRETIONARY WARD ALLOWANCE

## *Guidelines*



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### What is the Discretionary Ward Allowance Grant?

The Discretionary Ward Allowance (DWA) provides each of the eight council wards with grant funds of up to \$34,500 excluding GST, per ward, per financial year. The funds are intended to assist eligible applicants with funding for programs, activities and minor equipment purchases which support Council's identified community priorities in its [Community Plan](#).

The DWA grant program is intended to create sustainable initiatives rather than building financial dependency and, as such, is not intended to be a recurring funding source. The DWA grant program shall support the initial delivery of new activities or provide one-off financial assistance for an expense that aims to benefit the community, and which the applicant is not able to self-fund. The same project/expense type can only be funded for a maximum of three times in any four-year period. Funding in one year does not guarantee funding in following years.

The establishment and operation of the DWA is derived from Council's powers under Section 137 of the Local Government Act 1999.

### Who is eligible to apply?

APPLICANT ELIGIBILITY	YES	NO
Not for profit group, community group or voluntary organisation, legally constituted as an incorporated association in accordance with the Associations Incorporations Act 1987.	✓	
Individual or unincorporated group, not carrying on a for profit business related to the application, up to a maximum application amount of \$3,000.	✓	
Community based groups within a school setting, provided they can demonstrate that the initiative: <ul style="list-style-type: none"> <li>- Is not part of DECD curriculum;</li> <li>- Is not a capital purchase or capital works expense; and</li> <li>- Is not a core DECD funding responsibility.</li> </ul>	✓	
For profit organisations including commercial entities, businesses and sole traders.		✗
Registered political parties as identified on the <a href="#">Australian Electoral Commission</a> webpage.		✗
Government agencies.		✗
Applicants who have an outstanding Council grant acquittal or who have not yet complied with the requirements of a previous Council grant application.		✗
Applicants who have a debt owing to Council where no repayment arrangement has been agreed to or which is not being complied with.		✗

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### What application requests will be eligible for funding?\*

GRANT REQUEST	YES	NO
Delivery of a community program or initiative.	✓	
Minor plant and equipment purchases up to a maximum purchase price of \$5,000 excluding GST, per application.	✓	
Once-off support for a professional or contractual service required for the delivery of community services or programs.	✓	
Minor operational expenses excluding salaries and wages (including items such as stationary, printing, utilities, insurance, communications etc), up to a maximum amount of \$300 excluding GST, per applicant, per annum.	✓	
New building projects or capital purchases/works, limited to a maximum application amount of \$5,000 excluding GST, per application.	✓	
Applications that demonstrate that the program or initiative will be delivered within the City or deliver outcomes specific to Charles Sturt residents and its Community.	✓	
Delivery of an event. <i>Please refer to the <a href="#">Events &amp; Festivals Sponsorship</a> program and guidelines to determine if your event is eligible to apply for funding.</i>		✗
Purchase of gifts or prizes.		✗
Payment of outstanding debts or loans.		✗
Payment of salaries, wages, stipends, honorariums, or any other payment for personal service which is the responsibility of the applicant organisation. This includes payments to club members and/or volunteers.		✗
Travel expenses, including transport and accommodation.		✗
Liquor licensing costs.		✗
Where the project has already commenced, or items, expenses or services have already been paid for (e.g. seeking reimbursement), therefore making the application or expense retrospective.		✗
Applications for any activity or expense which has received a DWA grant or other Council grant or funding three times in the last four years.		✗

*\*This is not intended to be an exhaustive list but demonstrates the types of activities that will and will not be considered for funding.*

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### *Program principles*

The following principles guide decision making across the DWA Grant Program.

#### **Inclusion and Accessibility**

Projects and activities that respond to the aim of an inclusive Charles Sturt community by encouraging and enabling active participation from all members across our socially diverse community.

#### **Responsiveness**

Projects and activities that will identify and respond to needs of the participants.

#### **Capacity building**

Projects and activities that will strengthen local assets and create sustainable and environmentally friendly communities.

#### **Community wellbeing**

Projects and activities that will create and encourage healthy living.

### *Assessment Considerations*

Applications for programs, activities or expenses being incurred should only be considered by the Council in the financial year in which they will occur. Exceptions may be granted where the application is for an activity occurring early in the new financial year.

When considering an application, Council may consider and review:

- To what extent the objectives of the applicant and their request for funding is aligned to the identified priorities in Council's [Community Plan](#);
- The proportion of the local community the grant will benefit, and whether the application observes and promotes principles of social diversity, access, inclusion and disadvantage;
- Whether the activity creates long-term social, cultural or economic value for the community;
- If the applicant has considered and demonstrated how the activity can become sustainable and independent of future Council support;
- The extent of funding and other support the applicant has received from Council over the last four years, including fee waivers, rate rebates, support and assistance, and funding received from other Council grant programs;
- If the applicant has accessed DWA funding previously or in the current year, and if this was for the same activity as being applied for in the current application;
- If the application duplicates an existing service or program that operates in the City, or if it will contravene an existing City of Charles Sturt Policy or Operating Guideline; and
- Availability of ward funds.

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### *When to apply*

DWA grants are open for submission all year round, subject to available ward funds, however no applications will be presented to Council during June. Applications to be considered within the current financial year must be submitted no later than within the first week of May. Applications received after that time will not be considered by Council until their first meeting of July.

The grant fund is replenished each financial year and only applications commencing in the current financial year will be considered for funding in that same year.

Please be aware that during the year of a General Election, applications cannot be considered from 1 July until following the General Election's declaration (usually around mid-December). During such a year, ensure your application is submitted by the end of April to ensure it can be considered by Council in May.

Given that retrospective funding is not eligible, be certain of your application's outcome before making any purchases and ensure you submit your application with enough time for it to be assessed and considered. It's best to submit your application a minimum of 4 weeks before you require the funding as this allows enough time to conduct the assessment and for it to be reported to and considered by Council.

### *How to apply*

To make an application, applicants should visit the City of Charles Sturt's [Discretionary Ward Allowance](#) webpage and read the application information before completing the online application form. When completing the application form, applicants will be asked to upload the required supporting documentation, as below.

#### **Incorporated groups:**

- A copy of the applicant's most recent, audited, end of year Financial Statements or end of year Financial Statements approved by the authorised Accountant or Treasurer.
- The organisation's most recent Annual Report. If the organisation is not required to or does not produce an Annual Report they must provide a copy of their last held Annual General Meeting minutes and copies of the presented reports (President's report, Treasurer's report etc.).

#### **All applicants:**

- Where the grant request is for the purchase of multiple items/expenses, a budget must be submitted that details the components of the proposed project & grant expenditure.
- If any component of the application is for the purchase of a single item or service which exceeds \$1,000 but is less than \$3,000 excluding GST, the applicant must upload one quote for that specific item or service.
- If any component of the application is for the purchase of a single item or service which exceeds \$3,000 excluding GST, the applicant must upload two, comparative quotes for that

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specific item or service.

As retrospective funding is not eligible, care should be taken to not incur expenses for which funds are being sought until after the Council has passed a formal decision to approve the grant funds. The applicant will receive written acknowledgement from the Grant Administrator following consideration of the application at Council, notifying them of the Council's decision and instruction to arrange payment of approved funds.

Applicants are able to attend the Council Meeting when their application is being considered in order to know the outcome of their grant immediately. Applicants may also request a [Deputation](#) to speak to their application at the meeting in which Council will consider their application.

### *Acquittal and outcome reporting requirements*

For approved DWA applications of up to \$250, acquittal of the grant will only require a statement signed by the organisation's authorised officer stating that the funds received have been or shall be expended for the purpose approved by Council.

All other approved DWA applications must be expended and acquitted within three months from receipt of the funds from Council. Where other arrangements have been agreed to with the Grant Administrator, for example an acquittal extension request, the applicant may be granted to no later than the end of the financial year in which the funds were granted to complete and submit the acquittal.

To acquit the grant, applicants must submit a signed Statement of Acquittal Form, accompanied by copies of tax receipts or paid tax invoices evidencing the complete expenditure of the approved grant funds. Approved grants of \$3,000 or greater must also provide a written summary (half-page or more) describing the outcomes of the project, including feedback from the community/users, how the City of Charles Sturt funding has been recognised, and photographs, if appropriate.

Any unspent funds on the approved application which are identified in the Statement of Acquittal must be returned to Council. The Grant Administrator will issue a tax invoice to the applicant in the amount of the unspent funds for reimbursement.

Any changes to the approved grant activity that would result in funding being expended in a way other than what was detailed in the approved application and grant budget may not be undertaken without prior written approval. Please contact the Grant Administrator as soon as this issue is identified.

Should a successful applicant not comply with the grant or acquittal and reporting requirements, or a Council audit on the expenditure of the funds reveal that they were not appropriately expended, Council reserves the right to seek reimbursement of those monies from the applicant or organisation.

The City of Charles Sturt or the DWA Grant Administrator may investigate or seek additional information associated with any application or acquittal, at their discretion.

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### *Funding Acknowledgement*

The City of Charles Sturt is to be given written or printed acknowledgement of the funding in all correspondence, media releases, invitations and any advertising or promotional material related to the activity, program or expense being funded. Acknowledgement may also be attributed via newsletters, public noticeboards, banners and signage, and on social media and organisational webpages. A copy of the City of Charles Sturt logo will be provided to all successful applicants, along with guidelines on the use of the logo. The City of Charles Sturt also welcomes verbal acknowledgement of its support at any of the organisation's events or social functions.

Acknowledgements of funding should recognise the City of Charles Sturt. Agreement with a councillor or discussion to attribute funding to a specific councillor (or councillors) may give rise to breaches of the Local Government Act or Code of Conduct.

### *Disclaimer*

Projects must comply with any relevant Federal, State and local government legislation or regulations and guidelines, including child protection requirements. For further information on this issue visit the SA Department for Education and Child Development website regarding Child related employment screening: <https://screening.dhs.sa.gov.au/>.