

PROJECT GRANTS FUNDING GUIDELINES

1. OVERALL PURPOSE

The Outback Communities Authority (OCA) Project Grants program aims to assist eligible incorporated bodies with funding for projects that aim to support communities in the OCA area by providing one-off project funding of up to \$10,000.

The aim of one-off project funding is to improve the quality of life and participation of outback residents in developing and strengthening communities across outback South Australia.

2. OUTCOMES

The Project Grants program aims to support eligible incorporated bodies in delivering services and programs that seek to achieve a large range of outcomes beneficial to outback communities.

3. FUNDING LEVEL

The OCA Project Grants program provides funding to a limit of \$10,000 with most grants allocated in smaller project amounts of less than \$5,000. It is expected that in most cases there would be a matching contribution as evidence of the applying organisation's commitment towards the project costs.

One-off funding only is available and this program does not provide ongoing OCA funding.

4. FUNDING ROUNDS

OCA conducts two funding rounds each year, in February and August.

5. ELIGIBLE ORGANISATIONS

Eligible organisations are incorporated bodies operating within the OCA's jurisdiction. Organisations must have an ABN (Australian Business Number) to be eligible for funding.

6. ELIGIBLE PROJECTS

The Project Grants program provides one-off project funding for specific purposes.

EXAMPLES OF WHAT MAY BE FUNDED

Upgrading or establishing community facilities;

- Kitchen, toilet (disabled access), laundry, shower, bathroom,

- Security, safety, fencing, shade (verandah, covered pergola),
- Electrical, plumbing, hot water,
- Floor covering (carpet etc) heating/cooling, insulation,
- Expansion or renovation of buildings,
- Access – doorways, ramp, chairlift.

Support for volunteers;

- Training and support,
- ‘Train the trainer’ programs,
- Volunteer training manual,
- Training for specific roles within the organisation or community.

Purchase of equipment, materials or resources;

- Whitegoods – fridge, freezer, microwave, stove,
- Furniture, furnishings,
- Cutlery, crockery,
- TV, stereo, DVD player,
- Tools, art/craft materials,
- Toys, playground equipment,
- Sporting equipment.

Office & IT Equipment;

- Computer systems,
- Phone system, communication equipment,
- Photocopier, scanner, laminator,
- Desks, ergonomic office furniture,
- Filing cabinets.

Other initiatives which may be funded include;

- development of a long term fundraising strategy which will increase annual revenue for providing services,
- fundraising projects and sponsorship an,
- sport and recreation projects (major).

Note: OCA strongly encourages organisations seeking IT related funding to first assess their eligibility for free or discounted items available from the Microsoft Authorised Refurbisher (MAR) program. See the DonorTec website (www.donortec.com.au) for more information.

7. FUNDING EXCLUSIONS (NOT ELIGIBLE FOR FUNDING)

Funding will exclude;

- ongoing (recurrent) funding,
- funding of existing debts or shortfalls,
- projects commenced and / or completed without prior contact with the OCA,
- individuals, including applications placed by organisations on behalf of individuals,
- mainstream health services, which are not the core responsibility of the OCA,

- employment and training programs which are the core responsibility of other State and Commonwealth Government agencies,
- emergency relief or counselling to individuals,
- emergency services (eg Fire Services, Ambulance, CFS, SES),
- research projects.

8. ASSESSMENT CRITERIA

Applications are assessed on merit based on the following criteria and OCA priorities;

- Relevance to the OCA and SA Strategic Plans,
- Level, type and evidence of need,
- Extent of community benefit/outcome,
- Nature and size of project,
- Cost effectiveness,
- Consultation undertaken and support received from relevant stakeholders,
- Equitable funding and allocations across outback regions,
- Organisation's capacity to deliver the project,
- Existing infrastructure and resources of the organization,
- Complementation of other programs,
- Priority will be given to smaller projects and applications seeking matching funding,
- Projects commenced and / or completed before a grant application has been submitted may not be considered for funding.

9. ESTABLISHMENT COSTS

If establishing a new ongoing program, the organisation must demonstrate sustainability and provide evidence that it has sufficient resources or infrastructure to maintain the program once OCA funds have been expended.

10. BUILDING PROJECTS (COMMUNITY FACILITIES)

For any application that includes the upgrade, renovation or construction of community infrastructure, applicants must;

- provide evidence of a contribution from the community;
- have (or be seeking) Development Assessment Commission building approval, where relevant,
- specify who owns the building (where the building is not owned by the applicant, supply a letter from the owner of the building that details the length of the current lease),
- supply building plan and quotes / estimates,
- on completion of all major upgrades or establishment of infrastructure, appropriate acknowledgement of the OCA's support must be clearly visible (advice should be sought to the requirements of appropriate acknowledgement prior to placement).

11. ACQUITTAL TIME FRAME

Once the project has been approved a time frame is set to assist with the acquittal process, based on the type of project being funded:

- Small Equipment – 6 months
Furniture and whitegoods, cooking equipment, etc
- Programs and Services – 12 months
Short term programs, community development activities or the establishment of new services.
- Community Facilities – 18 months
- Upgrade of Infrastructure – 12 months
- Purchase of Tractors, Trailers, etc. – 6 months
- Volunteers – 12 months
Improving the skills of volunteers through training and/or mentoring programs.

12. ACCOUNTABILITY AND REPORTING

At the completion of the funded project, funding recipients must provide OCA with an acquittal of expenditure, together with a Project Evaluation Report outlining the activities and outcomes of the project.

These reports are due one month after completion of the funded project and when all the funds have been expended. For capital equipment purchases or building projects, the Project Evaluation Report is due six months after completion. This allows sufficient time to measure the project's impact in the community.

Failure to submit acquittal and Project Evaluation Reports may render future applications from the organisation ineligible.

13. MAJOR REASONS FOR UNSUCCESSFUL APPLICATIONS

It is likely that not all applications received for OCA Project Grants will be successful, as the demand for funding may outweigh the funds available for distribution. To maximise your organisation's chance of success, be familiar with the guidelines and seek support from your community prior to submitting the application. It is still possible that other projects may have higher priority (see Assessment Criteria, above).

Incomplete documentation is one of the major reasons for unsuccessful funding applications. If you're unsure of the OCA Project Grants requirements, contact OCA staff.

Other reasons for unsuccessful applications may include;

- the project does not fit within the guidelines,
- the project has ongoing funding implications that are not addressed,
- the organisation has failed to provide acquittal and Project Evaluation Reports from prior funding rounds.

14. CONTACT DETAILS

If you have enquiries regarding OCA Project Grants contact the Community Development Officer at the OCA office in Port Augusta, details as follows.

Community Development Officer
Outback Communities Authority
PO Box 2353
Port Augusta SA 5700

Telephone: (08) 8648 5970
Freecall: 1800 640 542 (only available in the unincorporated areas of South Australia)
Email: oca@sa.gov.au

CLOSING DATE 4 September 2015