



Naracoorte Lucindale Council
Better by Nature

COMMUNITY CHEST GUIDELINES

2023-2024

Round 1:

Opens: 17 July 2023

Closes: 25 August 2023

Round 2:

Opens: 15 January 2024

Closes: 23 February 2024

Introduction

The Naracoorte Lucindale Council welcomes you to the 2023-2024 Community Chest Application Pack and Guidelines.

This document should answer some frequently asked questions and includes the following forms and documents:

- 2023-2024 Application Form
- Community Chest Acquittal Form

The 2023-2024 Application Form can be submitted by emailing your application to council@nlc.sa.gov.au using 'Community Chest Application' as the subject line.

Please note, late applications are not eligible and will not be assessed.

Community Chest 2023-2024 Timeline:

Monday 17 July 2023	Round 1 applications open
Friday 25 August 2023	Round 1 applications close
Friday 29 September 2023	Round 1 applicants notified
Monday 15 January 2024	Round 2 applications open
Friday 23 February 2024	Round 2 applications close
Friday 29 March 2024	Round 2 applicants notified
30 June 2025	Final day for submission of acquittal and report

Further enquiries can be directed to:

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Naracoorte Lucindale Council

(08) 8760 1100

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About Community Chest

The Naracoorte Lucindale Council's Community Chest program is available to support community organisations and sporting clubs to foster development of community services, activities, and events. Organisations can apply for up to \$3,000 per year.

Since 2016, Council has provided over \$220,000 to community organisations through the Community Chest program.

The objectives of the Community Chest program are;

- Support organisations and sporting clubs to provide programs and services which respond to a community need
- Encourage partnerships with Council
- Facilitate the effective use of community resources and encourage sustainability of services and programs

Community Chest aligns with Council's Strategic Objectives in the following ways;

- Theme 1 - Prosperous Communities; Facilitating and supporting sustainable growth to achieve economic prosperity.

How much funding is available:

- Council is pleased to announce that up to \$40,000 is available for Community Chest in 2023-2024. Funds will be released in two rounds, with up to \$20,000 allocated per round.
- Generally, allocations will be restricted to a maximum of \$3,000.

Eligibility

Who can apply:

To be eligible for Community Chest the applying organisations must meet the following criteria;

- Be a not-for-profit community or sporting group
- Be incorporated
- Be based in the Naracoorte Lucindale Council area
- Have adequate Public Liability Insurance to cover the project

Who cannot apply:

The following organisations are ineligible to apply;

- Individuals
- Charitable organisations
- Political Organisations
- Commercial Organisations (For Profit)
- Government Agencies including schools
- Federal or State funded or affiliated organisations
- Organisations who are not incorporated
- Organisations who are not located in the Naracoorte Lucindale Council area
- Organisations who have not adhered to the requirements (e.g. completion of acquittal) for previous Naracoorte Lucindale Council Community Chest rounds.



- Organisations who have already had a successful application in the current financial year, or who have an open Community Chest grant.

Eligible Projects:

The following projects are eligible for the Community Chest funding program;

- Projects that build capacity within organisations
- Special events (including major events) that create community and/or economic benefits for the local community
- One off projects that encourage people towards active participation in community services and activities
- Projects focused on increasing the community usage of local facilities, including for renovation, equipment, or program development

Ineligible Projects:

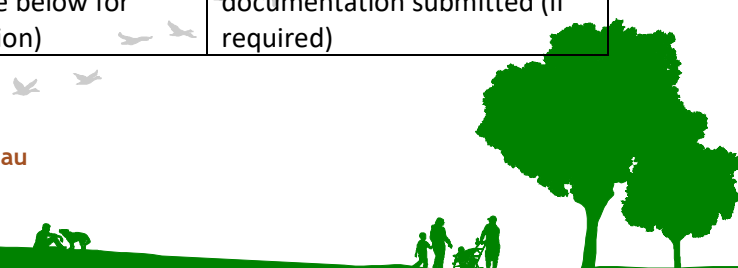
The following projects are *not* eligible for the Community Chest funding program;

- Projects that have already commenced or been completed.
- Ongoing running expenses or maintenance costs
- Projects or activities that have individual benefit
- Applications for the purchase of uniforms and equipment, where ownership of the uniform or equipment transfers to the individual

Selection Criteria

Applications will be assessed on the following selection criteria. The total cost of application requests will also be a consideration, as Council only allocates \$20,000 per round to support organisations. The selection criteria ensure that Naracoorte Lucindale Council can effectively assist community organisations, maximise partnerships and provide transparency in the assessment process.

Criteria	Recommended	Not Recommended
Eligible Organisation	Meets all requirements of <i>Who can apply</i>	Organisations that are ineligible as per the criteria detailed in the section <i>Who cannot apply</i>
Eligible Project	Meets one or more <i>Eligible Project</i> criteria	Projects that are considered <i>Ineligible Project</i>
Responds to a community need and contributes to the building of stronger communities	Project has significant community benefit	Project does not benefit the community
Organisational Contribution	Requests for 50% or less of total project costs	Request for 50% or more of project costs
Application Quality	- Application is complete with all required information - All necessary documentation is provided (see below for more information)	- Application is incomplete and no attention to detail - No supporting documentation submitted (if required)



Submitting your application

1. Thoroughly read the application guidelines (this document) to ensure your organisation and project meets the requirements of the Community Chest program.
2. Complete the *Community Chest Application Form*. This can be downloaded from the Naracoorte Lucindale Council Website - naracoortelucindale.sa.gov.au/community/communitychest or a hard copy form can be collected from the Naracoorte Lucindale Council Offices.
3. Return your application along with all attachments by emailing your application to council@nlc.sa.gov.au using 'Community Chest Application' as the subject line.
Please note, late applications are not eligible and will not be assessed.

Supporting documents

To support your application, you must provide:

- A quote or cost breakdown of how you will spend the monies
- Most recent financial statements or bank statements
- Full details of your financial contribution

Tips for completing an application:

- Check that your organisation and project/event is eligible
- Contact Council to discuss your project/event if you are unsure
- Be realistic – only ask for what you need
- Ensure the timing of the funding is relevant to your project and you can complete the project within in the allocated time
- Ensure all required attachments are submitted
- Applicants are strongly encouraged to read the criteria and complete the form correctly. Please make contact with the contact person for any queries regarding your application

Successful Applicants:

If you are successful in receiving a Community Chest grant, you will receive a formal *Letter of Offer* outlining the terms and conditions of the grant.

Funds must be spent on the activity described in the application. Any variation must be requested in writing and it is at the discretion of Council as to whether the intent of this variation meets Council's objectives.

Once successful, to receive your grant please forward proof of paid supplier invoices to Council at council@nlc.sa.gov.au . **Please note, payment of the grant proceeds will only be made to your organisation and cannot be paid directly to supplier(s) that you may have engaged to carry out the project work (your organisation must pay suppliers directly).**



Once you have received the funds and have completed the project you are required to complete a Grant Acquittal Form and Report. Please see below for more information on the acquittal and reporting process.

Acquittal:

Please complete the *Acquittal Form - Attachment 1* for processing.

Reporting and Council Acknowledgement:

A brief report (max 250 words) and photograph(s) should be submitted to Council within four (4) weeks of receiving the funds. The report should outline the project and how the grant has benefited the project and the community. Photographs are preferred to be received electronically in PNG or JPEG format. Reports and photographs are an opportunity for Council to promote the project to the wider community through social media and Council's website.

Any photos and reports provided to the Council are property of Naracoorte Lucindale Council, and may be shared publicly (social media, website etc.) at Council's discretion.

In recognition of this grant, Council requires acknowledgement in any public announcement(s), media and printed materials. An invitation should also be extended to the Mayor and Elected Members to attend and/or participate in any official events in conjunction with this project.

An electronic copy of Council's Logo will be provided with your *Letter of Offer*.

Insurance:

It is a condition of receiving funding that the successful applicant holds Public Liability Insurance and will assume all responsibilities including public risk and/or other insurances applicable.

Failure to provide this information will result in the rejection of your application.

FAQ's?

How are applications assessed?

Applications are assessed based on the selection criteria listed on page 4.

Council administration assess the applications based on the selection criteria listed on page 4. A recommendation of how to allocate the funds based on adherence to the selection criteria is provided to the first Council meeting following the close of applications.

Naracoorte Lucindale Council decisions are final.

What happens if the project is delayed?

If your project is delayed, please advise Council via email of the new completion date. If the project will not be completed until after the cut-off date Council will liaise with you on a case by case basis.

Receiving the funds

Council will only reimburse you up to the amount you were successful in receiving, and Council will not release the funds in advance.

Community Chest Guidelines



Once your organisation has spent the funds, forward all paid supplier invoices to council@nlc.sa.gov.au along with your organisation's bank account details - the funds will be electronically transferred, usually within a week.

How long do I have to spend the grant?

You have until 31 May 2025 to request the funds and 30 June 2025 to complete the acquittal process. Any organisations who haven't requested funds by 31 May 2025 will forfeit their successful application. If you require the funds after this date you will need to reapply for the next round of Community Chest – noting you must still follow the Community Chest criteria (e.g. projects that have already commenced may not be considered).

Unsuccessful applications:

If you are unsuccessful in receiving a Community Chest grant, you will receive a letter via email indicating you have been unsuccessful and, where possible, a brief explanation of why you were unsuccessful. If you would like to discuss your unsuccessful application further, please contact;

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