

# Outback Communities Authority: Small Projects Funding Policy and Procedures

## Purpose

The purpose of this policy and its procedures is to confirm the Outback Community Authority's (the Authority's) commitment to funding projects that improve the liveability of communities in Outback SA.

## Policy Statement

The Authority is committed to performing the functions and objectives intended by **the Act**.

This policy supports:

- the implementation of specific small projects that do not require recurrent funding
- the effective and efficient use of available funds and resources
- funds being used for their intended purposes
- the distribution of funds based on required criteria and objective factors such as community needs, geographical and environmental considerations, and other relevant factors
- transparency, consistency, fairness, and equity in the provision of Small Projects Funding to outback communities.

## Small Projects Funding Principles

### 1. Eligibility

- Only Incorporated Associations that are established to represent their community, have membership and are operating within the requirements of the Associations Incorporation Act 1985, are eligible to apply.
- Project applications should demonstrate broad benefit to the community and must be delivered within the Outback region.

A project is to be defined by the elements of time (fixed with a start and end time), fixed cost, and quality (meets the association's intended outcome/s). A project manager should be allocated to your project.

Examples of *eligible* items and activities that may be included in a Small Projects Funding application include:

- Small infrastructure projects e.g., barbeque for community use, fixed shelters etc.
- Necessary plant/machinery as part of an overall project to meet an essential community service e.g. fire-fighting trailer and storage shed
- Seed funding to establish an ongoing event or social enterprise
- Projects that focus on the arts and/or culture
- Creation of public art
- Programs with a particular focus that encourage community participation e.g., youth programs, skills development for gardening/horticulture in the outback
- Scoping study/project.

Examples of *ineligible* items and activities that will not be considered in a small project application include:

- Sponsorship
- Attendance at events/conferences
- Those matters funded through a CARM Agreement, such as Governance and administrative support and insurance
- Waste management collection
- Maintenance of public facilities
- Costs of utilities
- Equipment (moveable or standalone that is not part of a broader project)
- Those that have a political affiliation.

## 2. Funding

Funding allocations will be contingent on the Authority's budget planning and resource allocation.

An application can be submitted at any time and will be assessed in August and February each year.

Prior to full payment being made the Small Projects Funding Agreement must be executed by two office bearers of the association.

Full funding amounts will be paid into a nominated association-controlled bank account within six (6) weeks of the Authority's receipt of the executed agreement.

### Assessment and Approval of Small Projects

Staff will assess project applications against the specified criteria in the application form and present its recommendations to the Authority for its approval.

### Reporting Responsibilities

Each successful applicant who has entered a Small Projects Funding Agreement must provide a project acquittal endorsed by two office bearers of the association, using the template provided by the Authority. This must be provided to the Office of the Outback Communities Authority via email within 10 weeks of project completion. An email sent by one office bearer and cc'ed to another office bearer is considered endorsed.

The project acquittal template will be provided along with the funding agreement.

Applicants who fail to meet reporting requirements may not have any future small projects funding applications considered.

### Evaluation and Review of the Policy

This Policy will be reviewed by Authority staff in accordance with the Policy Review Policy. Any significant changes to the Policy will require public consultation in accordance with the Public Consultation Policy and final approval by the Authority.

## Procedures and Timing

By when	
End June	Small Project Funding applications open (ongoing).
End August / End March	Closing date for applications to be assessed in September / April.
September / April	Applications reviewed by staff.
	Board reviews staff recommendations and approves successful projects.
	Funding agreement provided to the relevant association.
	Executed agreement provided to the OCA.
October/May	Payment made within six weeks of receiving executed agreement. (note mid-June cutoff for payments)
10 weeks after project completion	Project acquittal.
Note	The Authority will communicate the deadlines for submission of Small Projects Funding applications through appropriate channels.

## References

- Small Project Funding Application Form
- Simple Funding Agreement (to be drafted)
- Small Project Acquittal Template (to be drafted)

## Availability/Accessibility

This Policy can be downloaded from the Outback Communities Authority website: [www.oqa.sa.gov.au](http://www.oqa.sa.gov.au) or it is available for inspection at the Outback Communities Authority offices located at 26 Mildred Street, Port Augusta West SA and Aerodrome Road, Leigh Creek.

## Document History

Version 1.0		