CITY OF PROSPECT





COMMUNITY SUPPORT FUND

GRANT GUIDELINES

Diwali - Hindu Festival of Lights (top)
Prospect Walking Footy Group (above)
Having fun at a Twilight Session (right)



CITY OF PROSPECT

City of Prospect is a thriving, engaging and welcoming City. Through our grants program, we aim to empower the community, fostering unity, nurturing neighbourliness, facilitating meaningful connections, amplifying our vibrancy, and promoting active social citizenship.

Through our Community Support Fund we provide the opportunity for local groups and organisations to receive funding to enable them to be the driver of their own initiatives and to develop new ideas that will be of benefit to the Prospect community.

You can apply for funding to support a program or activity, run a community event, deliver a project, purchase equipment or undertake facility improvements. If you have an idea not on this list that will benefit the community - please talk to us!

WHO CAN GET A COMMUNITY GRANT?

To be eligible you need to be a not-for-profit incorporated organisation, group or legal entity with comparable status.
Your initiative or idea must align with the program categories of 'creating a connected and engaged community' or supporting vibrancy and activation across our city'.
Your initiative or idea must be for the benefit of City of Prospect community.

HOW MUCH CAN I APPLY FOR?

Grants of up to $2,000 will be available for the purchase of small equipment or facility improvements that supports an organisation or group's activities.

Grants of up to $3,000 will be available for projects, initiatives, events and creative ideas.

WHAT ARE WE LOOKING TO FUND?

Our Community Grants will support ideas that focus on empowering our future through the following categories:

Creating a connected and engaged community

We are looking to fund projects and equipment purchases that create opportunities for people of Prospect to participate, connect with and support one another. We want to foster a sense of belonging and enhance the wellbeing of residents by building capacity, empowerment, and connection with meaningful consideration to inclusive practices.

Supporting vibrancy and activation across our city

We are looking to fund projects that show or create community involvement and clearly demonstrate community support. We want to celebrate community value, connect to our history, embrace our diverse cultures and enrich our places and spaces so they are inviting, full of life, and enthusiasm.

How do we assess our grants?

If the application meets all the eligibility criteria (see previous page 'Who can get a community grant') it will proceed to the assessment stage where we will evaluate against the criteria below. Both the eligibility and assessment stages will be undertaken by Council staff. The decision of awarding grants will be made by Council.

	ASSESSMENT CRITERIA	WEIGHTING
1	**Extent or reach to which the initiative or idea benefits City of Prospect Community.**	30%
2	**Clear reasons for why initiative or idea is important to City of Prospect Community.** (Is there is a demonstrated need for this idea?)	20%
3	**Level of which the applicant has demonstrated their capacity to deliver. This includes a clear plan for engagement, activities, resources, participants, partners (if any), and sound evaluation.**	15%
4	**Fully detailed, costed, and balanced budget, with quotes, realistic pricing and proportional applicant and/or partner contribution (can be in kind, material or financial).** Ask yourself, "is the total amount for the income the same as the expenses?" (the answer should be yes) and "what is my group putting into this?" (the bigger you are the more you should contribute and remember, volunteer hours count as contribution).	15%
5	**Accessibility and Inclusion - giving equal access and opportunities to everyone (no matter their background, ability or language) wherever possible.** The level of consideration the applicant and their funded idea incorporates the principles of universal design. Designing products, environments, programs and services to be usable by all people, to the greatest possible extent, without needing adaptation or specialised design.	10%
6	**Sustainability - The level of consideration the applicant and their funded idea conserves natural resources and protects local ecosystems, including the steps to achieve zero waste to landfill.**	10%

What else do you need to know?





- Applicants may need to purchase public liability insurance (if applicable to the project) and will be able to use grant funding for this purpose.
- Applicants can only be funded for a project, initiative, or activity, which is similar to previous approved applications, for a maximum of two times in a three-year period. The grant is not intended to support the continuous or ongoing delivery of a service, program, or activity.
- Applicants applying for events will need to demonstrate they are working towards zero waste to landfill outcome.
- Applicants must seek and comply with any relevant permits and/or approvals, and meet any costs associated with those approvals.
- Applicant must ensure that they as well as the funded idea complies with all the relevant acts, codes, standards, and applicable legislation, including but not limited to the Child Safety (Prohibited Persons) Act 2016, Disability Discrimination Act and Work Health and Safety Act 2012.



- Applicants who receive funding from Council will be expected to acknowledge Council's grant in any publications or publicity.
- Applicants will need to demonstrate good governance practices are in place or be applying to improve governance practices.
- Applicants who do not finalise their previous grant by means of an acquittal, as per the agreed terms and conditions of any grant received may jeopardise future funding.
- Volunteer hourly rate is determined by Volunteer SA/NT and updated twice per year at: https://vsant.org.au/value of-volunteering (in October 2023 it was listed for South Australia as $49.53).
- Following the completion of the project or program, an evaluation report and financial acquittal showing how funds were spent must be forwarded to Council within 12 months of funds being received.
- If successful, the grant application will act as the binding funding agreement between the applicant and City of Prospect.

What else do you need to know?

Eagles Lacrosse Club (top)
Prospect Active Walkers (left)



Rotary Club of Prospect (top left)

Prospect District Cricket Club (left)

A note for businesses and sole traders

Profit making organisations including commercial entities, businesses, and sole traders are only eligible to apply for initiatives if they meet the following conditions:

1. There is a clear and strong alignment to the intended outcomes for the grant program
2. Specifically benefits the broader Prospect community
3. There is clear, demonstrated and significant local community support
4. They have the capability to make it happen
5. Profit for the business from the initiative is not the main aim
6. Demonstrates collaboration between individuals/groups
7. Shows the impact on the identity of the area
8. Brings new and positive ideas
9. Builds on existing community assets and enthusiasm
10. Brings a contribution of their own (in kind, material or financial)
11. Occurs in publicly accessible spaces (may be on private land, with permission, but still accessible to the public).

We will not fund

- Reimbursement for money already spent.
- Facility improvements or maintenance on council owned buildings that are deemed the responsibility of the lessor.
- Delivery of programs or services which are intended to be ongoing. The exception to this is the development, pilot or trial of a program or initiative.
- Travel allowances.
- Programs, services, or initiatives which significantly duplicates existing Council services or those provided by other organisations.
- Fundraising activities, sponsorships, or prize monies. The intention of this is so public money is not utilised to make a profit.
- Budget deficits, fundraising activities, or costs associated with the running of an organisation (eg administration costs or overheads, utility bills or insurance)
- Retrospective payments where the initiative or purchase occurred prior to the grant assessment.
- Applicants with an overdue or unsatisfactory Evaluation/Acquittal report to City of Prospect.
- Applicants with outstanding debts such as rates, fees, charges, or overdue acquittals to City of Prospect.
- Initiatives that are intended to make a profit.
- State or Federal Government Departments and services, with the exception of Schools, Children's Centres or others applying for funding where the application falls outside their core activities and benefits the broader Prospect community.
- Political activities.
- Profit making organisations including commercial entities, businesses, and sole traders unless the initiative and applicant meets all criteria as stated in section 'A note for businesses and sole traders'.

Prospect Community Garden



Who can I talk to?

Alison Wall
Community and Volunteer Programs Coordinator

Phone 8269 5355

Email admin@prospect.sa.gov.au
(please attention Alison Wall)