

# Community Grants Program

## 2023/2024



## Guidelines and Application Form

Closing date: Friday 15 September 2023

## Introduction

City of Prospect, through its Community Support Fund, provides the opportunity for local groups and organisations to receive funding to support their activities and to develop new programs that will be of benefit to the Prospect community.

Grants of up to \$5,000 are available to eligible community groups and organisations on an annual basis.

## Who is eligible to apply?

To be eligible for funding groups must be:

- not-for-profit, and
- an Incorporated Association\*, and
- based in City of Prospect, and/or
- proposing an activity that will take place in City of Prospect for the benefit of the local community.

\* Please note: In cases where a group is not incorporated, it must demonstrate that it has the support of an incorporated association who will take responsibility for administration of the funds.

## How much can you apply for?

Applications are invited under the following funding categories:

- **Small Equipment Purchase** - Maximum amount \$1,000
- **Community Development Program** - Maximum Amount \$2,000
- **Facilities Improvement** - Maximum amount \$2,000
- **Small Community Event** - Maximum amount \$2,000.
- **Environmental Grants** - Maximum amount \$2,000

Significant projects that are being undertaken in partnership with other community organisations may be eligible to apply for up to \$5,000 of funding in any of the above categories.

## Criteria for funding

Applications that meet the eligibility criteria (see 'Who is eligible to apply?') will be evaluated against the funding criteria for the appropriate category, as well the 'all categories criteria', as stated in the table below.

Priority will be given to projects that:

- are new and innovative and aim to satisfy an unmet community need
- have no alternative sources of funding
- have not previously received funding from Council
- identify and cater to the needs of groups with special needs including those who are;
  - socially isolated
  - disabled
  - culturally and linguistically diverse.



Funding Category	Criteria
<b>Small Equipment Purchase</b>	<ol style="list-style-type: none"> <li>1. Contributing to the purchase of equipment to support an organisation's activities.</li> <li>2. The purchase of equipment must have a clearly stated purpose and a practical plan for achieving it.</li> </ol>
<b>Community Development Program</b>	<ol style="list-style-type: none"> <li>1. Supporting new projects and activities involving and developing the local community.</li> <li>2. Projects that promote Reconciliation, community connections, inclusivity and promotion of local heritage will be prioritised.</li> <li>3. Programs and events should enable members of the local community to increase their skills, knowledge and understanding and encourage ongoing meaningful participation and involvement in community life.</li> <li>4. Applicants must demonstrate that the proposed program, project or event will be undertaken in partnership with at least one other organisation and/or utilise the services of volunteers.</li> </ol>
<b>Facilities Improvement</b>	<ol style="list-style-type: none"> <li>1. Contributing to the maintenance and improvement of local community facilities.</li> <li>2. Prior approval must be sought from Council for any improvement to Council owned property.</li> <li>3. The improvement to a facility must have a clearly stated purpose and a practical plan for achieving it.</li> </ol>
<b>Small Community Event</b>	<ol style="list-style-type: none"> <li>1. Community events held in City of Prospect, with broad appeal to both the local and wider community.</li> <li>2. Community events should promote activation of community spaces and places, community engagement, connectedness, and inclusivity.</li> <li>3. A portion of the funding must be spent on promotion of the event.</li> <li>4. Programs and events should enable members of the local community to increase their skills, knowledge and understanding and encourage ongoing meaningful participation and involvement in community life.</li> <li>5. Applicants must demonstrate that the proposed program, project or event will be undertaken in partnership with at least one other organisation and/or utilise the services of volunteers.</li> </ol>
<b>Environmental Grants</b>	<ol style="list-style-type: none"> <li>1. Supporting community projects that focus on addressing our City's impact on the environment in the areas of waste management, water usage, energy efficiency, transport and biodiversity.</li> <li>2. Innovative ideas and positive environmental projects that respond to the impacts of climate change and benefit the local environment and our community will be highly regarded.</li> </ol>

<p><b>All Categories Criteria</b></p> <p><i>All funding categories must meet this criteria.</i></p>	<ol style="list-style-type: none"> <li>1. Applicants must provide evidence of their own contribution, either cash or in-kind, towards the project or program.</li> <li>2. Programs and projects should demonstrate the ability to deliver a significant benefit to the Prospect community.</li> <li>3. All parts of the application form must be completed, and accompanying support materials received by the closing date.</li> <li>4. Projects must be completed within twelve months of funding being received.</li> </ol>
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## Application and assessment process

- Applications will be assessed by a panel and take into account the ability of the proposed program or project to meet the funding criteria as stated in the guidelines.
- Following assessment by the panel, a recommendation will be made to Council for a decision to release the funding.
- The amount of funds paid by Council may not be the full amount requested.
- This process generally requires a minimum of 6-8 weeks.
- Applicants will receive an acknowledgement of our receipt of the submitted application. If you do not receive acknowledgement within 7 days of the closing date you will need to contact the Volunteer and Community Programs Coordinator to ensure your application has been received.
- All applicants will be notified in writing of the result of their application.

## What cannot be funded?

Applications NOT considered eligible for funding include:

- reimbursement for money already spent
- recurrent funding of a project or program previously funded by Council
- travel allowances
- fundraising activities, sponsorships or prize monies
- an organisation's 'birthday', anniversary or other celebrations
- payment of salaries (excluding tutors'/instructors' fees) or recurrent operational costs
- activities, programs or projects which seek to make a profit for the organisation
- programs conducted by State and Federal Government departments (i.e. Schools) are not eligible; however consideration will be given where applications are of benefit to the local environment and encourage community involvement in the areas of waste management, water usage, energy efficiency and biodiversity. Environmental projects that contribute and support activities that positively affect climate change.
- projects or resources that have a political or religious purpose or objective.
- Applications from previously funded groups who have not satisfactorily fulfilled requirements regarding financial accountability and reporting for completed projects will not be considered.
- Individuals and commercial entities are not eligible to apply.

## **GST Requirements**

Funds are subject to GST legislation and Council requires supply of either:

- ABN status
- GST status
- GST exemption declaration

## **Evaluation and acquittal of funds**

Following the completion of the project or program, a written report including a financial statement showing how funds were spent must be forwarded to Council within 12 months of funding being received.

The necessary Evaluation and Acquittal Forms will be supplied to the group or organisation at the time of receiving the funding.

## **Closing date for applications**

Applications for the Community Support Fund close midnight Friday, 15 September 2023.

## **Further information and assistance**

If you require any further information or assistance with your application please contact:

**Alison Wall**  
**Volunteer and Community Programs Coordinator**  
**8269 5355**  
[admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

## **How to submit your completed application**

This application can be saved at any time to your computer as a PDF document.

Once completed, save this application form, and email the application as an attachment and include any supporting documentation (refer to Section 12 within the application form) to [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

**Volunteer and Community Programs Coordinator**  
Community Support Fund  
City of Prospect  
PO Box 171  
Prospect SA 5082

## Community Support Fund Application Form 2023/2024

### ALL APPLICANTS:

- Read the Community Grants Program Guidelines prior to completing this application.
- Make sure you attach supporting materials.
- Please print legibly.
- Applications must be completed in full or they will not be accepted.

1. APPLICANT / ORGANISATION DETAILS			
Name of Organisation:		Name of Contact Person:	
Postal Address:			
		P/Code:	
Location Address (if different to postal address):			
		P/Code:	
Contact Person Details:			
Telephone:	Mobile:	Fax:	Email:

ELECTRONIC FUNDS TRANSFER AUTHORISATION	
Bank Name:	
Branch Name:	
BSB:	
Account Number:	
Account Name:	

**2. FUNDING CATEGORY**Which of the following funding categories does your project best reflect? *(please tick only one box)*

Community Development Program	<input type="checkbox"/>	Small Equipment Purchase	<input type="checkbox"/>
Facilities Improvement	<input type="checkbox"/>	Small Community Event	<input type="checkbox"/>
Environmental	<input type="checkbox"/>		

**3. ELIGIBILITY CRITERIA**a) Are you a: *(please tick relevant box)*

Community Group / Organisation	<input type="checkbox"/>	Non Government Organisation	<input type="checkbox"/>
Educational Institution	<input type="checkbox"/>	Voluntary / Service Club	<input type="checkbox"/>
Is the organisation incorporated? <i>If no, please ensure section b) is completed:</i>			<input type="text"/>
Does the organisation have an ABN?			<input type="text"/>
If yes, please list number:	<input type="text"/>		
Is your organisation or group registered for GST?			<input type="text"/>

b) if the organisation is not incorporated it needs a sponsor – an incorporated body to accept legal and financial responsibility for the project.

Please ensure you attach a letter of agreement from the sponsor organisation, confirming acceptance of responsibility for the project, and please complete the sponsor organisation information below.

Name of the sponsor Organisation:	<input type="text"/>		
Address:	<input type="text"/>	P/Code:	<input type="text"/>
Contact Person:	<input type="text"/>		
Position in Organisation:	<input type="text"/>		
Contact Person Details:-			
Telephone:	Mobile:	Email:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**4. DESCRIPTION OF PROJECT**

Please describe your proposed project or program:

a) Title of Project:

b) Description of Project:

c) How will it be achieved:

d) List the expected outcomes of the project:

What are the anticipated commencement and completion dates of your project?

Commencement:

Completion:

Will the project be carried out in partnership with other relevant organisations or services of volunteers?

If YES, who is involved and what will their role / contribution be?

Name of Organisation	Contact Person	Role / Contribution
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



**5. ESSENTIAL CRITERIA**

a) How will your project or program benefit and involve the community of City of Prospect?

b) Will your project or program target any of the following groups? *(please tick)*

Socially Isolated

☐

Culturally & Linguistically Diverse

☐

Disability

☐

Other (please specify)

c) How will your program or project foster ongoing community development and increase skills, knowledge awareness and / or participation of community members?

d) How will you maintain your program or project in the longer term without ongoing funding?

**6. PUBLICITY AND PROMOTION**

a) Will you promote your program or project?

☐

b) If yes, how? (please tick relevant boxes)

Signage

☐

Official Launch

☐

Website

☐

Other

☐

Newsletter

☐

Social Media

☐**7. REPORTING AND EVALUATION**

How will you know that you have achieved your intended outcomes?

**8. FINANCIAL ASPECTS OF PROPOSED PROJECT**

What is the amount sought from Council's Community Support Fund?

Please identify how Council funds will be spent (attach copies of quotes as appropriate)

What is your contribution? (cash only)

What is your contribution? (in-kind only)

Note: Volunteer hours can be calculated at a rate of \$20 per hour to give an estimate of 'in-kind' contribution.

What is the total cost of the proposed project? (including 'in-kind' support)

**Please complete income and expenditure details on the next page.**

Please complete income and expenditure details in the chart below **making sure to identify those items on which Council funds will be spent:**

EXPECTED INCOME		EXPECTED EXPENDITURE	
Item	Amount \$	Item	Amount \$
Organisation's cash contribution		Advertising/Promotion (if applicable)	
Fundraising for project (if applicable)		Equipment Purchases (please specify)	
Donation / fees to be received for the project (if applicable)			
In-kind (please specify - eg. materials, volunteer hours)		Materials (please specify)	
Income already secured (please specify eg. other grants)		Tutors or other fees (not where the salary forms part of the organisation's usual responsibility eg. consultants)	
Other Income (please specify)		Other expenses (please specify)	
Council Grant Funds Expected			
<b>TOTAL INCOME</b>		<b>TOTAL EXPENDITURE</b>	

## 9. PREVIOUS GRANTS RECEIVED

Please list any grants received from City of Prospect in the last 3 years

Amount	Date received	Project, Initiative or Resource

**10. APPLICANT ORGANISATION INFORMATION AND STRUCTURE**

What are the aims and objectives of your organisation or group?

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How many people will benefit from this project?

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How many of those people are residents of City of Prospect?

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**11. DECLARATION**

I,

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hereby certify that

I have been authorised to prepare and submit this application on behalf of the abovementioned group or organisation and that the information contained in the application is true and correct to the best of my knowledge.

Position Held:

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Date:

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**Please save this form to your computer**  
and email as an attachment to [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au) with  
the documents listed in section 12. below.

**12. CHECKLIST AND FURTHER INFORMATION**

Any supporting documentation that may be appropriate (maximum of 2 pages).

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Certified Financial Statement detailing income and expenditure assets and liabilities for the past financial year (your application will not be processed without a statement).

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Attach copies of quotes - Identifying how funds will be spent.

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Letter of Agreement from sponsor organisation (if applicable).

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**For further information contact:  
City of Prospect**

126 Prospect Road  
Prospect, South Australia 5082

Telephone 08 8269 5355

Facsimile 08 8269 5834

[admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

[www.prospect.sa.gov.au](http://www.prospect.sa.gov.au)