

Community Support and Grant Program

Community Development Grant Guidelines

Purpose

The Community Development Grant offers financial support to community organisations, local groups and associations for proposals which:

- deliver innovative, creative or new opportunities for the Playford community to become involved in their local community.
- encourage and support arts, cultural development, physical activity, health and wellbeing.
- demonstrate collaboration between organisations and the local community to maximise community benefit.
- develop and initiate locally based events, exhibitions and/or performances which make a positive contribution to community and cultural life in Playford.

Timeline

Round 1 2025/26

For projects, programs, activities and community events scheduled after 30 September 2026:

Action	Dates
Grant Round Opens	Monday, 25 May 2026 at 9am
Grant Round Closes	Friday, 3 July 2026 at 5pm
Acknowledgement of Outcome	Friday, 28 August 2026

Endorsement will usually occur at the August 2026 Ordinary Council Meeting.

Round 2 2025/26

For projects, programs, activities and community events scheduled after 31 May 2025:

Action	Dates
Grant Round Opens	TBA
Grant Round Closes	TBA
Acknowledgement of Outcome	TBA

Endorsement will usually occur at the May 2026 Ordinary Council Meeting.

City of Playford

Call — 08 8256 0333

playford@playford.sa.gov.au

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12 Bishopstone Road

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Elizabeth SA 5112

Stretton Centre

307 Peachey Road

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Application Process

Two funding rounds are offered each financial year.

Applications can be submitted at any time throughout the year but will be assessed twice a year.

Grants are available to an organisation every second year within this category, i.e., if an organisation received funding in Round 1 of 2024, they will be eligible for funding again in Round 1 of 2026.

Applications will initially be assessed by a Grant Assessment Panel of Council staff against weighted criteria in conjunction with current Policy, Procedure and Guidelines. The Grant Assessment Panel will make a recommendation, and the final decision on the successful applications will be determined by Council at the Ordinary Council meetings outlined above.

To apply, complete and submit the application form with required attachments available on Council's [website](#). Other options for submitting applications may be available upon discussion with Council's Grants Officer. All applicants should contact Council's Grants Officer to discuss their application prior to submission to support applicants in reducing their risk of not meeting eligibility criteria. The Grants Officer can provide support and advice on applications received prior to grant round closing.

Your application will be viewed as incomplete, and will be ineligible for funding, if you fail to submit all information as requested within the application form.

One application per organisation will be accepted.

All correspondence from Council, including confirmation of outcome, will be emailed in the first instance.

Funding

Applications for funding up to the value of \$5,000 (excluding GST) can be submitted. Council will endeavour to support as many eligible proposals as possible within available budget.

This funding program is very popular, and meeting the eligibility and priority criteria does not necessarily guarantee success due to funding limits. The grant amount awarded to a successful applicant may also vary from the amount requested on the application form during the grant assessment process.

Grant offers by Council in no way implies any ongoing funding commitment or obligation by Council.

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Criteria

Priorities

If proposals meet the eligibility criteria they will then be assessed against the following priorities:

- will be initiated by, or rely on, considerable involvement of stakeholders (i.e., residents, businesses, key visitors, community groups and organisations);
- will be innovative and have the capacity to engage the Playford community;
- activate and increase participation in the use of community spaces and open space;
- support and strengthen community groups and organisations and encourage volunteering;
- encourage partnerships that build a safe community;
- deliver significant community benefit and create vitality within the City of Playford.
- generate a positive image of Playford to residents of the City and South Australia, interstate and overseas visitors;
- attract new projects, activities and/or events to be staged in the City of Playford;
- ensure equity of access to projects, activities and events by residents and visitors.
- facilitate and encourage community involvement and participation in free or low-cost community projects, activities and events;
- projects, activities or events held in publicly accessible spaces; and
- entities who have received limited or no support through Councils Community Support and Grant Program.

Eligibility

Proponents must meet the following eligibility criteria:

- be a not-for-profit, non-government community group or organisation, or a newly-formed group consisting of a minimum of two people;
- be legally constituted, or can demonstrate that they are auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Playford;
- based within the City of Playford, or proposing an activity that will take place within the City of Playford boundary (priority will be given to organisations and community groups located within the City of Playford boundary);
- have the appropriate management structure to effectively manage financial and accounting requirements;
- have limited capacity to raise funds;

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- have a relatively high volunteer-to-paid-staff ratio;
- attracts new projects, activities and/or events to the City of Playford;
- does not duplicate an existing project, activity, event or service. Grants can be used to increase or enhance a current project, activity or event (priority will be given to applications which are new, one-off projects, activities or events);
- can demonstrate that the project, activity or event has clear aims and objectives, is achievable and will benefit the community;
- complies with key principles of access and equality, diversity, participation and innovation;
- can demonstrate own contribution and match the amount of the grant with cash, material, volunteer hours or other in-kind support; and
- can demonstrate capability, ability and expertise in delivering the project, activity or event.

Ineligibility

Funding will **not** be provided for:

- proposals which have already commenced or have been completed, or for costs that have already been incurred.
- organisational operational costs such as utility bills, rent or ongoing salary costs. Grants are not intended to supplement the day to day operations of a group or facility such as consumables or facility maintenance.
- application for funds to upgrade the interior of a privately-owned building, or minor capital works such as installing fences, air conditioning, fixed pergolas, fixed shade structures, etc.
- application for funds to purchase a vehicle.
- applications from public or private educational institutions.
- applications from organisations which receive significant funding from a State or Federal Government source.
- applications to fund regular maintenance or repairs to property where the responsibility is with a private entity or local Council, State or Commonwealth Department.
- applications for interstate or overseas travel.
- applications for academic research or conference costs.
- applications for gift vouchers or the purchase of items which are then donated to a third party.
- applications for funding to be used for sponsorship or fundraising.

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- events such as an organisation’s birthday or anniversary celebrations, or other events that are exclusive to group members and are not open to the general public.
- proposals that limit or restrict accessibility or use of public spaces.
- applicants who are yet to acquit a grant, complete and submit an outcomes report or who have been through the debt recovery process in any City of Playford Community Support and Grant category.
- applications from organisations that have received a grant in the previous 12 months. Grants are available every second calendar year within this category (if an organisation received funding in Round 1 of 2024, they will be eligible for funding in Round 1 of 2026).
- applicants in this category will be ineligible if they have also received support within the Program and Event Support category for the same event in the same year.
- applications from groups or organisations that receive poker machine revenue.
- applications to purchase tobacco or alcohol as part of their project, program or community event.

Auspicing Arrangements

If you are not incorporated, you have not been audited, or you are unable to submit a copy of your most recent audit, certified financial statement, or a copy of the minutes of your last AGM together with a copy of your treasurer’s report, you will need to be auspiced by an incorporated body who will take legal and financial responsibility for any grant monies received from the City of Playford.

An auspice organisation will agree to take on the responsibility to acquit the grant on behalf of your group. This means that the other organisation would agree to act as a ‘banker’ for the grant. The organisation will need to complete part of the application form and sign an agreement confirming that the grant will be used for the purposes that you have stated in the application. This needs to be completed before you lodge your application.

Please note that Council is not able to find an auspice organisation on your behalf.

Acknowledgement of Outcome

All proponents will be informed of the outcome within one week of Council’s resolution.

Once an application has been approved, your organisation (or your auspice organisation) will be required to submit the following:

- declaration by Auspice Organisation (if applicable);
- tax invoice;
- copy of public liability insurance or certificate of currency;

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- copy of completed Australian Taxation Office 'Statement by a Supplier' form (only if you do not have an ABN); and
- letter of support from auspicng body (only if you are not incorporated or you have not been audited due to being a new group formed for less than a 12 month period).

Failure to submit this information in a timely manner will cause Council to withdraw approval.

City of Playford is to be formally acknowledged as a sponsor on all publicity and promotional material for the project, activity or event. Successfully funded organisations will be provided with a copy of the logo and Brand Guidelines to ensure appropriate application.

Acquittal and Evaluation of Grants

The program, project or community event must commence after successful notification has been received and be completed and funding acquitted within 12 months of Council endorsement of funding.

Applicants will be asked to return funds if the program/activity does not eventuate or meet the conditions of funding.

On completion of the project, activity or event recipients will be required to:

- expend the grant monies on the approved project, activity or event as outlined in the successful proposal. The organisation must seek prior authorisation from Council for any modification to the original grant purposes. Any unspent funds must be returned to Council at the end of the grant period unless prior approval has been sought to redirect funds related to the funded project, activity or event.
- complete and submit a grant acquittal and outcomes report. Please note, you will need to provide approved documentation (i.e., receipts) specifying that the grant was spent for the purpose for which it was received.

Failure to successfully complete the grant acquittal and outcomes report or return unspent funds in accordance with agreed terms and conditions may jeopardise future funding applications.

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