



# TIPS FOR SUCCESSFUL GRANT APPLICATIONS

## About the Grants

City of Playford Community Support and Grant Program offers financial support to non-profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the City as a vibrant and simulating place for people to live, work or visit.

## Grant Options Available

### Equipment Grant

Grants are open year-round to non-profit community organisations, groups and associations for the purchase of equipment that will support an existing community group and/or project, program or activity in City of Playford. Examples may be sporting clubs, youth groups, performing arts etc.

### Community Development Grant

Grants offer financial support twice per year to non-profit community organisations, local groups and associations for proposals which:

- Activate community spaces
- 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 and maximise community benefit
- Develop and initiate locally based events, exhibitions and/or performances open to the whole community, which make a positive contribution to community and cultural life in the City of Playford

## Funding

Funding Type	Funding	Assessments
Equipment Grant	Up to \$1,000	Funding available every 2 years
Community Development Grant	Up to \$5,000	Funding available every 2 years

## How will my application be assessed?

Equipment Grant Applications will be assessed and approved by the City of Playford’s Grants Officer and Manager Connection and Inclusion.

Community Development Grant Applications will be assessed by a Grant Panel of staff and approved via a Council report.

City of Playford

Call — 08 8256 0333

[playford@playford.sa.gov.au](mailto:playford@playford.sa.gov.au)

[playford.sa.gov.au](http://playford.sa.gov.au)

Post

12 Bishopstone Road

Davoren Park SA 5113

Visit

Playford Civic Centre

10 Playford Boulevard,

Elizabeth SA 5112

Stretton Centre

307 Peachey Road

Munno Para SA 5115

[playford.sa.gov.au/stayconnected](http://playford.sa.gov.au/stayconnected)

## Not Incorporated?

If your group is not incorporated then you will need to organise for an incorporated organisation to either apply for or auspice the grant on your behalf.

This means that the other organisation would agree to act as a 'Banker' for the grant. An auspice organisation will agree to take on the responsibility to acquit the grant on behalf of your group.

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.

A support letter also needs to be attached to the application and this needs to be completed before your application is lodged.

Note that Council will not auspice your grant or find an auspice organisation on your behalf.

## Useful Tips

These tips provide guidance for completing applications for future grant applications. Following these tips in no way guarantees you will be successful in future funding rounds:

- Read the application guidelines carefully
- Check your eligibility in the guidelines
- When answering questions, always refer to the advice in the guidelines that corresponds to each question. Keep your answers accurate, clear and concise, and make sure they directly relate to the questions. When describing what your organisation does, ensure that you provide examples of the activities performed by volunteers
- Think carefully about the purpose and the amount of grant money you request. The amount you request affects how likely your application is to receive funding. Priority is given to applications which will have maximum benefit for the local community for a small outlay. Do not apply for more than the maximum amount
- Read over your answers before submitting your application
- Check the closing dates for applications and submit your application as early as possible. Late applications will not be accepted. Keep a full copy of the completed application form for your reference

## No ABN?

If your group does not have an ABN then you will need to complete an Australian Taxation Office Statement by a Supplier Form and attach the form to your application.

## Acquittal and Evaluation

On completion of the successfully funded project, activity, event or equipment recipients are required to return the attached Acquittal form and Financial Statement (including copies of receipts) to Council.

The grant must be successfully acquitted before your community group or organisation will be eligible to apply for future funding through the City of Playford Community Support and Grant Program.

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## Lodgement

Lodge the completed application (with supporting documentation) via the online grant portal.

## Who do I contact for help or information?

The Grants Officer is available to assist with your enquiries and questions. Contacting the Grants Officer can increase the chances of your application being successful. Grants officer can be contacted via:

Email	In Person (Monday to Thursday)	Phone (Monday to Thursday)
<a href="mailto:grants@playford.sa.gov.au">grants@playford.sa.gov.au</a>	Playford Civic Centre 10 Playford Boulevard Elizabeth SA 5112	(08) 8256 0230

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