

# Playford Alive Initiatives Fund

## Funding Guidelines Booklet

Download an application form and guidelines from the Playford Alive website [www.playfordalive.com](http://www.playfordalive.com) or telephone Ruth on 8256 0132

**Applications Close on 6 September 2019**

## 1. INTRODUCTION

The Playford Alive Initiatives Fund is designed to provide grants that support a range of projects and initiatives which protect and enhance the social, economic and environmental wellbeing of the community.

The Playford Alive project covers the northern suburbs of Smithfield Plains, Davoren Park, Munno Para, Andrews Farm and Eyre. This guide was developed for community / sporting groups and organisations that are located within, or on the periphery of the project area that wish to implement a project that will be of positive benefit for residents (map of project area is attached). The delivery of the project must be specifically within the Playford Alive area or the subjects must be from the Playford Alive area.

The Fund will be conducting one funding round for 2019 / 2020 and all applicants must complete a Playford Alive Initiatives Grants Application Form.

## 2. FUNDING LEVEL

The Initiatives Fund has allocated a total of **\$25,000** to fund projects in this round. As an indication the anticipated maximum amount of individual grants is \$5,000, however applications for a greater amount may be considered on merit. There is a requirement for matching funding (either cash or in-kind) to be provided by groups / applicants equal to the amount for which they have applied.

## 3. AIMS OF THE FUND

The aim of the Fund is to encourage and support locally based community projects or activities that make a positive contribution to the integration of the existing and incoming community located within or on the periphery of the Playford Alive Urban Renewal Project area.

This is achieved by providing funding that can be used:

- As seed funding for new projects.
- As match funding with other funding bodies contributions.
- To enhance the volunteer base and ongoing revenue raising capacity of organisations; and
- Establish, provide, enhance, develop or expand services, programs, activities, facilities, resources, and equipment provided for the community.

## 4. OUTCOMES

The Fund aims to support local groups / organisations delivering services and programs which achieve a large range of social and practical outcomes for the community, including:

- Supporting and strengthen community groups.
- Supporting and encourage volunteering.
- Increasing and enhancing community participation.
- Supporting Arts and Cultural Development.
- Promoting healthy lifestyles in particular projects which increase access to leisure recreational and sporting opportunities.
- Encouraging a partnership approach that builds a safe community.
- Supporting learning opportunities that meet local community needs.
- Promoting a positive image of the Playford Alive project and the community.
- Supporting the creation of local employment opportunities in the Playford Alive project area.
- Developing life management skills.
- Addressing issues of special needs groups.
- Delivering of community infrastructure.

## 5. ELIGIBLE ORGANISATIONS

### Can my group apply for a grant?

Eligible organisations are:

- Local groups and Non-Government Organisations (NGOs) that deliver projects, programs around social welfare, sports culture and help for disadvantaged individuals, families and communities in need.
- Local / State Government is eligible if they are the sponsor of a separately managed community group or program.

All eligible organisations will have to:

- Demonstrate its own contribution to the project in the form of either a monetary contribution; showing any other grants that they have secured; in-kind support or volunteer time eg number of hours of volunteer time that is contributed to the project etc?
- Show that they have the capacity to effectively manage the financial responsibilities, and the skills to deliver the project (if not another organisation will need to act in this role on your behalf).
- Be an incorporated body (it may still be eligible for funding if it is sponsored by an incorporated body or legal entity, which accepts responsibility for the funded project).
- Have an Australian Business Number (ABN) to be eligible to receive funding (if your organisation does not have an ABN then another organisation will need to act in this role on your behalf).

## 6. PROJECT CRITERIA

As part of the assessment process preference will be given to projects that show:

- A strong partnership approach.
- That the project is sustainable after funds from the Playford Alive Initiatives Fund Board have been used.
- Match funding in the form of:
  - o The number of hours that volunteers will put into the project.
  - o Money that has already been raised towards the total cost of the project.

Please note that meeting the priority criteria does not necessarily guarantee success due to possible over subscribing or discretion of the Playford Alive Initiatives Fund Board (PAIF).

## 7. INELIGIBLE APPLICATIONS

Funding will not be provided for:

- Projects which have already commenced or have been completed.
- For project costs that have already been incurred.
- Organisational costs such as utility bills, rent or ongoing salary costs.
- Application for funds to upgrade a privately owned building or minor capital works.
- Applications from public or private educational institutions (except in an auspice role).
- Applications from organisations which receive significant funding from a State or Federal Government source (except in an auspice role – refer below).

## 8. ACQUITTAL AND EVALUATION OF GRANTS

On completion of the project recipients will be required to:

- Expend the grant monies on the approved project as outlined in the successful grant application. The organisation must seek prior authorisation from the Executive Officer for any variation to the intent of the original grant purposes. Any unspent funds must be returned to the Playford Alive Initiatives Fund at the end of the grant period unless prior approval has been sought.
- Complete a Project Report and Acquittal form showing how funds were spent, and outline the activities and outcomes of the project.
- Any equipment purchased through the Playford Alive Initiatives Fund valued at \$300 or over remains the property of the Playford Alive project partners and must be returned should the group become non-functional.

## What happens after your application has been approved?

- Once an application has been received an acknowledgment notification will be forwarded to you.
- Once an application has been assessed by the Board you will be notified by the Executive Officer of the decision.

## Useful Tips for Grant Applications

- Before starting your application, read the application guidelines carefully.
- Check your eligibility in the guidelines.
- When answering questions, always refer back to the advice in the guidelines. 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 may affect how likely your application is to receive funding.
- Check your answers before submitting your application.
- Following these tips in no way guarantees you will be successful in future funding rounds.

## Auspice Role

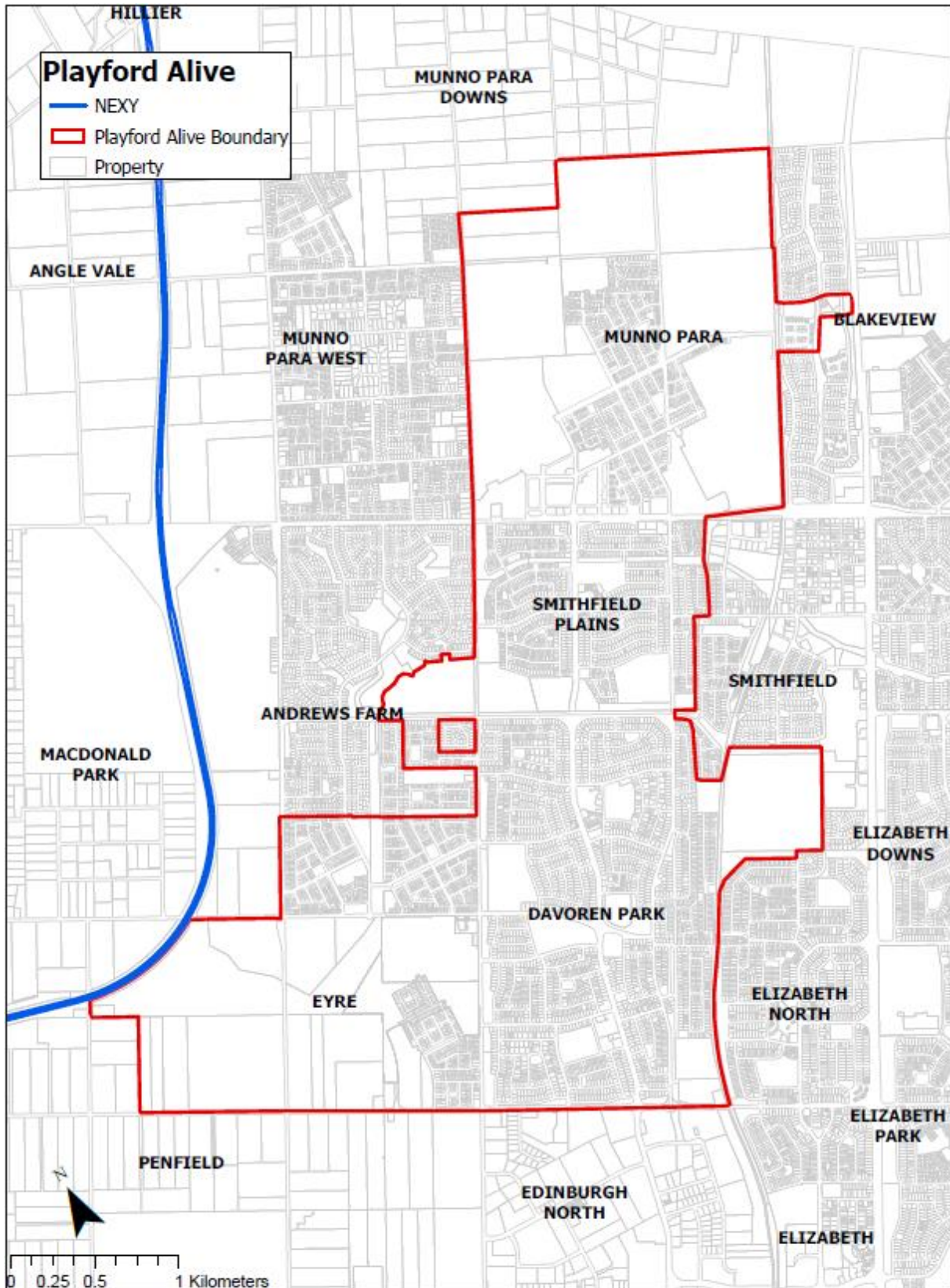
This means that another organisation would agree to act as a “Banker” for the grant and to acquit the grant on behalf of your group. This needs to be in place **before** you lodge your application.

Please note that the Playford Alive project is not able to find an auspice organisation on your behalf.

## Any Questions?

If you have a query or if you are unsure about any information contained in this letter or would like to discuss your application further please do not hesitate to contact Ruth Naismith on 8256 0132 or by email [rnaismith@playford.sa.gov.au](mailto:rnaismith@playford.sa.gov.au) who will advise you on how best to proceed.





This map is a representation of the information currently held by The City of Playford. Cadastre, roads, suburbs, wards and local government areas are supplied by the Department for Environment and Water. Aerial Photography is supplied by Near Map Pty Ltd. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Any feedback on omissions or errors would be appreciated. No part of this map may be copied or reproduced in any form.

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## Playford Alive Initiatives Fund

### ROUND 12 - 2019

### Application Form

- Please read the Playford Alive Initiatives Fund Program Guidelines booklet before completing this application form.
- Either complete the application online or fill the form out clearly in black / blue pen.
- For more information on the Playford Alive Initiatives Fund, contact Ruth Naismith on 8256 0132 or [rnaismith@playford.sa.gov.au](mailto:rnaismith@playford.sa.gov.au).
- Electronic copies of the Application Form and Guidelines are located at [www.playfordalive.com.au](http://www.playfordalive.com.au).

**TO APPLY PLEASE COMPLETE THIS APPLICATION FORM AND ALL ATTACHMENTS AND SEND TO:**

Ruth Naismith  
Executive Officer  
Playford Alive Initiatives Fund  
Playford Operations Centre  
12 Bishopstone Road  
DAVOREN PARK SA 5113  
or  
[rnaismith@playford.sa.gov.au](mailto:rnaismith@playford.sa.gov.au)

**Closing Date: 16 August 2019**

**Organisation Name:**

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**Project Name:**

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## Section 1 - Project Information

1. Project title:

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2. Organisation name:

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3. Contact details for the Organisation:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Organisation Address: \_\_\_\_\_

**Is your organisation an Incorporated Body?**

Yes  No

If you have answered NO to the question above you will need to arrange for another organisation (Auspice) to act on your behalf to manage the financial arrangements of the grant. Please enter their details below.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Organisation Address: \_\_\_\_\_











## Section 2 - Financial Information

### Overall project cost, funding and time frame

You may complete the table below or attach your own project Budget. If attaching your own budget please list the total project cost, the amount of community grant sought, other funding sought, including in-kind contributions and project timeline.

**Please include supporting quotes or documents verifying amounts you are applying for if you have these.**

Note: One guiding principle is that any group applying must show the level of contribution that they are putting into the project. This principle of 'match funding' will be one of the criteria against which the application is judged.

INCOME	AMOUNT Excluding GST
The amount of money that your organisation is putting towards the project (if applicable)	\$
Additional funds either already received and / or applied for from other funding bodies (if applicable): Name of funding body: _____ Status: Approved / Unknown: _____	\$
** In-kind Contribution (if applicable)	\$
<b>Amount you are requesting from the Playford Alive Initiatives Fund</b>	\$
<b>Fund Recognition (if applied for) – Some projects may be able to display the Playford Alive Logo on shirts / equipment, etc.</b>	\$
<b>Total INCOME</b>	\$
<b>TOTAL PROJECT COST (excluding GST)</b>	\$
Other funding contribution (if applicable)	\$
Is there a shortfall in the funds that you will need to raise?	\$

\*\* Many projects rely on the generosity of volunteers or officers from relevant organisations to help deliver a project, therefore could you please indicate the level of help given by volunteers / officers.

To calculate volunteer / officer input into the project please use the following formula – add up the approximate number of hours put in by all volunteers / officer for the duration of the project x \$20 per hour.

If successful, would the Playford Alive Initiatives grant be sufficient to complete your project?

Yes  No

If the Playford Alive Initiatives grant could only partly fund your project, would it still be able to proceed?

Yes  No

If your application is successful would you be prepared to provide support / assistance to other organisations in preparing their application for similar projects in future rounds?

Yes  No

### Other Attachments – Project Description

When you submit this application, **it may be accompanied by additional information** which provides greater detail of the project such as including any other documents that you feel will support your application. This could include references, photos, newspaper clippings, examples of your work, etc.



### Section 3 - Certification

(To be completed by the financially responsible person for the applicant group and one other person from the group.)

***I certify that the information in this application is true and accurate.***

Print Name:

.....

Organisation:

.....

Signature

Date:

.....

***I certify that the information in this application is true and accurate.***

Print Name:

.....

Organisation:

.....

Signature

Date:

.....

**Section 4 - Evaluation**

The Playford Alive Initiatives Fund Board appreciates the time you have taken to complete this application. Please assist us in making sure we keep the application process as simple as possible by answering the following questions.

1. How many hours did it take you to complete the application and gather your information?

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2. What improvements would you make to the Application Form and process?

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3. How did you find out about the Playford Alive Initiatives Fund program?

Letter	<input type="text"/>
Facebook	<input type="text"/>
North is Up	<input type="text"/>
Website	<input type="text"/>
Word of Mouth	<input type="text"/>
Other	<input type="text"/>

4. How easy was it to obtain information about the Fund program?

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Thank you for your cooperation in completing this evaluation.

Please include this sheet with your application documents.

## Playford Alive Initiatives Fund Frequently Asked Questions

The Playford Alive Initiatives Fund has been designed to encourage as many local groups / organisations as possible to apply for funding to ensure that the Initiatives Fund makes maximum contribution to the local community.

Below is a sample of questions that you may ask:

**Q. Who can apply?**

All local groups will be eligible provided that you are:

- i. Legally constituted as an incorporated association and Non-Government Organisations (NGOs) or,
- ii. If your group is not legally constituted then you will need to find an incorporated organisation that will take legal and financial responsibility for any grant monies received.

**Q. Does your group have to be located within the Playford Alive project area to apply?**

Although the Fund has been developed to assist local groups / organisations that are located in the Playford Alive Urban Renewal Project Area, any group / organisation located just outside of the project area will be able to apply provided they can demonstrate that the majority of benefit will be for residents living within the project area.

**Q. Is there a limit to the amount of funding that a group / organisation can apply for?**

Yes. The Initiatives Fund Board has allocated a total of **\$25,000** to fund projects in this round. As an indication the anticipated maximum amount of individual grants is \$5,000, however applications for a greater amount may be considered on merit.

**Q. Does the Initiatives Fund expect some form of contribution from an applicant?**

Yes. One strong principle of the Fund is that any group / organisation applying must also provide some form of contribution for matching funding (either cash or in-kind) equal to the amount for which they have applied. The contribution may be volunteer input such as the time volunteers spend working on behalf of the group or funds that have already been raised towards the project.

**Q. Who will assess the applications?**

The Playford Alive Initiatives Fund Board will assess and determine all submitted applications and allocate funds to successful applicants.

**Q. Who are the members of the Playford Alive Initiatives Fund Board?**

The Initiatives Fund Board is drawn from participants in the Playford Alive project and comprises a Chair and three members as follows:

- Mayor of the City of Playford - Chair.
- 1 representative from Renewal SA.
- 1 representative from the City of Playford.
- 1 representative from SA Housing Authority.

**Q. When will I know if I am successful?**

The Executive Officer will contact you if your application has been successful once the Playford Alive Initiatives Fund Board has made a decision.

**Q. When will I be able to access my money?**

The Executive Officer will contact you and advise you of the next steps.

**Q. We need help filling in the application form, who can help?**

You may know of someone who could assist, or alternatively you could contact Ruth Naismith from the City of Playford on 8256 0132 or via email [rnaismith@playford.sa.gov.au](mailto:rnaismith@playford.sa.gov.au) who will assist you with any queries (this support does not guarantee a successful application).

**Q. Who is the main contact should I require further information or to ask a question?**

Ruth Naismith will act as the point of contact should you have any queries or need to speak to someone for help.

Ruth Naismith  
Executive Officer  
8256 0132  
[rnaismith@playford.sa.gov.au](mailto:rnaismith@playford.sa.gov.au)