

CITY OF PLAYFORD COMMUNITY DEVELOPMENT GRANTS PROGRAM

Community Development and Event Guidelines

- To apply please complete and submit the Community Development and Event Grant application form (available [on our website](#)) and all attachments
- Either complete application on your computer, or fill the form out clearly in black or blue pen
- Only one application will be accepted per organisation
- All correspondence will be emailed in the first instance
- City of Playford Community Grants Program is very popular, and meeting the eligibility and priority criteria does not necessarily guarantee success due to funding limits
- Grant offers by Council in no way implies any ongoing funding commitment or obligation by Council
- Contact the Grants Officer on 8256 0230 or grants@playford.sa.gov.au for more information on any of the Community Development grants



Not-for-profit community groups and organisations can greatly benefit from Community Development and Event Grants, as they are a great way of boosting your event, function or program.

Purpose

City of Playford Community Development and Event Grants offer financial support to non-profit community organisations, local groups and associations for proposals which:

- Activate community spaces
- Deliver innovative, creative or new opportunities for Playford residents 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 or performances open to the whole community, which make a positive contribution to community and cultural life in the City of Playford

Category Information

- Applications up to the value of \$5,000 can be submitted - however, City of Playford will endeavour to support as many proposals as possible. Applications must be for a minimum of \$500 and one-off community events will be calculated on predicted attendance numbers as follows:

0-200: \$500 (maximum)

201-1,000: \$1,000 (maximum)

Over 1,001: \$2,000 (maximum)

- Groups can consist of as little as two people, to larger, non-profit organisations, and must involve the local community (eg, residents, community groups and organisations, shops, businesses, etc)
- Applications can be submitted throughout the year, but will be assessed twice a year
- Funding is available every second year in any category, ie, if an organisation received funding in October 2016 they will be eligible for funding in October 2018
- There will be two funding rounds per financial year:
 - Round 1 opens on the third Monday in July for six weeks, and is assessed by Council at the October Services and Council meetings
 - Round 2 opens on the third Monday in January for six weeks, and is assessed by Council at the April Services and Council meetings
- Community Development and Event grants must be completed and funding acquitted within 12 months

Priorities

Proposals will be assessed against the following priorities:

1. Will be initiated by, or rely on considerable involvement, of stakeholders (ie, residents, businesses, key visitors, community groups and organisations)
2. Will be innovative and have the capacity to engage the Playford community
3. Activate and increase participation in the use of community spaces and open space
4. Support and strengthen community groups and organisations and encourage volunteering
5. Encourage partnerships that build a safe community
6. Deliver significant community benefit and create vitality within the City of Playford
7. Generate a positive image of Playford to residents of the City and South Australia, interstate and overseas visitors
8. Attract new projects, activities and events to be staged in the City of Playford
9. Ensure equity of access to projects, activities and events by residents and visitors
10. Facilitate and encourage community involvement and participation in free or low-cost Community projects, activities and events
11. Projects, activities or events held in publically accessible spaces



Eligibility Criteria

Proponents must meet the following eligibility criteria:

1. Be a not-for-profit, non-government community group or organisation, or a newly-formed group consisting of a minimum of two people
2. 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
3. Based within the City of Playford, or proposing an activity that will take place within the Playford City Council boundary (priority will be given to organisations and community groups located within the City of Playford boundary)
4. Have the appropriate management structure to effectively manage financial and accounting requirements
5. Have limited capacity to raise funds
6. Have limited funding sources and a relatively high volunteer-to-paid-staff ratio
7. Have a yearly income of no more than \$250,000
8. Do 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)
9. The proponent can demonstrate that the project, activity or event has clear aims and objectives, is achievable and will benefit the community
10. Complies with key principles of access and equity, diversity, participation and innovation
11. Attracts new projects, activities and/or events to the City of Playford
12. Demonstrate own contribution and match the amount of the grant with cash, material, volunteer hours or other in-kind support
13. Demonstrate capability, ability and expertise in delivering the project, activity or event

Ineligible Applications

Funding will **not** be provided for:

1. Proposals which have already commenced or have been completed, or for costs that have already been incurred
2. 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
3. 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
4. Application for funds to purchase a vehicle
5. Applications from public or private educational institutions
6. Applications from organisations which receive significant funding from a State or Federal Government source
7. Applications to fund regular maintenance or repairs to property where the responsibility is with a private entity or local Council, State or Commonwealth Department
8. Applications for interstate or overseas travel
9. Applications for academic research or conference costs
10. Applications for gift vouchers or purchase of items which are then donated to a third party
11. Applications for funding to be used for sponsorship or fundraising
12. Applications from organisations that have not acquitted previous grants from the City of Playford
13. Events such as organisation's birthday or anniversary celebrations or other events that are exclusive to group members and are not open to the general public
14. Proposals that limit or restrict accessibility or use of public spaces
15. Applicants that have any outstanding debt owing to the City of Playford
16. Applications from organisations that have received a grant in the previous 12 months. Grants are available every second calendar year in any category (ie, if your organisation received funding in October 2016 you will be eligible for funding in October 2018)
17. Applications from groups or organisations that receive poker machine revenue

Auspicing

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 are not able to find an auspice organisation on your behalf.

Submission of Application

Your application will be viewed as incomplete, and will be ineligible for funding, if you fail to submit all information as detailed below with your application:

1. All sections of the application form must be filled in (including auspicing arrangements, if applicable)
2. Copy of the most recent audit or certified financial statement, or a copy of the minutes of the last AGM, together with a copy of the Treasurer's report

Proposal must be submitted via one of the following portals outlining the request for funding.

Email: grants@playford.sa.gov.au
Post: Grants Officer
City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

Notification of Outcome

All proponents will be informed of 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:

1. Declaration by Applicant Organisation
2. Tax Invoice
3. Copy of public liability insurance or certificate of currency
4. Copy of proof of incorporation or providing corporation number or registered business number
5. Copy of completed Australian Taxation Office 'Statement by a Supplier' form (ONLY if you do not have an ABN)
6. Letter of support from auspicing 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 a style guide to ensure appropriate application.

Acquittal and Evaluation of Grants

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 City of Playford Community Grant acquittal and evaluation form and return to the Grants Officer. Please note you will need to provide approved documentation (ie, receipts) specifying that the grant was spent for the purpose for which it was received
- Any equipment purchased through the Grant program valued at \$300 or over remains the property of the City of Playford and must be returned to the Council should the group become non-functional

CONTACT

Grants Officer
(08) 8256 0230
grants@playford.sa.gov.au

CALL

(08) 8256 0333

VISIT

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