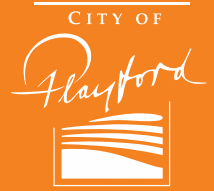


# CITY OF PLAYFORD COMMUNITY DEVELOPMENT GRANTS PROGRAM



## Equipment Grant Guidelines

- To apply for an Equipment Grant, please complete and submit the application form (available [on our website](#)) and all attachments
- Complete application on your computer or fill the form out clearly in black or blue pen
- 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](mailto:grants@playford.sa.gov.au) for more information on any of the Community Development grant.

*Equipment grants are a great way of kitting out your new group, team or program with the gear you'll need to make an impact.*



## Purpose

City of Playford Community Development Equipment Grants offer financial support to non-profit community organisations, groups and associations for the purchase of equipment that will support an existing community group or project, program or activity, eg, sporting clubs, youth groups, performing arts, etc.

This guide was developed as an information tool for residents, community organisations, and groups within the City of Playford interested in applying for equipment grant funding.

## Category Information

- Applications up to the value of \$1,000 can be submitted - however City of Playford will endeavour to support as many proposals as possible
- Grants are available every second year, ie, if an organisation received funding in October 2016 they will be eligible for funding in October 2018
- Equipment grant category is open all year and is assessed by the Grants Officer and Manager of Community Development
- There is a four-week turnaround for notification from the date the application form is lodged
- Equipment grants must be completed and funding acquitted within six months

## Priorities

Applications will be assessed against the following priorities:

1. Support and strengthen community groups
2. Support and encourage volunteers
3. Encourage participation in community life
4. Encourage and support arts and cultural development
5. Encourage and promote healthy lifestyles within the community, in particular projects which increase leisure, recreational and sporting opportunities
6. Encourage partnerships that build a safe community
7. Encourage and support learning opportunities that meet local community needs
8. Deliver significant community and or economic benefit and create vitality within the City of Playford
9. Generate a positive image of Playford to residents of the City, and South Australia, interstate and overseas visitors
10. Ensure equity of access to events by city residents and visitors
11. Facilitate and encourage community involvement and participation in free or low-cost community events and activities

## Eligibility Criteria

Proponents must meet the following eligibility criteria:

1. Be a not-for-profit, non-government community group or organisation
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. Does not duplicate an existing project, activity or service. Grants can be used to increase or enhance a current project or program
9. The applicant must clearly detail the types and cost of equipment being purchased, and how it will be used to support the group, project or activity
10. Complies with key principles of access and equity, diversity, participation and innovation
11. Have no outstanding debt owing to the City of Playford
12. Demonstrate own contribution to the project and match the amount of the grant with cash, material, volunteer hours or other in-kind support



## Ineligible Applications

Funding will **not** be provided for:

1. 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 an organisation such as consumables of facility maintenance
3. Application for funds to upgrade 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 organisations that have received a grant in the previous 12 months. Grants are available every second calendar year in any category
6. Applications from public or private educational institutions
7. Applications from organisations which receive significant funding from a State or Federal Government source
8. Applications to fund regular maintenance or repairs to property where the responsibility is with a private entity, local Council or State or Commonwealth Department
9. Applications for gift vouchers or purchase of items which are then donated to a third party
10. Applications for funding to be used for sponsorship or fundraising
11. 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)
12. Applicants that have any outstanding debt owing to the City of Playford
13. Applications from groups or organisations that receive poker machine revenue
14. Applications from organisations that have not acquitted previous grants from the City of Playford

## Auspicings

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 auspicings 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 auspicings arrangements if applicable)
2. Copy of 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

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

Email: [grants@playford.sa.gov.au](mailto: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 four weeks. 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 auspicating 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, recipients will be required to:

- Expend the grant monies on the approved project 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 to a related funded project or equipment
- 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](mailto:grants@playford.sa.gov.au)

### CALL

(08) 8256 0333

### VISIT

Playford Civic Centre  
10 Playford Boulevard  
Elizabeth SA 5112

Stretton Centre  
307 Peachey Road  
Munno Para SA 5115

### POST

12 Bishopstone Road  
Davoren Park SA 5113

### EMAIL

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

