



## 2018/2019 Community Grants Scheme

The District Council of Streaky Bay is committed to encouraging community groups to progress and improve their local area. The Community Grants program distributes up to \$15,000.00 to eligible community groups for projects that benefit the community. Groups can apply for up to \$2,000.00 Inc. GST in each funding round.

### Guidelines

1. Only one application from each organisation/committee will be considered in each funding round.
2. Applications will be assessed against the criteria and referred to Council for consideration
3. Applicable questions on the application form must be answered in full.
4. Signed applications must be received by 5.00pm on the Closing Date.
5. The maximum funding available for any project is \$2,000 (Inc. GST). Council is not responsible in any way for meeting any shortfall in expenditure on projects/events/activities.
6. Projects/Events/Activities must be undertaken within the District Council of Streaky Bay.
7. The District Council of Streaky Bay must be acknowledged appropriately in all media, marketing and promotion of the project/event/activity.
8. Applicants will be notified by mail of the outcome of their applications.
9. The total amount of funding available for distribution is limited; therefore some projects/events/activities may not be funded even if all criteria are met.
10. Where funding is provided, the project must not be changed without the written consent of the Chief Executive Officer of Council.
11. All projects **must** be completed within a 12 month period from the date of notification of funding success from the District Council of Streaky Bay.
12. The Community Grants Evaluation form **must** be completed and submitted within 12 months of notification of funding success from the District Council of Streaky Bay. If Evaluation Forms are not received recipients will not be eligible for future funding rounds
13. Where assistance is provided, the project must not be changed without written consent of the Chief Executive Officer/Council.

Completion of this application form does not necessarily ensure funding is allocated. An application may meet assessment criteria however approval will depend on available funds, the number of applicants, and program priorities.

Applications are competitive, applicants that best meet the selection criteria, answer all the applicable questions and provide supporting documents have a higher chance of success.

#### **SELECTION CRITERIA**

- Long & Short term benefits to the residents of and visitors to the Council area
- How the project aligns with Councils Strategic Management Plan
- % of Organisation/Committee Co-contributions cash/in-kind
- Contributions from the applicant or other funding sources
- Demonstrated community support for the project/event/activity
- Demonstrated Community need for the project/event/activity

<b>ELGIBLE APPLICANTS</b>	<b>INELIGIBLE APPLICANTS</b>
<ul style="list-style-type: none"> <li>Incorporated organisations. Organisations must be legally constituted or auspiced by an incorporated association. A single incorporated organisation may auspice up to 3 applications on behalf of individual unincorporated organisations</li> </ul>	<ul style="list-style-type: none"> <li>Organisations that have previously neglected to supply evaluation reports to Council from a previous grant round</li> </ul>
<ul style="list-style-type: none"> <li>Applicants or auspicng bodies will need to lodge a tax invoice prior to receiving payment</li> </ul>	<ul style="list-style-type: none"> <li>Private organisations</li> </ul>
	<ul style="list-style-type: none"> <li>Non incorporated bodies</li> </ul>

<b>ELIGIBLE PROJECTS</b>	<b>INELIGIBLE PROJECTS</b>
<ul style="list-style-type: none"> <li>Projects that provide health, educational, recreational, arts or cultural benefits to the community, including resources or training</li> </ul>	<ul style="list-style-type: none"> <li>Deficit funding – organisations that are experiencing a shortfall in cash or revenue or anticipated revenue</li> </ul>
<ul style="list-style-type: none"> <li>Projects that improve or purchase Community or Council owned assets</li> </ul>	<ul style="list-style-type: none"> <li>Upgrading of privately owned or federal or State Government Infrastructure that is deemed a permanent, built, environment.</li> </ul>
	<ul style="list-style-type: none"> <li>Projects that have commenced prior to application (retrospective projects_</li> </ul>

**Applications are due by 31/08/2018**

Please complete and send to:  
 Jess Davis  
 Community & Economic Development Officer  
 District Council of Streaky Bay  
 PO BOX 179  
 Streaky Bay SA 5680

Please direct any queries to [davisjessica@streakybay.sa.gov.au](mailto:davisjessica@streakybay.sa.gov.au) or 86267033



DISTRICT COUNCIL OF  
**Streaky Bay**

**SECTION 1 : APPLICANT DETAILS**

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

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

Is your organisation incorporated:  Yes  No

Community/ Non-profit:  Yes  No

Are you GST Registered:  Yes  No

Australian Business Number: \_\_\_\_\_

**Auspicing Body managing the project/event or activity:**

*(A letter from the auspicing body must be submitted with the application)*

\_\_\_\_\_

*(If using an auspicing body please use their bank account details)*

ACCOUNT NAME	
BSB	
ACCOUNT NUMBER	

Has your organisation received Council Community Grant funding previously?

Yes

No



**SECTION 2: DETAILS OF THE PROJECT/ACTIVITY/EVENT**

**Name of Project/Activity/Event:** \_\_\_\_\_

**Estimated Start Date:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**Brief Description:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**How does your project align with Council’s Strategic Management Plan?**

1. <b>Governance</b>	<b>Goal:</b> Responsive, accountable and strategic decision making and efficient, effective and equitable service delivery	
2. <b>Infrastructure, Building and other assets</b>	<b>Goal:</b> Well managed, safe and appropriate stock of assets that meets the Community’s affordable service needs, attracts new investment and meets future needs	
3. <b>Environment &amp; Planning</b>	<b>Goal:</b> Sustainability of the natural environment and a built environment that meets the community’s needs now and into the future	
4. <b>Community, Culture &amp; Recreation</b>	<b>Goal:</b> An inclusive, resilient, caring, healthy and active community that enjoys a high quality of life	
5. <b>Tourism</b>	<b>Goal:</b> Promoting the District, promote tourism, duration of stay, increase visitor stay and enhance visitors experience	
6. <b>Business Undertakings &amp; Economic Development</b>	<b>Goal:</b> A diverse local economy that is sustainable, provides employment opportunities for residents, assists to drive population growth, attracts new investment and respond to needs for additional and upgraded facilities and services	
7. <b>Public Safety &amp; Regulatory Services</b>	<b>Goal:</b> Maintain public safety and meet Council’s statutory obligations	





DISTRICT COUNCIL OF  
**Streaky Bay**

List any prior approvals that are necessary for the project to proceed:

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**SECTION 3: BUDGET ESTIMATES**

**PROVIDE DETAILS OF THE PLANNED PROJECT BUDGET:**

Any In-Kind Labour to be allocated in the budget at a maximum \$25 per hour per person  
Any In-Kind hire rates (for venues, plant, goods, services) to be allocated at the applicable rate  
Details of all other funding sources (e.g. other grants, co-contributors) must be included

The below table is a guide only- please adapt for your circumstances and include additional pages if required

Expenditure	In-Kind	Cash Donation	Other Grants	Applicant Cash	Funding Sought	Total Expenditure
Materials						
Labour						
Equipment Hire						
Venue Hire						
Advertising						
<b>TOTAL</b>						

**Will this project still go ahead if not fully funded as per application?**  
*(Refer to guideline 9)*

- YES  
 NO



#### SECTION 4: CHECKLIST

**Prior to submitting your application please ensure you include copies of:**

- Certificate of Incorporation
- Quotes
- Photos and/or Plans
- Relevant Approvals/Licences etc.
- Supporting Documents
- Copy of Insurances (see below)

#### SECTION 5: ACKNOWLEDGEMENT OF CONDITIONS

If our request for funding is successful we agree to adhere to the following conditions:

- The grant funds will be used for the purpose of which the grant was awarded, unless written confirmation for variation has been obtained from the chief Executive officer of Council prior to the activities being undertaken
- The appropriate permits and approvals will be sought and copies supplied to Council if applicable
- The appropriate insurance cover for the project will be maintained, including public risk and where required, work-cover for group members, employees staff and any volunteers involved, a copy of insurances should be attached to this application
- Council's assistance will be acknowledged in all media and promotional material
- The relevant Council Policies, By-Laws and Acts enforced at the time will be adhered to
- Evaluation Forms will be submitted to Council within the 12month period, providing details of how the grant funds were acquitted and how the project, activity or event achieved the desired outcomes

I declare that I have been authorised to prepare and submit this application and accept the terms and conditions on behalf of the applicant/organisation. This application has been prepared in good faith and I declare that the information presented on this form is correct. I have read and understood the above conditions and the applicant/organisation agree to abide by them. The applicant/organisation understands that if the funds are not utilised to their full extent for the specified project/activity/event then any surplus will be returned to Council.

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_