



# Community Development Grants Application Guidelines

Adelaide Hills Council provides a Community Grants Program to assist local non-profit community groups and organisations to establish and undertake innovative projects or activities that are beneficial to the community and which support Adelaide Hills Council's Strategic Plan.

Community Development Grants support organisations and groups in the delivery of local initiatives which make a positive contribution to the building of community capacity and wellbeing through:

- Arts and cultural development
- Lifelong learning
- Sport, recreation and active lifestyles (non-facility related)
- Sustainability
- Aboriginal culture and heritage

## How much can be applied for and when?

Community Development Grants are for amounts up to a maximum of \$2,500 with applications accepted annually from 1 to 30 September.

## How to apply

Online grant applications can be accessed at the Adelaide Hills Council website [ahc.sa.gov.au](http://ahc.sa.gov.au)

You are guaranteed confidentiality and security when lodging a Community Grants Application. The online grants system is easy to use and assistance is available if required.

For information, assistance or to discuss your application contact  
Lynne Griffiths | Community and Cultural Development Officer  
08 8408 0552 or [lgriffiths@ahc.sa.gov.au](mailto:lgriffiths@ahc.sa.gov.au)

## Who is eligible to apply?

Applications will only be considered by groups who are resident in the Adelaide Hills or provide a significant benefit to the Adelaide Hills community. Applicants must be (or apply under the auspice of) an incorporated, not for profit community group or voluntary association. Groups may only receive grant funding once every two years (biennially).

## What makes a project ineligible for funding?

Grant funding will not be provided for:

- commercial or political activities
- the employment of staff
- the production of Business Plans/Feasibility Studies

- services that are a primary funding responsibility of either the State or Federal Government (ie. schools)
- the reimbursement of funds already spent prior to receiving approval ie: applicants cannot seek funds retrospectively
- proposals that will lead to a dependence on Council funds (ie: ongoing operational expenses such as Public Liability Insurance)
- fundraising or general sponsorship
- equipment with a short life (ie. disposable items of low cost and a short life).
- institutions of religion unless there is a clear community benefit from the project
- applicants who have an outstanding debt owing to Council (excluding community loans where terms and conditions are being met)
- applicants that have an outstanding grant acquittal from a previous funding round
- applicants who have received funding in the previous year's funding round

### **Applicant Details**

In addition to name, address and contact details for your organisation, you must provide:

- details of how your organisation is managed,
- details about your organisations legal status, or
- details of the incorporated auspicing body.

### **Auspicing Body**

Groups that are not incorporated are still eligible to apply provided applications are made through an appropriate incorporated body that is willing to sponsor the project. The sponsoring body will need to provide their incorporation number and ABN. It is this organisation that the grant payment will be made to.

### **Tax Information**

Do you have an Australian Business Number (ABN), or if being sponsored, does your sponsoring body have an ABN? Have you registered for Goods and Services Tax (GST) purposes? You will be required to complete a declaration to certify that the information you have provided relating to your ABN is true and correct.

### **The Project**

In this section of the Application you will be required to address the following:

- The name of the project
- A brief project description
- Who will benefit from the project
- Expected outcomes
- Community support for the project
- Capacity to undertake the project

### **Project time frame**

Provide the project start and end dates.

### **Project description**

Describe your project as clearly as possible so that the selection panel has a good understanding of what you hope to achieve. Include the *who, what, where and why*.

### **What will the grant funds be used for?**

Provide a brief summary of how the funds will be spent

### **Who will benefit from the project?**

Describe how the Adelaide Hills community will benefit from the project. This is a very important part of your application and necessary for its success. If your project is wholly or partly outside of the Adelaide Hills area then your application will need to clearly demonstrate strong links and benefits to the Adelaide Hills community.

### **What are the expected outcomes of the project?**

Briefly describe the outcomes that you hope to achieve by undertaking your project.

### **How will you know if these outcomes have been achieved?**

Briefly describe how you will measure the success of your project.

### **Provide evidence of community support for the project**

Here you have the opportunity to demonstrate community support for your project. If you have a letter of support or other written evidence you can upload it here.

### **Partnerships and collaboration**

List any other organisations that you will be working collaboratively or in partnership with and how you will be working together.

### **Does your project require approval from a land owner or property owner? Is your building owned by Adelaide Hills Council?**

Being awarded a grant does not imply that Council has given permission for works to be undertaken. All planning approval processes must be undertaken by the organization before any works can be carried out on any Council property. While a grant may be awarded prior to planning approval or lease condition requirements being met, works cannot be undertaken until all of the normal approvals have been acquired and it is the sole responsibility of the applying organization to ensure that all lease conditions are met.

Preference will be given to:

- applications that demonstrate community collaboration and partnership
- applications that will benefit a wide range of people in the community
- applications that widen the range of activities available in the community and encourage the inclusion of all groups within the community
- applications that can demonstrate that the activity or project will be ongoing in nature
- organisations or groups who have been unable to obtain other grant funds
- applications for capital funding resulting in physical improvements including improvements to physical access and mobility and/or maintenance
- organisations which can demonstrate financial viability and ongoing group support

- groups or organisations who are actively engaged in helping themselves and can demonstrate the capacity to contribute to the project with either in-kind or financial support

## Project Budget

In this section you are required to:

- provide a detailed income and expenditure budget for the project
- indicate if your project could succeed if only partial funding was received
- provide a copy of the organisation's previous financial year annual financial statement
- provide copies of any quotes for purchases
- indicate if a fee will be charged to participants and if so how much (this should be included in the budget under income)
- indicate income from other sources such as grants or donations
- provide details of in-kind contributions
- indicate if volunteers will be used in this project

See below for an example of a budget:

<b>INCOME</b>	<b>CONFIRMED FUNDING</b>	<b>\$</b>	<b>EXPENDITURE</b>	<b>\$</b>
AHC Community Grant	unconfirmed	\$600.00	Raised Garden Bed	\$600.00
AHC Community Grant	Unconfirmed	\$700.00	Timber & Fixtures	\$700.00
Donation	Confirmed	\$50.00	Irrigation	\$50.00
Organisational	Confirmed	\$490.00	Soil	\$490.00
AHC Community Grant	Unconfirmed	\$470.00	Water Pipes & Plumbing	\$470.00
		\$2,310.00		\$2,310.00

## Declaration and Agreement to the Conditions of the Grant

The applicant is required to agree to the Conditions of the Grant and declare that:

- the individual/s completing the application have the organisations authority to do so,
- all information provided is true and correct, and
- should this application be approved, the organisation agrees to the conditions of the grant in accordance with Council's accountability and reporting requirements.

## Acknowledgement of Funding

Adelaide Hills Council requires acknowledgement of its support for any project or activity funded under the Community Grants Program. This should include one or a combination of the following:

- acknowledgement of the Council's support on all printed materials related to the project or program; or
- opportunities for a representative of the Adelaide Hills Council to speak at key activities, or

- inclusion of sponsor messages in any program or project related publicity.

### **Financial Reporting and Project Evaluation**

An Acquittal Statement and Evaluation Form are required to be completed upon finalisation of the project or within 12 months of receipt of funding. The Acquittal Statement verifies that the grant funding has been utilized in accordance with the Project Budget provided in the Application Form. The Evaluation Form provides valuable feedback to Council on how the community has benefitted from the Community Grants Program.