



Minor Grants 2021 Application Guidelines

Council provides Minor Grants in order to deliver once-off, low level support, outside of other grant funding programs, for projects that benefit the community and align with Council's Strategic Plan.

How much can be applied for and when?

The amount available under this program is **50% of the project cost to a maximum of \$300** per occasion and this grant is open for application year round. Groups may be awarded a Minor Grant every second year.

How do we apply?

To apply for a Minor Grant applicants must complete an online Application Form available on the Council website. [Council Grants \(ahc.sa.gov.au\)](http://ahc.sa.gov.au)

Applicants must have completed the application form in full. Incomplete applications may not be accepted.

Who is eligible to apply?

First establish if your group is eligible to apply and if the project for which you are seeking a grant is eligible for consideration.

Eligibility of the Applicant

- 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
- applications from religious institutions will **not** be considered unless there is clear, far reaching community benefit from the project proposed
- applicants must **not** have received a Minor Grant in the previous calendar year (groups may only receive minor grant funding once every two years)
- applications will **not** be considered if the applicant has an outstanding debt owing to Council (excluding agreements where terms and conditions are being met)

Eligibility of Project

Grant funding **will not** be provided for:

- commercial or political activities
- religious activities
- the employment of staff
- services or costs that are the funding responsibility of either the State or Federal Government
- the reimbursement of funds already spent prior to receiving approval (applicants cannot seek funds retrospectively)
- proposals that will lead to a dependence on Council funds (ongoing operational expenses such as Public Liability Insurance)
- activities for the purpose of fundraising or general sponsorship

Preference

Preference will be given to projects that:

- demonstrate community collaboration and partnership
- benefit a wide range of people in the community
- widen the range of activities available in the community and facilitate diversity and inclusion
- build community capacity and resilience

Preference will be given to projects that achieve outcomes in the areas of:

- Community and Recreation Facilities
- Community Development
- Public Art and Place-making
- Youth Incentive and support
- Sustainability and Biodiversity Management
- Diversity, Inclusion and Accessibility
- Aboriginal recognition and Reconciliation
- Built Heritage

Applicant Details

In addition to the name, address and contact details for your organisation you are also required to provide:

- your Incorporated Association (IA) number or Australian Company Number (ACN) that confirms that your group is an incorporated body
- details of your GST status and your Australian Business Number (ABN)
- the bank account details that you wish the grant to be paid into should your application be successful

In nominating a contact person for your application ensure that they are available to be contacted during business hours.

The Project

In providing details of the proposed project describe your project as clearly as possible including the community outcomes that you hope to achieve.

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.