



Community Grants Program

2019/20 Guidelines and Application Form



Community Grants Program Guidelines

AIM OF THE PROGRAM

The City of Victor Harbor Community Grants Program is funded by Council to assist community groups and organisations in the planning, coordination and provision of community services to improve the quality of life, independence and wellbeing of people within the Victor Harbor community.

For 2019/20, a total amount of \$5,000 has been allocated. In order to assist as many groups as possible, applications for small amounts are encouraged.

ELIGIBILITY

To be eligible for funding groups must be non-profit community groups or organisations.

Organisations based within Victor Harbor will be given priority. Organisations situated outside of Victor Harbor are eligible to apply but must be able to demonstrate that the project will primarily impact upon residents in Victor Harbor.

ASSESSMENT OF APPLICATIONS

Priority will be given to projects that:

- can demonstrate that a grant is necessary for the project to be able to proceed.
- address areas of need within the community.
- have long-term benefits for the community.
- are innovative.
- have a realistic chance of success.
- encourage community participation.
- demonstrate cooperation with other organisations.
- utilise other resources.
- clearly define a plan and budget.

Grants will **not** normally be given for:

- projects for which there is a more appropriate funding source.
- fundraising purposes.
- ongoing operational costs (e.g. rent, salaries, maintenance, and administration).
- reimbursement of money already spent.

POINTS TO NOTE

If the requested grant represents only part of the total funding required for the project, details of how the balance is to be raised must be provided. The balance could include fund raising, other grants, donations, existing funds, volunteer or in-kind support etc.

It is expected that projects would normally be completed within twelve months of funding being received.

Appropriate acknowledgment of the support of the Council should be given in promotional materials and reports. At the end of the project a brief report and expenditure statement must be provided.

APPLICATION PROCEDURE

All applications should be on the standard application form. The application form is available within these guidelines or can be downloaded online at www.victor.sa.gov.au/grants or collected in hard copy from the council office (1 Bay Road, Victor Harbor).

Assistance is available for people, who, because of a disability are unable to complete a written application form.

Applicants are encouraged to discuss their project ideas prior to preparing an application for funding. Any essential additional information and supporting documents should be attached to the application, **however please keep the number of attachments to a minimum, and preferably in a form that allows for easy photocopying.**

Successful applicants should receive funding by end June 2020.

All applications are to be forwarded to the City of Victor Harbor (Community Grants Program):

- **By post:**
PO Box 11
Victor Harbor SA 5211
- **By email:**
localgov@victor.sa.gov.au
- **By fax:**
(08) 8551 0501
- **In person:**
Civic Centre, 1 Bay Road
Victor Harbor

Closing date for applications is 5pm on Monday 30 March 2020.

FURTHER INFORMATION

Further information is available by phoning Council's Community Services team on 8551 0500.



Application Form

INSTRUCTIONS

- Please read the funding guidelines before completing this application form.
- Please attach any essential additional information and supporting documents to the application form **(Please keep the number of attachments to a minimum and ideally in a format that allows for easy photocopying.)**
- Keep a copy of your application for your records.

1. Project Title

2. Details of Organisation

Name of Organisation:

Contact Person:

Position:

Telephone:

Postal Address:

Email Address:

3. Summary of your project (i.e. in a couple of sentences say what the funds going to be used for and what you expect to achieve?)

4. Amount of grant requested



5. Project description (i.e. **what** you want to do and **why** you want to do it. Also indicate **when** you expect the project to be completed and **how** you intend evaluating the project.)

5. Project budget (Please indicate sources of funding for your project and how you intend spending funds. If you do not have exact figures please provide best estimates)

Income	
Community Grant (i.e. grant requested)	_____
Applicant (i.e. indicate your contribution to the project)	_____
Other Sources of funding for the project	_____
(Please indicate whether or not this funding has been secured)	
Total Income	_____
Expenditure	
(Please provide itemised details)	
Total Project Expenditure	_____
(Should equal Total Income)	

7. Is your group incorporated?

8. When was your group established?

9. Do you have an Australian Business Number (ABN)?

If yes, please state:

10. Are you registered for GST?

11. EFT details for successful grant applicants:

BSB:

Account Number:

Account Name:

Email address for EFT Remittance Advice:

Declaration and undertaking by applicant

We the persons making this application declare that:

We have read and understand the guidelines for the City of Victor Harbor Community Grants Program. The information supplied in this application is to the best of our knowledge accurate and complete.

In the event that funding assistance is offered for the project, which is the subject of this application, we undertake to observe the following conditions:

- To use the grant only for the purpose outlined in the application.
- To seek approval from the Council for any significant changes to the budget.
- To seek prior approval for any significant changes to the project.
- To acknowledge the Council's assistance in any material relating to the project.
- To spend grant monies within the stated period, except with prior approval of the Council.
- To submit a statement of expenditure within three (3) months of the conclusion of the project.

Signature: _____

(Project contact person)

Name: _____

(Please print clearly)

Signature: _____

(Committee member or
Representative of organisation)

Name: _____

(Please print clearly)

On behalf of: _____

(Administering organisation)

Date: _____

Project title: _____

OFFICE USE ONLY:

Project No:

Date Received:

Funding Requested:

Funding Approved:

Application acknowledged:

Offer of funding:

Project Report: