



# Community Grants Program

2023/24 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 2023/24, a total amount of \$5,000 has been allocated.

## 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.

For those who have been successful in previous grant rounds, **all previous grants need to be acquitted.**

## 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.
- that haven't received grants previously within the last 2 years.
- 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 fundraising, 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 with photos 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](http://www.victor.sa.gov.au/grants) or collected in hard copy from the council office (1 Bay Road, Victor Harbor). Applications will be assessed by a panel consisting of Council member nominees from the Fleurieu Region Community Services Advisory Committee and the manager of Community Wellbeing.

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 before preparing an application for funding. Any essential additional information and supporting documents should be attached to the application.

It is anticipated that successful applicants will receive funding by the end of June 2024.

### **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](mailto:localgov@victor.sa.gov.au)
- **In person:**  
Civic Centre, 1 Bay Road, Victor Harbor

**The closing date for applications is 5 pm on Friday, 5 April 2024.**

## FURTHER INFORMATION

Further information is available by phoning the Council's Grants team on 8551 0550.

# Application Form

## 1. Project Title

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## 2. Details of Organisation

Organisation Name	
Address	
Postal Address	
Contact Name	
Telephone Number(s)	
Email	
ABN	
Is the organisation registered for GST?	
Is the organisation incorporated?	
When was the organisation established?	

## 3. Eligibility Checklist

*If the applicant answers **no** to any of the below questions, the applicant/organisation may not be eligible for funding under this program.*

Is the organisation a not for profit community group/organisation?	Yes		No	
Has the organisation acquitted all previous grants/funding received from the City of Victor Harbor?	Yes		No	
Is the organisation based in the City of Victor Harbor?	Yes		No	
If no, can the organisation demonstrate that the project will primarily impact upon residents in Victor Harbor?	Yes		No	
The organisation has not received a grant from the City of Victor Harbor in the past two years.	Yes		No	

*If the applicant answers **yes** to any of the below questions, the project activity may not be eligible for funding under this program.*

Is the project claiming reimbursement for funds already spent?	Yes		No	
Is the project seeking funds for ongoing operational costs such as rent, salaries, maintenance, administration etc?	Yes		No	
Is the project for fundraising purposes?	Yes		No	



#### 4. Amount of Grant Requested (\$)

#### 5. Project Description

What does the organisation want to do and how will it improve the quality of life, independence, and well-being of people within the Victor Harbor community?

#### 6. Project Timeline

Detail anticipated project dates such as commencement, relevant milestones and completion.

#### 7. Project Evaluation

How does the organisation propose to evaluate the impact and success of the project?

## 8. Project budget

Please detail the expenses and income sources for the project. Sections A and B should be equal. Please indicate whether or not this funding has been secured.

Project Cost - Section A		Project Revenue - Section B		
Item	Amount	Item	Amount	Secured Y/N
		Amount of Grant Requested		
		<b>Application Contribution</b>		
		Club/Organisation financial contribution		
		<b>Other Contributions</b>		
<b>Total Project Cost</b>		<b>Total Project Revenue</b>		

## 9. Electronic Funds Transfer Information

To be used if successful.

<b>Organisation Name:</b>	
<b>ABN (Australian Business Number):</b>	
<b>Address:</b>	
<b>Phone Number</b>	
<b>Email Address:</b>	
<b>Financial Institution Name:</b>	
<b>Financial Institution Address:</b>	
<b>BSB Number:</b>	
<b>Account Number:</b>	
<b>Authorisation</b>	
I hereby verify that the information provided is correct and request that all payments be made by direct deposit to the above account. I have authorisation to provide this information on behalf of the organisation named above.	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	



## Declaration and undertaking by the 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 funds 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/acquittal within three (3) months of the conclusion of the project.

<b>Project/Activity Title:</b>	
<b>Organisation Name:</b>	
<b>Representative Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	