



Volunteer Week Grant Program

2023/24 Guidelines and Application Form



Volunteer Week Grant Program Guidelines

National Volunteer Week (20 - 26 May 2024)

AIM OF THE PROGRAM

To acknowledge the efforts of volunteers in the Victor Harbor community, the City of Victor Harbor is offering small grants to encourage and assist, non-profit community groups and management committees to celebrate and recognise the contribution of their volunteers.

For 2023/24, a total amount of \$1,000 has been allocated.

ELIGIBILITY

Grants can be used to fund a range of “thank you” celebrations that recognise the important contribution of volunteers to the Victor Harbor community. Activities can include things such as a morning tea, a lunch, certificates of appreciation, a barbeque, or a small gift.

Celebrations will need to be held during National Volunteer Week, which is 20-26 May 2024.

Eligible community groups do not need to be based in Victor Harbor, however, only activities that recognise volunteers that support the Victor Harbor community will be eligible for funding.

Grant funding can only be used to fund community activity outside of the Victor Harbor area if the activity does not already exist within Victor Harbor.

Government-funded organisations are not eligible to apply for the funding.

Three sizes of grants are available - \$50 for community groups with up to 10 volunteers, \$100 for groups with between 11 and 20 volunteers and \$150 for groups with over 20 volunteers.

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

ASSESSMENT OF APPLICATIONS

In assessing applications for funding, consideration will be given to the number of volunteers involved, and if the community organisation is making a financial, or in-kind contribution to the activity.



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.

It is anticipated that successful applicants will receive funding in early May 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
- **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. Details of Organisation

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

2. Amount of Grant Requested (please tick box)

\$50 – up to 10 volunteers	
\$100 – 11 to 20 volunteers	
\$150 – over 20 volunteers	

3. How does your organisation use volunteers?

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4. Please provide details of your event

What do you plan to do (e.g. morning tea, lunch, certificates); when and where will the event be held; will there be any other financial or in-kind contribution (e.g. set up, tea/coffee, promotion of the event etc).

5. How many volunteers do you expect to be involved in the event?

6. Electronic Funds Transfer Information

To be used if successful.

Organisation Name:	
ABN (Australian Business Number):	
Address:	
Phone Number	
Email Address:	
Financial Institution Name:	
Financial Institution Address:	
BSB Number:	
Account Number:	
Authorisation	
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.	
Name	
Signature	
Date	



7. 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.

Organisation Name:	
Representative Name:	
Signature:	
Date:	