

# Community Grant Program Application Form

## March 2019



### About the Applicant

Name of Organisation/  
Community Group/ Business /  
or \*individual

Description of your  
organisation

\* Are you making application as an individual? *If yes, the grant must be auspiced by a legal entity.* YES NO

Name of auspicing body  
*(if applicable)*

ABN *(of applicant or  
auspicing body)*

Is the applicant registered for GST?  
*(or the auspicing body?)* YES NO

If you have previously received grant(s) from this Council, have acquittals been submitted? YES NO

### Contact Details for the Project

Contact Person

Position

Postal Address

Phone

Email

Website

### About the Project

Project Name

Please provide an outline of your proposed initiative/ project *(max 200 words)*

Please list the aims and objectives of your initiative *(max 100 words)*

How many participants do you expect to be involved in the initiative?	What percentage of participants will be Unley residents?	Total funding \$ requested p.a. <i>(excl GST)</i>
What is the proposed project commencement date?	What is the proposed project completion date?	Venue for the proposed project/ program (if applicable)

Have you applied for other external funding for this project?	YES	NO
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If yes, please provide details.

**Assessment Criteria** *Please refer to the Guidelines*

How will your project benefit the community? Is there evidence that the project is important to our community? *(max 200 words)*

How will you know if your project has been successful? What signs will you look for? How will you record these details? *(max 200 words)*

How will you promote this project to the wider community? *(max 200 words)*

How will your project cater for the needs of people with a disability?

Type of project:    Community       Environment       Art & Culture       Recreation       Community health & wellbeing

## Budgeting

How much are you seeking from the City of Unley Community Grants Program?:	How much will this project cost in total (including Amount sought from Council, Organisation contribution, Income from other sources, Other and Total in-kind contribution)?
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Please detail the available and required resources to deliver the project.  
*Quotes for equipment or facilities over \$500 must be attached to this application.*  
*Hourly rates for salaries for the project, tuition and instructor's fees, etc. should be indicated.*

Activity	Amount sought from Council \$	Organisation contribution \$	Income from other sources \$	Other \$	Total cost \$
Total Cost					

### In Kind Contribution

Please detail any in kind contributions which will contribute to delivering the project e.g. free venue space, donated materials, professional expertise, other costs being absorbed, volunteer hours (valued at \$47.31 per hour)

	\$
	\$
	\$
	\$
	\$
	\$

Are written quotations attached for items costing \$500 or over?	YES	NO
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If your organisation is successful how would you like the funding to be paid?	Cheque	Electric Funds Transfer
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Account name:	BSB:	Account number:
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Could your project proceed if only partial funding is received?	YES	NO
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How is your organisation funded?

Do you have any further information about your project that you would like to give? (max 100 words)

## Applicant Declaration

I, being the authorised and/or the authorised officer of the organisation making this declaration, confirm and agree that:

1. The information given in this application, including any attachments hereto, is true and correct in every particular.
2. I am authorised by the applicant organisation to prepare and submit this application for financial assistance.
3. The funds will only be used for the approved project as outlined in this application.
4. The funds provided each year will be spent by the applicant organisation within 12 months of receiving the funds unless otherwise agreed by the Council.
5. Any moneys not expended on completion of the project will be returned to the City of Unley.
6. The City of Unley will be acknowledged in any publications or publicity regarding the project;
7. An Evaluation/Acquittal report with receipts will be submitted to the City of Unley within two months of the grant moneys being expended.

Name

Signature

Date

*If this application is being submitted under the auspice of another organisation please complete the following details:*

Name of Auspicing Organisation

Name of Delegated Officer

Signature

Date

*Please attach supporting documentation such as quotes and concept drawings.*

*Please forward your completed application to:*

Community Grants Program  
Attention Pam Hocking  
Mail PO Box 1, Unley SA 5061  
In person Civic Centre, 181 Unley Road Unley SA 5061  
Email [phocking@unley.sa.gov.au](mailto:phocking@unley.sa.gov.au)

Enquiries: Phone 8372 5108 or email [phocking@unley.sa.gov.au](mailto:phocking@unley.sa.gov.au)

*Where possible, electronic submission is preferred.*