

# Community Grants Program

## September 2021 Application Form



### ABOUT THE APPLICANT

Name of Organisation/ Community Group/ Business / or individual:		
Description of your organisation:		
Are you making this application as an individual? <i>If yes, the grant must be auspiced by a legal entity.</i>		Yes No
Name of auspicing body (if applicable):	ABN (of applicant or auspicing body):	
Is the applicant registered for GST? <i>(or the auspicing body?)</i>		Yes No
If you have previously received a grant 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 <i>(max 250 words)</i> :

## ABOUT THE PROJECT Continued

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

How many participants do you expect to be involved?:

What percentage of participants will be Unley residents?:

What is the proposed project commencement date?:

What is the proposed project completion date?:

Where will the project/ program take place?:

What is the total funding amount you are requesting (*ex GST*)?:

Have you applied for other external funding for this project? Yes    No

If yes, please provide details:

## ASSESSMENT CRITERIA Please refer to the Guidelines

Type of project:  
Community      Environment      Art & Culture      Recreation      Community Health & Wellbeing

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

## ASSESSMENT CRITERIA *Continued*

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 disability? *(max 200 words):*

## 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 and total in-kind contribution)?:

Please detail the available and required resources to deliver the project.

*Quotes for equipment, facilities and/or services 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 \$
<b>Total Cost</b>					

### 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 \$45.10 per hour).

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

Are written quotations attached for items/ services costing \$500 or over?

Yes

No

If your organisation is successful how would you like the funding to be paid?

Cheque

Electronic Funds Transfer

Account name:

BSB:

Account number:

Could your project proceed if only partial funding is received?

Yes

No

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, as 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. I have sought advice regarding any necessary approvals or permissions required from other areas of Council to undertake this project.
6. All staff and volunteers associated with the project have the appropriate mandatory DHS clearances.
7. Any moneys not expended on completion of the project will be returned to the City of Unley.
8. The City of Unley will be acknowledged in any publications or publicity regarding the project;
9. An Evaluation/Acquittal report with receipts will be submitted to the City of Unley within two months of the grant moneys being expended;
10. We agree to adhere to Government restrictions and regulations in relation to COVID-19 and will prepare and submit a COVID Safe or COVID Management plan for SA Health if required.

Name:

Position:

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 send your completed application by Thursday 30 September 2021 via:**

**Email:** [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)

*Please make the subject: Attn Cultural Development Coordinator – Community Grants Program Application*

**Post:** Cultural Development Coordinator, Community Grants Program, City of Unley, PO Box 1, Unley SA 5061

**Hand deliver:** 181 Unley Road, Unley SA

If you have any questions regarding the program or your application, please contact the City of Unley on **8372 5111** and ask to speak with the **Cultural Development Coordinator**.