	CS-APP-02 - GUIDELINES AND APPLICATION FORM – COMMUNITY RESERVES SUPPORT GRANT – 2018/2019	Version No:	1.0
		Issued:	January 2019
		Next Review:	February 2020

1. INTRODUCTION

In recognition of the work contributed to our communities by Community Groups and Clubs, Council provides a budget allocation annually for Community Reserves Grants.

Please read the guidelines carefully before completing the application form, as applications not meeting the stated funding criteria will be deemed ineligible.

The closing date for applications is **5pm Tuesday, 5 March, 2019**.

If you require assistance or advice in completing the application form, please contact Council on 86760400 or email: mail@dclep.sa.gov.au

2. ELIGIBILITY

2.1 The project must be undertaken by an eligible Community Group or Club (refer below) on a District Council of Lower Eyre Peninsula reserve.

2.2 Organisations / Clubs must meet the following criteria:

- Incorporated groups or bodies;
- Based within the District Council of Lower Eyre Peninsula Council area;
- Must be community based and not for profit;
- Organisations/Clubs must demonstrate:
 - effective management
 - financial sustainability
- Do not have a commercial or political purpose;

2.3 An organisation will only be eligible for funding once in any one financial year and in no more than two consecutive financial years.

2.4 Each application will be considered on its own merits within the framework of these guidelines and Council policy with no guarantee of approved funding.

3. CONDITIONS


3.1 PROJECTS

3.1.1 The project must have a clearly stated purpose and a practical plan for achieving that purpose, (including plans or sketches where appropriate).

3.1.2 The project should be a response to a clearly demonstrated need and be appropriate to that need.

3.1.3 The project should encourage the involvement of volunteers where appropriate.

3.1.4 The project is to be completed within twelve months of the date of application.

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3. CONDITIONS cont'd:

3.1.5 Where grant assistance is provided, the project must not be changed without the written consent of Council.

3.2 FUNDING

3.2.1 The maximum grant for any project is \$10,000.

3.2.2 Funding is not recurrent.

3.2.3 Where a project or program runs over budget, Council is not responsible in any way for meeting any shortfall.

3.3 APPLICATIONS

3.3.1 Applications received after 12 pm on the closing date cannot be accepted.

3.3.2 Applications for funding must be on the official application form.

3.3.3 All applications must include supporting documentation, including quotes and relevant designs or plans.


3.3.4 Applications will only be accepted from community organisations with an established management structure.

4. GENERAL CONDITIONS

4.4.1 Council's assistance must be acknowledged where appropriate.

4.4.2 A completed final report and financial acquittal, including an income and expenditure statement and copies of receipts, must be submitted to Council within thirty days of the completion of the project. Organisations which fail to complete this will be ineligible for future funding.

4.4.3 If successful with the application, the process from close of round to receipt of financial assistance can take approximately six weeks.

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COMMUNITY GRANTS APPLICATION FORM


Please Note:

- Applicants are advised to read the guidelines prior to completion of this form as those not meeting the guidelines will be deemed ineligible.
- All documentation, where requested, must be submitted.
- Completed applications with all supporting documentation should be forwarded to:

District Council of Lower Eyre Peninsula
Mail: PO Box 41, Cummins SA 5631
Email: mail@dclep.sa.gov.au

PART A – APPLICANT DETAILS

Name of group/organisation:		
Number of members:	Female:	Male:
Total:	Junior:	Senior:
Is your organisation incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your organisation have an ABN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ABN:
Is your organisation registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Postal address:		
Contact person:		
Email Address:		
Position in group/organisation:		
Phone no. (business):	(AH):	(Fax):

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PART B – PROJECT DETAILS

(Please attach extra pages if insufficient space is provided.)

Project title:

Project location:

Please describe the project for which funds are sought:

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Commencement date: Completion date:

What are your specific objectives in undertaking this project?

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How will this project benefit the community of the District Council of Lower Eyre Peninsula?

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How will the success of the project be evaluated by your organisation?

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If you are seeking a contribution from Council of \$1,000 or more, please state in what way this support will be acknowledged?

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Please detail how the project will be maintained or managed after completion:

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PART C – FUNDING SOURCES

Has your organisation received funding from the District Council of Lower Eyre Peninsula or other funding sources in the past?

Purpose	Amount	Date
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FINANCIAL CONTRIBUTION BY APPLICANT

Project Total: \$ _____

Council Contribution: \$ _____ *Note: Maximum grant is \$10,000.*

Your Contribution: \$ _____

In-kind Contribution: \$ _____

Other funding source contribution: \$ _____


Could this project be undertaken if grant offered was less than the amount applied for? Yes No
 Could project be undertaken if funding was offered over more than one year? Yes No

PART D – PROJECT BUDGET

Please provide a detailed budget for your project (including in-kind support).

Income	\$	Expenditure	\$
In-Kind Contributions		In-Kind Expenditures	
Grant from Council			
TOTAL INCOME:	\$	TOTAL EXPENDITURE:	\$

(Total income must match total expenditure and total project cost)

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PART E – ACCEPTANCE OF COMMUNITY GRANT CONDITIONS

Please read the following conditions and then sign this section.

- The District Council of Lower Eyre Peninsula’s support of the project will be acknowledged in any media coverage or promotional activities and in announcements at the event.
- The grant must be spent on the agreed project only.
- Unspent funds will be returned to Council.

DECLARATION

Our organisation agrees to comply with the above conditions of the grant.

I declare that I have been authorised to prepare and submit this application and that the information presented on this form is correct. I understand that if Council approves the application, we will abide by the conditions as listed above.

I have included a copy of the Organisation’s most recent income/expenditure statement, quotes and relevant plans with the application (please note the application will not be reviewed if this statement is not provided).

Print Name: _____

Position: _____

Email: _____

Signature: _____

Date: _____