



Small Community Grant/Community Event & Community Project Grant application questions

Please prepare answers to the following questions prior to beginning your application as once you start you will need to complete in one sitting.

- You will need to have read the Community Grant Policy & Procedure prior to commencing
- Do you have all required documentation to complete this application today?
- Have you acquitted all previous community grants within the same category prior to submitting this application? If no, you are ineligible to apply.
- Organisation Name
- Address
- Postal Address
- Contact Person
- Position
- Contact Phone Number
- Email Address
- Is your organisation a not-for-profit community based organisation? If no, you are ineligible to apply.
- Is your organisation incorporated? If no, you are ineligible to apply.
- Is your organisation based within Mid Murray Council? If no, you are ineligible to apply.
- Does your organisation have an ABN? – If yes, please provide ABN, if no, you will need to complete a Statement by Supplier Form - available within the application or accessible on our website
- Is your organisation registered for GST?
- Who owns the land/facility in which your project will take place?
- If you lease the land/facility from Council, please provide the lease expiry date.
- Project/event title
- Location of project/event
- Proposed project commencement date or event date
- Describe your project/event – please consider:
 - Is there an identified local need? How have you engaged with the local community and does your application address this?

- Describe how the target group (club members/community) will benefit and how you will achieve the project in line with the community grant aims (each grant classification has its own aim and each one is listed below)– please consider the following:
 - Is what you are trying to achieve clearly identified?
 - Does the application support Council's community grant aims?
 - How will you evaluate your project and how will you know if you have achieved what you set out to achieve?
 - Does your application demonstrate clear benefits to the community?
- Describe how your organisation will deliver your project to benefit the target group within the required timeframes – please consider the following:
 - Is your project well planned & achievable within the timeframe and is the scope of the project appropriate?
 - Does your application identify partners that will work with you collaboratively? (this may not be applicable to small community grants)
- How does your project/event address issues of social inclusion – please consider the following:
 - How does your project/event target vulnerable sectors of the community, address issues of disadvantage, accessibility & inclusivity?
- How much funding are you requesting from Mid Murray Council for this grant? Please ensure you do not exceed the maximum available for this grant classification.
- List all project/event expenses and ensure that your budget is accurate – please consider the following if applicable to your application:
 - Does your budget reflect the scope of your application?
 - Have other funding sources been identified?
 - Have you identified required resources to deliver this project?
 - Is the budget financially viable to achieve your outcomes?
- Please supply written quotations from suppliers to demonstrate how you intend to spend the funding. A minimum of one quote is required but you will have the opportunity to upload more if required.
- What is your organisation's financial contribution towards this project/event (if applicable)
- Is there a financial contribution from other partners for this project/event?
- If applicable, upload evidence of commitment from other partners referenced in the previous question.
- Is there an in-kind (non-financial) contribution from your community group and/or external sources for this project? This could include volunteer labour and/or donations of equipment.
 - You will need to itemise and value any in-kind contribution – this could be donations, donations of equipment or volunteer hours. Volunteer hours are calculated at \$40 per hour
 - For example – Volunteer labour – 35 hours @ \$40 = \$1400
 - Donation of machinery – valued at \$300

- Clearly describe volunteer labour hours
- Clearly describe any donations of equipment
- Has your organisation received a Community Grant from Council before? If yes, please provide details including date, amount received and project/event name
- Upload a copy of your Incorporation Certificate
- Upload a completed EFT form
- Upload any other information that may support your application if applicable
- Upload evidence of commitment from other partners if applicable
- Declaration – Name, position held, date

Small Community Grants aim

Small Community Grants aim to encourage and support local community groups/clubs that make a positive contribution to community and cultural life. It is offered to support and assist community-based organisations in the provision of a service to the community that will encourage participation and social inclusion.

Community Event Grants aim

Community Event Grants aim to support local community groups/clubs that make a positive contribution to community and encourage tourism and social inclusion within the Mid Murray District.

Community Project Grants aim

Community Project Grants aim to support local community groups/clubs that make a positive contribution to community through projects that develop and enhance their groups facilities.

FOR EVENT GRANTS ONLY – There is a dot point in regards to submitting your event permit application as well as a question around in-kind support you require from Council – see below:

- For Event Grants only – If your event is being held on Council land, have you submitted your Major or Minor Event Permit Application? Follow the link below to locate the permit application form and submit to Council prior to submitting your community grant application (you will find the form by scrolling to “Special Event Forms & Guidelines”)
<https://www.mid-murray.sa.gov.au/council/application-forms>
- For Event Grants only – you will need to list what in-kind support you require from Council
 - For example – Bins – 5 @ \$15 each = \$75
 - For example – Bunting, star droppers, flagging = \$300