



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
- 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.
- Has your project/event already commenced and have you purchased associated materials? If yes, you are ineligible to apply.
- Do you have all required documentation to complete this application today?
- Have you acquitted all previous community grants prior to submitting this application? If no, you are ineligible to apply.
- Organisation Name
- Address
- Postal Address
- Contact Person
- Position
- Email Address
- Phone Number
- 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/event will take place?
- If you lease the land/facility from Council, please provide the lease expiry date.
- Project/event title and brief description
- Location of project/event
- Proposed project commencement date or event date

- 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 is described at the beginning of each application form)– please consider the following:
 - Is what you are trying to achieve clearly identified?
 - Does the application support the specific aims for this grant classification? (For eg: Small, Event, Project)
 - How will you evaluate your project/event and how will you know if you have achieved what you set out to achieve?
- Describe community need. Please consider:
 - Is there an identified local need? How have you engaged with the local community and does your application address this?
- Describe how your organisation will deliver your project/event to benefit the target group within the required timeframes – please consider the following:
 - Is your project/event well planned & achievable within the timeframe?
 - 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?
- Has your organization received a Community Grant from Council before? If yes, please provide details including date, amount received and project/event name.
- 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 application identify your 50% contribution?
 - Does your budget accurately demonstrate how funds will be used?
 - Have other funding sources been identified?
 - Have you identified required resources to deliver this project?
 - Have you provided sufficient evidence as requested within the application?
- 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) *Please note: A 50% contribution either cash or in-kind is a mandatory requirement. Your application will not progress if this criteria is not met.*
- 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. *Please note: A 50% contribution either cash or in-kind is a mandatory requirement. Your application will not progress if this criteria is not met.*

- 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 & equipment donations

For all grant applications you must upload the following mandatory documents to complete your application

- Written quotations to the equal value or greater of the funding request from suppliers to demonstrate how you intend to spend the funding (uploaded in question 29). Please note: preference will be given to applicants who utilise local business/suppliers where possible and within budget.
- Upload a copy of your Incorporation Certificate
- Upload a completed EFT form
- Upload a copy of your community groups meeting minutes verifying support for this project/event application
- Upload evidence of your current financial position – eg: A copy of current bank statement or similar
- If the money in your bank account is committed to other projects, please provide further information
- 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