

# Community Grants

## Application Package

## Small Community Grants



Coorong Civic Centre  
95-101 Railway Terrace, Taillem Bend  
Meningie Office  
49 Princes Highway, Meningie

Tintinara Office  
37 Becker Terrace, Tintinara  
council@coorong.sa.gov.au  
1300 785 277

[www.coorong.sa.gov.au](http://www.coorong.sa.gov.au)

# Small Community Grants

Coorong District Council's 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 organisations can apply for up to \$1,000.**

## Eligibility Criteria

Preference will be given to applications that meet the criteria as per the 'Overview' section highlighted in the Community Grants Policy and Procedure AND:

- demonstrate a clear plan of how they will promote Council through social media posts/media

By accepting Community Grant funding, applicants agree to the following:

- Applicants will provide a photograph of the activity/event for possible inclusion in Council articles/media and;
- Provide a written report/feedback of the activity/event to Council
- Promote Council through social media posts/media
- provide ALL receipts/invoices of expenditure of funds as well as a statement of income/expenditure

## Examples of eligible activities

- Equipment or materials such as furniture, kitchen and whitegoods, office administration equipment, tools e.g. gardening or workshop, sports equipment
- Skills development (as per wider community benefit criteria)
- Costs associated with training/up-skilling of volunteers
- Signage/advertising - if Coorong District Council logo included

## Examples of ineligible activities

- Commercial undertakings
- State and Federal Government Departments and Services
- Costumes and uniforms
- Activities taking place outside of the Coorong District Council area
- Salary costs

# IMPORTANT INFORMATION

## Before you start:

- Please read the Community Grants Policy and Procedure.
- Are you a not-for-profit community organisation?
- Is your organisation incorporated?
- Have you acquitted all previous grants received from Coorong District Council?
- If you are not the landowner of the location where the project will take place, do you have permission to proceed from the landowner? eg: Council/Crown

***Please note: permission is required prior to lodging your application***

## Contact and Enquiries

All enquiries and completed applications should be addressed to:

- Post: PO Box 399, Tailem Bend SA 5260
- Email: [council@coorong.sa.gov.au](mailto:council@coorong.sa.gov.au)
- Phone: 1300 785 277

## Applicant Details

**Organisation Name:**

**Address:**

**Postal Address:**

**Contact Person:**

**Position:**

**Phone number:**

**Mobile number:**

**Email address:**

1. Is your organisation a not-for-profit community based organisation? YES ☐ NO ☐

2. Is your organisation incorporated? YES ☐ NO ☐

3. Is your Organisation based within the Coorong District Council area? YES ☐ NO ☐

**If you have answered NO to any of the 3 questions above, your organisation is ineligible for this Community Grant Program.**

4. Is your organisation a sporting club? YES ☐ NO ☐

5. If yes, are you registered with STARclub? YES ☐ NO ☐

6. Does your organisation have an ABN? YES ☐ NO ☐

ABN:

7. If no, please complete a statement by supplier form and submit with your application:  
[Click Here](#) for Statement by Supplier Form.

8. Is your organisation registered for GST? YES ☐ NO ☐

9. Is the land/facility in which the project will take place?

a. Owned by your organisation? YES ☐ NO ☐

b. Leased/licenced/occupied by your organisation? YES ☐ NO ☐

10. Name of Landowner: Council ☐ Other ☐  
If other, please specify:

11. Is your lease current? YES ☐ NO ☐

Lease expiry date:

## Project Details

12. Project title:

13. Location of project: *please provide the physical address of where the project will be undertaken*

14. Proposed project commencement date:

15. Detailed description of your project: (400 words) *If more space is needed, please attach additional sheets of paper.*

16. Who will benefit? (100 words) eg. (whole of district /local township only)

17. How did your organisation determine the need for this project? (100 Words)

18. Explain how your organisation proposes to promote Council's support with this project. (100 words)  
For eg: Social media/media/radio/newspaper articles/fliers.

19. How will you measure the success of your project? (100 words)

Note: A written evaluation of the success of your project will be required at time of acquittal

20. Has your organisation received a Community project Grant from Council before? (100 words)  
Please provide details including date, amount received and project name.

21. Total amount sought from this grant? (50 words)

22. What is your organisation's financial contribution towards this project? (50 words)

23. Is there financial contribution from other partners/sources for this project (if applicable)? (200 words)

## Projected In-kind Contribution (non-financial)

What is the total in-kind (non-financial) contribution from all sources (other than Council) for this event?

- Volunteer hours can be calculated at a rate of \$42.20 per hour per person as per Volunteering SA&NT calculation.
- Plant/equipment/machinery/materials/professional tradesman or labourer/contractors cost to be accompanied with a quote from the supplier

Item	Description	Hour/s (if Applicable)	Total Value
<b>Volunteer Labour</b>	<i>For example: Volunteer labour (installation, food preparation etc)</i>	35 @ \$20	\$700
<b>Plant Equipment Machinery Materials Professional Labour Contractors etc.</b>	<i>For example: Someone has donated the use of their trailer for 4 hours</i>		\$35.00
<b>Total in-kind Contribution</b>			\$



## Projected Expenses Financial

Not including in-kind contributions already detailed

Please supply quotes for any plant/equipment/machinery/materials/professional tradesman or labourer/contractors cost to be accompanied with a quote from the supplier

Description	Total Cost
For example: Purchase of range hood	\$650.00
For example: Tradesman installation costs	\$350.00
Total Expenses	\$

## Declaration

I hereby certify that I am authorised to submit this application on behalf of our organisation and that the information provided is true and correct. I agree for all payments from the Coorong District Council to be made by way of Electronic Funds Transfer to the account nominated on the supplied creditor information form.

**Name:**

**Position held:**

**Signature:**

**Date:**

**Witnessed by** (must also be an office bearer of the organisation):

**Name:**

**Position held:**

**Signature:**

**Date:**

**Have you...**

**Please tick ✓**

- |  |                          |
|--|--------------------------|
| • Answered every question or request for information?                  | <input type="checkbox"/> |
| • Attached any other information that may strengthen your application? | <input type="checkbox"/> |
| • Attached written quotes for how you intend to spend the funding?     | <input type="checkbox"/> |
| • Attached, if applicable, evidence of commitment from other partners? | <input type="checkbox"/> |
| • Attached a copy of your organisations incorporation certificate?     | <input type="checkbox"/> |
| • Attached a completed Creditor Information Form?                      | <input type="checkbox"/> |
| • Kept a copy of the application for your records?                     | <input type="checkbox"/> |

Please print this form, sign and date where applicable, and return it to Council:

Post: PO Box 399, Tailem Bend SA 5260

Email: [council@coorong.sa.gov.au](mailto:council@coorong.sa.gov.au)

In Person: Coorong Civic Centre, 95-101 Railway Terrace, Tailem Bend  
Meningie Office, 49 Princes Highway, Meningie  
Tintinara Office, 37 Becker Terrace, Tintinara

## Creditor Information Form

Return completed creditor information form with relevant documents to [finance@coorong.sa.gov.au](mailto:finance@coorong.sa.gov.au)



Registered Business Name <sup>2</sup>	
ABN <sup>3</sup> (if no ABN, please complete a <a href="#">Statement by Supplier form</a> )	
Postal Address	
Site Address	
Phone Number	
Mobile Number	
Accounts Contact Person	
Remittance Email	
Bank / Branch Name <sup>1</sup>	
Name on Account	
BSB Number	
Account Number	

1. Please provide documented proof of bank details (copy of the top of bank statement confirming bank details and postal address).
2. Registered Business Name that is reflective of their ABN. As trading name changes come into effect, all invoices received must reflect the registered business name and match the ABN supplied. For further information refer to the links below.
  - ATO website: <https://www.abr.gov.au/media-centre/featured-news/business-super-funds-charities/trading-names-abr>
  - ABN Lookup website: <https://abr.business.gov.au/>
3. If you do not have an ABN, a Statement by Supplier form will need to be completed and submitted with this form – [click here](#) for Statement by Supplier Form - <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Kind regards  
Finance Team

### Postal Address:

PO Box 399  
TAILEM BEND SA 5260  
Email: [council@coorong.sa.gov.au](mailto:council@coorong.sa.gov.au)  
Web: [www.coorong.sa.gov.au](http://www.coorong.sa.gov.au)

### Coorong Civic Centre

95 – 101 Railway Terrace  
TAILEM BEND SA 5260  
Phone: 1300 785 277  
Fax: 08 8572 3822

### Meningie Information Hub

49 Princes Highway  
MENINGIE SA 5264

### Tintinara Customer Service Centre

37 Becker Terrace  
TINTINARA SA 5266