

# Community Grants

## Application Package

## Community Event Grants



Coorong Civic Centre  
95-101 Railway Terrace, Tailem 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)

# Community Event Grants

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 Coorong Council District.

Event organisers must demonstrate that proceeds from the event will remain in the Coorong Council District area.

**Community organisations can apply for up to \$2,000.**

## 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:

- the proposed project will benefit the communities and businesses that reside and occupy the township/area
- if the event is proposed to be held on Council Community Land, applicants must complete an Events Permit application and provide all relevant information including, but not limited to, a risk management plan, temporary food applications for stall holders selling food, traffic management plans (if relevant), road closure requirements, insurance etc.
- 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 event for possible inclusion in Council articles/media when acquitting the grant
- provide a written report/feedback of the activity/event to Council for possible inclusion in report to Council when acquitting the grant
- provide ALL receipts/invoices of expenditure of funds as well as a statement of income/expenditure
- promote Council through social media posts/media

## Examples of eligible activities

- Cultural activities
- Arts activities
- Festivals/celebrations
- 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

## 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 ☐

### **Please supply 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 event 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:

## Event Details

12. Event title:

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

14. Detailed description of your event: (400 words) *If more space is needed, please do not write beyond the constraints of the grey box, please attach additional sheets of paper.*

15. Explain how your organisation proposes to promote Council's support with this Event (100 words)

For eg: Social media/media/radio/newspaper articles/fliers.

16. Has your organisation received a Community Grant from Council before? (50 words)

Please provide details including date, amount received and project name.

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

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

19. Is there financial contribution from other partners/sources for this project (if applicable)? (100 words)

## Alignment to Community Grant Outcomes

Coorong District Council's Community Event Grants aim to encourage and support local community groups/clubs to hold innovative events and activities that encourage tourism, social inclusion, community participation and recreation.

The grants are offered to support and assist community based organisations to hold events for the community that will encourage community participation and social inclusion, offering a clear public benefit.

20. How does your application support the Community Grant outcomes? (100 words)

21. What are your event aims and outcomes? How have these been identified? (100 words)

22. How will your event be evaluated? How will you know if your event has achieved its aims and outcomes? (100 words)

23. How does the event benefit the wider community? (150 words)

## Community Need

24. Please demonstrate how you have identified a local need for this event. (100 words)

25. How have you engaged with the local community to identify this need? (100 words)

26. How does your event effectively address this need? (100 words)

## Organisational Capacity

27. Outline how you will achieve your event within the specified timeframe. (100 words)

28. Have you identified appropriate partners that will collaborate with you for this event? If so, please list partners and outline their contribution. (50 words)



## Access and Equity

29. How does your event address issues of social exclusion or barriers to participation? (100 words)

30. How does your event target vulnerable sectors of the community? (100 words)

31. Demonstrate how your event is accessible and inclusive. (100 words)

32. How does your event address issues of disadvantage? (100 words)

## Risk Management

33. Demonstrate how the risks associated with the proposed activity will be managed (100 words)

## Budget

34. Is the budget accurate and does it reflect the scope/scale of your event? (100 words)

35. Have you approached other sources of funding? If so, please identify (100 words)

36. What resources are required to deliver this event? (100 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.

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	\$

## Proposed In-Kind support from Council

Please find below some examples of Council's associated costs for 'In-Kind' support. If you know of any other In-Kind support you may require for your event, please also list below eg traffic management. A detailed costing of any In-Kind support requested will be fully detailed when you lodge your Event Permit application and then presented to Council for consideration.

<b>Equipment/ Service Requested</b>	<b>Amount Required</b>	<b>Unit Price</b>	<b>TOTAL</b>	<b>Comments</b>
<i>For example: Bins</i>	5	\$10.00	\$50.00	<i>Delivery, Collection and Single Empty</i>
<i>For example: Bunting Mesh (900mm x 25m roll)</i>	10	\$25.00	\$250.00	<i>Orange bunting for traffic control</i>
<i>For example: Chairs / Tables</i>	100	\$5.00	\$500.00	<i>Delivery &amp; Collection</i>
<i>For example: Port-A-Loos</i>	4	\$100.00	\$400.00	<i>Delivery, Collection only (Cleaning charges will be applied at \$73.00 per hour)</i>
<i>For example: Road Closures</i>	1	\$500.00	\$500.00	<i>Admin Only (Traffic Management on the day cost varies; and includes required signage, traffic controllers etc)</i>
<b>Total</b>			<b>\$</b>	

## 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 quotations on 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, Taillem Bend SA 5260

Email: council@coorong.sa.gov.au

In Person: Coorong Civic Centre, 95-101 Railway Terrace, Taillem 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