

Community Grants

Small Community Grants

2026/27 Guidelines



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



About the Small Community Grant

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.

Council recognises community groups provide important and valued community and social benefits to the district.

Funding community, cultural and recreational activities, events and services enables individuals and groups to work in partnership with Council in meeting community needs.

The program also supports communities that value creativity, innovation, access and participation.

Council's Community Grants Program supports groups and individuals within the Coorong district and are intended to:

- Promote participation in local community activities of recreation and sport, cultural activities, community development, lifelong learning, social cohesion and social and welfare activities.
- Financially assist community groups and eligible individual residents based in the Coorong district.
- Promote community pride and participation in the Coorong district.
- Support community groups in local events.
- Support individuals participating in either a sporting, music, art or cultural activity/event, or other activities eligible in accordance with the Community Grants Sponsorship and Funding Procedure.



Tips for a successful application:

1. Read these guidelines
2. Discuss your project with Council's Community Development Special Projects Officer before to beginning your application.

Recommend: no later than one week before applications close



Eligibility

Who can apply?

Small Community Grants	Yes	No
Not-for-profit incorporated community groups	✓	
Based within the Coorong District Council (Applicants maybe based outside of the Coorong District Council, however, must demonstrate that the community will receive direct benefits and outcomes.)	✓	
Unincorporated not-for-profit community groups auspiced by an appropriate incorporated community group or comparable legal entity	✓	
Businesses		X
Community groups with outstanding debts such as rates, fees or charges to the Coorong District Council		X
Community Groups Applying for retrospective payments		X
Applicants that have not provided a satisfactory Evaluation and Acquittal Report for any previous funding received from Council		X
Community Groups applying for activities occurring outside of the Coorong District Council		X
Coorong District Council Elected Members or employees		X

What type of Activities will be funded?

Council is seeking to fund community led projects which will help to strengthen the fabric of the community to enhance the quality of life of members of the Coorong community and contribute to meeting Councils' strategic Outcomes.

Projects should help achieve the following objective and priorities identified in Council's [Community Vision Plan](#).

Objective:

Maintain strong and active communities as the foundation for future growth and wellbeing.

Outcomes:

- Improved Health and Wellbeing
- Increased Social Connections
- Strengthening Community Development
- Greater Community Safety

Applicants should refer to Council's [Community Vision Plan](#) for more information about our priorities for each of the objectives identified above.

Examples of eligible activities

- Equipment or materials such as furniture, kitchen and whitegoods, office administration equipment and tools (i.e. 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



What will NOT be funded?

- Projects or activities outside the Coorong District Council area.
- Applications that do not adequately meet the assessment criteria outlined overleaf
- Requests for:
 - Funding existing debts or shortfalls.
 - Day to day operating expenses, including rent.
 - Ongoing salary costs.
 - Costumes and uniforms.
 - Commercial undertakings.
 - General fundraising.
 - Already completed activities/projects.
 - Requests from State and Federal Government departments and services.
 - Activities targeted at students in a school setting.
 - Grants for team participation in sporting or recreational events.
 - Upgrading/maintaining Government (State/Federal) buildings/facilities.
 - Seed funding.
 - Activities/maintenance covered by lease conditions.
 - Activities/maintenance/projects supported by Council through other funding/in-kind contributions (events not included).
 - Upgrading/maintaining commercial buildings/facilities.



**Applications will be
accepted from
17 August until
2 October 2026**

What Funding is Available?

Grants of up to \$1000 are available for eligible entities.

Small Community grant applicants are encouraged to provide a nominated contribution towards the project.

Preference will be given to applicants who can demonstrate other sources of funding (cash or in-kind) are contributing to the overall cost of the project.

Application Process

Applicants are ***strongly*** encouraged to contact Council's Community Development Special Projects Officer on 1300 785 0277 or by email to council@coorong.sa.gov.au to discuss their proposal before beginning the application process.

Applications must be made by completing the online Application Form, accessed via Council's website:

www.coorong.sa.gov.au/communitygrants

All questions on the Application Form must be fully completed and applicants must provide a fully itemised budget including details of their own and other co-contributions, cash or in-kind (labour, equipment or materials etc.) and any other funding received.

Where relevant, applicants will be required to consider the accessibility of their event outcomes to ensure public activities are inclusive to all members of the community.



Assessment process

Applications received will be subject to an “Eligibility Check” undertaken by a member of Council’s grants administration team. Applicants may be contacted to seek further information with regards to their application. Any additional information or documentation requested must be submitted within five working days. No further resubmissions will be allowed.

If an application meets all eligibility criteria, it will proceed to the “Assessment” stage, where the application will be assessed by a panel against the criteria outlined below. A weighted average score out of 100 will be allocated to each application to provide a ranking. Recommendations on successful applications and the amounts to be awarded will be made to Council for approval, based on these assessment rankings.

Applicants will be notified of the outcome of their application within two (2) weeks of the confirming Council meeting.

Criteria	Weighting
1 Alignment to Strategic Outcomes • Extent to which the application demonstrates a contribution towards the following objectives Improved Health and Wellbeing, Increased Social Connections, Strengthening Community Development and providing Greater Community Safety • Project aims and outcomes are clearly defined • Project evaluation - how will you know if the project has achieved the aims and outcomes.	25%
2 Community Need • Extent to which the application clearly identifies and demonstrates local need • Extent to which the applicant can demonstrate engagement with the local community	25%
3 Community Benefits • Extent to which the application demonstrates clear and direct benefits to the community • Extent to which the application addresses issues of social exclusions and barriers to participation	25%
4 Project Delivery • Extent to which application demonstrates applicant’s capacity to deliver the project within specified timeframes. • Extent to which the application identifies stakeholder contribution to the project	10%
5 Budget • Extent to which how the budget accurately demonstrates use of funds? • Extent to which the project clearly identifies stakeholder or applicant’s additional cash and in-kind contributions	15%



Getting your application ready

The following information is essential to your application:

- ✓ Obtain a Letter of support for your project and grant application from your organisation's president or chair
- ✓ Approval from landowner if your organisation doesn't own the location that the project will take place - you can use the [Landowner Consent Form](#)
- ✓ A copy of your incorporation registration number or certificate
 - [Click here to look up your number](#)
- ✓ Source quotes for your project
- ✓ Prepare your budget - you can use the [Community Grants Program - Budget Template](#)
- ✓ [Community Grants Auspicing Information and Guidelines](#)

Questions & Weighting

While preparing for your application please review and be prepared to answer the following questions.

Your response to these questions will be weighted and is what your application will be judged on.

Alignment to Strategic Outcomes 25%

1. Please choose which of Council's Strategic Outcomes align to your project
 - a. Improved Health & Wellbeing
 - b. Improved Social Connections
 - c. Strengthening Community Development
 - d. Greater Community Safety

2. Please outline what your project aims to achieve and the outcomes you hope to deliver for your community or organisation (100 words or less)
3. Please explain how your project will be evaluated (50 words or less)

Community Needs 25%

4. Please explain how the need for this project was identified by your organisation, including how your community or members were engaged in the process. (e.g. through surveys, meetings, or other consultation methods). (150 words or less)
5. Upload evidence of your engagement and decision making
This may include meeting minutes showing a motion was carried, survey results, and/or a letter of support from your organisation's President or Chairperson confirming support for the project and endorsing your submission of the application on behalf of the organisation.

Community Benefits 25%

6. Please describe how your project:
 - a. Provides clear and direct benefits to the community
 - b. Who will directly benefit and;
 - c. How the project addresses issues of social exclusion and barriers to participation (200 words or less)
7. Who will indirectly benefit from your project (25 words or less)
For example: Those who may also benefit from your project but were not the target market.

Project Delivery 10%

8. Project commencement date

- 
9. Project completion date
 10. Key activity / milestones and completion dates for the project (project timeline)
 11. Who will be helping to deliver the project (150 words or less)

Budget 15%

12. Please outline exactly how the funds being applied for will be used (50 words or less)
13. What is the amount of funding sought from this application?
14. Please complete and upload a completed copy of your project budget using the [Community Grants Program - Budget Template](#)
15. Please upload copies of all quotes. *The total of your quotes should match the financial costs and in-kind contributions provided on your budget (financial and for in kind services e.g. professional services such as a plumber or electrician)*

Additional information that may be required if your application is successful

To ensure funds can be processed in accordance with Council's financial requirements you may need to provide the following information:

- Coorong District Council [New Creditor, Electronic Funds Transfer Form](#)
- A scan/photo/copy of the top of your organisation's bank statement (this should match and confirm the account's postal address, name, BSB and Account Number what was provided on the new creditor form).
- If you do not have an ABN, you will also need to fill in and supply a [Statement by Supplier form](#)

Important Information

Applicants are strongly encouraged to contact Council's Community Development Special Projects Officer on 1300 7850 277 or by email at council@coorong.sa.gov.au to discuss their proposal before beginning the application process.

Grant funding rounds are competitive, and meeting the eligibility and assessment criteria does not guarantee an offer of funding or the amount sought. If eligible funding requests exceed the funds available, partial funding of projects may be offered.

All recipients of grant funding are encouraged to ensure they have adequate risk management practices and plans in place to manage potential safety and/or environmental hazards.

Applicants will be required to obtain all relevant approvals and permits related to the project and provide evidence of landowner consent where relevant.

Conditions of Funding

Payment of approved grants will be made into a nominated bank account within six (6) weeks of the date of the grant approval

Funds must be spent according to the grant application. *Should the nature of your funded activity change, a request to vary the funded activity must be submitted to Council in writing. Changes to the agreed activity cannot be made without Council approval or return of funding to Council may be required.*

Projects not commenced within twelve (12) months of receiving funding must be returned in full to Council. *Applications may be made for a review of this requirement based on extenuating circumstances only. A written request must be provided for Council's consideration to be assessed on merit.*



Funding for infrastructure projects (i.e. plaques, seating), will be subject to the approval of Council and to the following requirements:

- Should the project require development approval, all associated fees are payable in full by the applicant and requests for a fee waiver will not be considered. As such, an applicant should consider including these fees within their application. *NOTE: Any requests for fee waiver (in or outside of Council's Fee Waiver (Community Groups) Policy will not be considered.*
- Community Grant funding will not be released until the requisite development application has been approved by Council; applicants are encouraged to liaise with Council planning staff prior to submission of application.
- All ongoing maintenance costs associated with a project will be the sole responsibility of the community group. Council will take no responsibility for the ongoing maintenance, upgrade or costs associated with a community grant project.
- If the project, activity or event is cancelled, all funding granted must be reimbursed to Council in full within thirty (30) days of official cancellation. *NOTE: Application may be made for a review of this requirement based on extenuating circumstances only (i.e. extreme weather event forces the cancellation of event). A written request must be provided for Council's consideration to be assessed on merit.*
- If the project, activity or event is postponed longer than three (3) months from original scheduled project commencement date/event, all funding granted must be reimbursed to Council in full within thirty (30) days of official postponement. *NOTE: Applications may be made for a review of this requirement*

based on extenuating circumstances only (i.e. unexpected circumstance forces postponement). A written request must be provided for the Chief Executive Officer's consideration to be assessed on merit. If the project, activity or event requires an event permit from Council (i.e. markets, shows), an Event Permit Application will need to be submitted within the required timeframes.

- If an event application is not received within the required timeframes, the grant monies will not be paid and a request for a grant extension may be required.
- Funding for infrastructure projects will be subject to the approval of Council.

All recipients will be required to complete a Community Grant Completion Record available via Council's Community Grant webpage. Acquittals must be received within three (3) months of project completion or prior to applying for funding within the same category, whichever comes first.

Supporting documentation including financial reports, invoices evidence of promotional activity and Council acknowledgment must be included with the acquittal.

Applicants who have neglected to provide a Community Grant Completion Record AND all supporting documentation within the required time frame WILL NOT be eligible for any further grants pursuant to the Policy until all documentation has been completed and provided.

Council must be acknowledged for their role in supporting any grant funded activities. This may include media releases or the use of Council logo on promotional materials and/or signage.

Where a project runs over budget, Coorong District Council is not responsible for meeting any shortfall.

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

