

# Community Grants Program Application Form

## About the applicant

Name of Organisation/Community Group/Business /or individual: Required

Description of your organisation: Required

Are you making this application as an individual? (Select 1 or more options) Required

Yes

No

This information applies if you made a selection that includes 'Yes' in *About the applicant > Are you making this application as an individual?*

As you are applying as an individual, the grant must be auspiced by a legal entity.

Answer this question if you made a selection that includes 'Yes' in *About the applicant > Are you making this application as an individual?*

Name of auspicing body: Required

ABN (of applicant or auspicing body): Required

Is the applicant registered for GST? (or the auspicing body?) (Select 1 or more options) Required

Yes

No

If you have previously received a grant from this Council, have acquittals been submitted? (Select 1 or more options)

Required

Yes

No

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## Contact details for the Project

Contact person: Required

Position: Required

Postal address: Required

Contact Number: Required

Email: Required

Website:

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## About the project

**Project name:** Required

**Please provide an outline of your proposed initiative/project:** Required

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**Please list the aims and objectives of your initiative:** Required

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**How many participants do you expect to be involved?** Required

**What percentage of participants will be Unley residents?** Required

**What is the proposed project commencement date?** Required

**What is the proposed project completion date?** Required

Where will the project/ program take place? Required

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What is the total funding amount you are requesting (ex GST)? Required

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Have you applied for other external funding for this project? (Select 1 or more options) Required

- Yes
- No

Answer this question if you made a selection that includes 'Yes' in *About the project > Have you applied for other external funding for this project?*

If yes, please provide details: Required

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## Assessment Criteria

Type of Project: (Select 1 or more options) Required

- Community
- Environment
- Art & Culture
- Recreation
- Other

Answer this question if you made a selection that includes 'Other' in *Assessment Criteria > Type of Project*:

If you selected **Other**, please provide further details: Required

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What evidence is there that your project is needed by the community? Required

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How does your project have a direct benefit to the target community? Required

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Please describe how your project will be sustainable, educational and innovative: Required

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How will your project have a wider benefit for the City of Unley community? How does it align with council's strategic plans by addressing social inclusion and community health and wellbeing? Required

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Are you engaging any volunteers for your project? (Select 1 option) Required

- Yes
- No

Answer this question if you selected 'Yes' in *Assessment Criteria* > *Are you engaging any volunteers for your project?*

Please provide details: Required

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How will you promote this project to the wider community? Please outline your promotional plan and evaluation process for your project: Required

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How will you know if your project has been successful? What signs will you look for? How will you record these details? Required

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How will your project cater for the needs of people with disability? Required

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# Budgeting

Please upload your [Budget Template](#) and any quotes over \$500 below. The Budget Template must be filled out for your application to be eligible.

**Please upload your Budget Template and quotes here:**



Please attach all files to the end of this form before submitting it.

**How much are you seeking from the City of Unley Community Grants Program?** Required

**How much will this project cost in total (including amount sought from Council, organisation contribution, income from other sources and total in-kind contribution)?** Required

**Are written quotations attached for items/services costing \$500 or over? (Select 1 or more options)** Required

Yes

No

**If your organisation is successful how would you like the funding to be paid? (Select 1 or more options)** Required

Cheque

Electronic Funds Transfer

Answer this question if you made a selection that includes 'Electronic Funds Transfer' in *Budgeting > If your organisation is successful how would you like the funding to be paid?*

**Account Name:**

Answer this question if you made a selection that includes 'Electronic Funds Transfer' in *Budgeting > If your organisation is successful how would you like the funding to be paid?*

**BSB:**

Answer this question if you made a selection that includes 'Electronic Funds Transfer' in *Budgeting > If your organisation is successful how would you like the funding to be paid?*

**Account Number:**

**Could your project proceed if only partial funding is received? (Select 1 or more options)** Required

Yes

No

**How is your organisation funded?** Required

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**Do you have any further information about your project that you would like to give?**

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## Applicant Declaration

**If you have any further supporting documentation please upload here:**



Please attach all files to the end of this form before submitting it.



**I, as the authorised officer of the organisation making this declaration, confirm and agree that: (Select 1 or more options)**

Required

- The information given in this application, including any attachments hereto, is true and correct in every particular
- I am authorised by the applicant organisation to prepare and submit this application for financial assistance.
- The funds will only be used for the approved project as outlined in this application.
- The funds provided each year will be spent by the applicant organisation within 12 months of receiving the funds unless otherwise agreed by the Council.
- I have sought advice regarding any necessary approvals or permissions required from other areas of Council to undertake this project.
- All staff and volunteers associated with the project have the appropriate mandatory DHS clearances.
- Any moneys not expended on completion of the project will be returned to the City of Unley
- The City of Unley will be acknowledged in any publications or publicity regarding the project;
- An Evaluation/Acquittal report with receipts will be submitted to the City of Unley within two months of the grant moneys being expended
- We agree to adhere to Government restrictions and regulations in relation to COVID-19 and will prepare and submit a COVID Safe or COVID Management plan for SA Health if required

**Name:** Required

**Position:** Required

**Date:** Required

**Signature:** Required

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## Applicant Declaration - Auspicing Organisation

If this application is being submitted under the auspice of another organisation please complete the following details:

**Name of Auspicing Organisation:**

**Name of Delegated Officer:**

**Date:**

**Signature:**

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*End of form*

*Don't forget to attach all files before submitting this form*