



City of Port Lincoln

Template No 7-31-T2

Address: Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606
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Email: plcc@plcc.sa.gov.au **Web:** www.portlincoln.sa.gov.au
Telephone: (08) 8621 2300

COMMUNITY GRANT FUNDING PROGRAM SPORT AND RECREATION APPLICATION FORM

Funding for events, activities and programs from 01/07/2026 to 30/06/2027

Please refer to the Community Grant Funding Program Policy 7.63.14 for specific funding guidelines and criteria.

Major sporting events that have a visitor economy or economic focus are not eligible for funding via this category and need to apply under the Major Grant Funding – Flagship Event category.

Applicant name:	
Event/Activity/Program Name:	
Funding requested:	\$

Eligibility Checklist

Is your application for:	Yes
An unincorporated group or organisation (unless auspiced by an incorporated body)	☐
A group or organisation that does not hold public liability and other relevant insurances	☐
An individual	☐
A political party	☐
A private event	☐
A retrospective project/event	☐
Building or infrastructure upgrades	☐
Ongoing general operational and administrative costs (eg telephone, electricity, rent, costs associated with existing staff)	☐
Fundraiser/charity event with funding leaving the local area	☐
Religious groups or events unless the event is non-denominational and demonstrates broad benefit to the community	☐
Commercial events or activities that do not provide community benefit	☐
A group that has received funding previously from the City of Port Lincoln and has not fulfilled reporting obligations including post event evaluation and acquittal requirements	☐
An organisation or group that provides services to children and young people and does not have a current DHS Child Safe Compliance Statement	☐
Purchase of equipment or other initiatives that may be funded from the Office for Recreation, Sport and Racing Equipment Funding Program (currently the "Active Club Program") For more details, visit: www.orsr.sa.gov.au/grants/active-club-program	☐

If you have ticked any of these boxes, your application is **NOT** eligible for City of Port Lincoln Community Grant Funding. Please contact Council's Community, Culture and Recreation team with any queries.

Section 1: Applicant		
Organisation		
Organisation name:		
Address:		
Contact Person		
Name:		
Role in organisation:		
Phone:	Landline:	
	Mobile:	
Email:		
Grant responsibility		
Person responsible for grant:		
Role in organisation:		
Phone:	Landline:	
	Mobile:	
Email:		
Organisational Structure		
Is your organisation incorporated? ☐ Yes ☐ No	Does it have an ABN? ☐ Yes ABN: ☐ No	Is it registered for GST? ☐ Yes Please ensure you comply with all GST obligations. ☐ No

Section 3: Management

3.1 Current Status

Please confirm that:

the applying organisation is financially responsible and sustainable, and capable of delivering the event/activity/program within the proposed budget and timeframe; and

the financial statements attached to this completed application will demonstrate the organisation's financial administration capacity and suitability for receiving Community Grant Funding from Council.

☐ Yes

☐ No

Will your event, activity or program still occur if funding awarded is less than requested?

☐ Yes – explain below how you will deliver the event, activity or program with reduced funding?

☐ No – explain below why the level of funding sought from Council is required.

200-word limit

3.2 Estimated budget for your event, activity or program ONLY – not your organisation's overall budget. Please complete below template or attach budget to this application.

Income	\$	Expenditure	\$
Applicant cash contribution		Materials	
Sponsorship		Labour	
Cash donations		Hire of equipment	
Other grants		Office/administration	
Catering sales		Venue hire	
Fees and charges e.g., stalls		Advertising and promotion	
Gate/door/entry fees		Catering	
Other (please list)		Security	
		Other (please list)	
Requested grant amount from Council	\$		
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$

Section 4: Alignment to Council's Strategic Plan

4.1 Which of the following Council Strategic Directions Plan 2025-2034 key focus areas will your event, activity or program support?

Goal 1: Economic Growth and Opportunity

- | | |
|---|---|
| ☐ Southern Eyre Peninsula's commercial, health, education and community regional hub | ☐ An inclusive community that respects and welcomes diversity and actively seeks and promotes equity |
| ☐ A strong visitor economy and cruise industry providing quality tourism and visitor experiences complementing the region's natural resources and the Seafood Capital branding | ☐ A regional centre that enables and encourages the arts and culture and shares local heritage |
| | ☐ Other - please identify from Council's Strategic Directions Plan: |

Goal 2: Liveable and active communities

- ☐ An active and connected community that prioritises physical and mental health, and overall well-being
- ☐ A safe and liveable community that provides an opportunity for children and young people to reach their potential, older people to be valued and all people to participate fully

For more information, go to: portlincoln.sa.gov.au/documents/strategic-plans-and-strategies

4.2 Which of the following outcomes are anticipated?

- | | |
|---|---|
| ☐ Fostering grass roots activation | ☐ Promoting club/organisation sustainability |
| ☐ Boosting participation in sport and recreation | |

4.3 How will your event, activity or program support the selected Strategic Plan focus areas and the Sport and Recreation Strategy?

300-word limit

For example:

- | | |
|--|--|
| <ul style="list-style-type: none"> • free or low cost to attend, accessible location • provides opportunity for community to come together • celebration of place and culture, increase community identity/pride • provides opportunity for volunteering • unique and/or innovative • responsive to a need/gap in the community • promotes healthy lifestyle principles • supports community groups (e.g., catering) | <ul style="list-style-type: none"> • develops knowledge, skills and confidence of community members • promotes sense of community, identity and pride • contributes to the local economy • provides flow on benefits to local business • encourages overnight or return visitation • promotes region (intrastate, nationally, internationally), creates employment opportunities (direct/indirect) |
|--|--|

Section 5: Safety and quality assurance

5.1 How will you ensure your event, activity or program is safe?

e.g. Event Management and Risk Management Plans, Safe Work Instructions, emergency evacuation procedures, volunteer induction

(list here and attach copies to this application)

200-word limit

5.2 How do you expect to be able to evaluate the effectiveness of the event, activity or program?

E.g., attendance/participant numbers, participant debrief, attendee survey

200-word limit

Section 6: Disability Access and Inclusion

The City of Port Lincoln is committed to being an inclusive and connected community, and to improving the participation of people living with disability in the community. These aims align with Council's Strategic Directions Plan 2025-2034 and Disability Access and Inclusion Plan 2026-2030.

Accessibility and inclusion measures have been considered and incorporated in our planning.

Yes ☐

No ☐

Details of accessibility measures being taken:

Section 7: Promotion & Advertising

How will the event, activity or program be promoted?

- | | |
|---|---|
| ☐ Newspaper | ☐ Radio |
| ☐ TV | ☐ Social Media |
| ☐ Newsletters | ☐ Website |
| ☐ Council signage (city entrance, foreshore bollards)*
(www.portlincoln.sa.gov.au/documents/forms) | ☐ Signage |
| ☐ Council Community Events Calendar*
(www.portlincoln.sa.gov.au/community/events) | ☐ Other (please specify) |

**Please ensure appropriate application form is completed*

Section 8: Conditions of Funding

If this application is successful, I/we agree to the following conditions in line with Council Policy 7.63.14 Community Grant Funding, as outlined in the Community Grant Funding Acceptance Form:

- Grant funds must be used only for the purpose outlined in the application, unless written approval is obtained from Council.
- The applicant must complete all Acquittal Reporting requirements, including providing two (2) high-resolution images that Council may use for promotional purposes.
- Where suitable, Council facilities and spaces should be used in the first instance. Please note that fees may apply for the use of these facilities.
- The applicant must hold current Public Liability Insurance (minimum \$20,000,000 cover), along with any other relevant insurance required for the activity, event, or program.
- Any requests for additional Council services or support (such as line marking or marquee hire) may incur fees.
- The funded activity, event, or program must be completed by the agreed date, unless a variation is submitted and the change is approved by Council.
- The applicant must inform Council as soon as possible if there are any changes that may affect the delivery of the activity, event, or program.
- All promotional materials and media releases relating to the funded activity, event, or program must acknowledge Council's support, including correct use of Council's logo in line with Policy 18.63.3.
- The applicant agrees to participate in Council-led promotional activities for the Community Grant Funding Program, including, but not limited to, the use of photographs, video footage, and social media content, as well as inclusion in Council reports and publications. The applicant must also comply with all related requirements outlined in the Community Grant Funding Acceptance Form and Policy.
- The applicant agrees to invite Council's Mayor and Chief Executive Officer to official openings or similar events to recognise the funding received.
- The applicant must comply with all applicable Acts, regulations, local laws, and by-laws, and provide any required notices in relation to the funded event, activity, or program.
- Where applicable, the applicant must comply with the South Australian Department of Human Services (DHS) Child Safe Environments requirements, including maintaining and reviewing child safe policies, meeting Working With Children Check obligations, and lodging and updating Child Safe Environments Compliance Statements. Compliance is a condition of this funding.

Declaration

I declare that I am authorised to prepare and submit this application and to accept these conditions on behalf of the applicant/organisation.

This application has been completed in good faith, and I confirm that the information provided is true and correct. I have read and understood Council Policy 7.63.14 Community Grant Funding and the conditions outlined above, and the applicant/organisation agrees to comply with them.

The applicant/organisation understands that any grant funds not used for the approved purpose must be returned to Council.

Name:

Position:

Signature:

Date:

Section 9: Application Submission

Please tick and attach the following documents:

- ☐ Completed Financial Statements for past two financial years
- ☐ Certificate of Currency – Public Liability Insurance (\$20,000,000)
- ☐ Project Management Plan including site plan & risk management plan
- ☐ Evidence of DHS Safe Compliance Statement, where applicable

Please note that failure to submit required documents may result in your application being denied.

Please indicate if you would like to provide a deputation to the Council Meeting when your application is being assessed:

- ☐ Yes
- ☐ No

Submission Methods:

Postal: City of Port Lincoln, PO Box 1787, Port Lincoln SA 5606

Email: community@plcc.sa.gov.au

In Person: Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln

Please direct all queries to Council's Community, Culture and Recreation Team
via email: community@plcc.sa.gov.au or phone: 08 8621 2300