



COMMUNITY GRANT FUNDING PROGRAM

QUICK RESPONSE GRANT

2023/2024 APPLICATION FORM

This application is to be used for funding requests under \$1,000.

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

Applicant name:	
Project/activity/event name:	
Funding requested:	\$

We work on Barngarla Country. The City of Port Lincoln acknowledges Aboriginal and Torres Strait Islander peoples as the First Australians and their continuing connection to land, sea, culture and community. We pay respect to Elders past, present and emerging and are committed to working together on our reconciliation journey.



Eligibility Checklist

Is your application for:	Yes
An unincorporated group or organisation (unless auspiced by an incorporated body)	<input type="checkbox"/>
A group or organisation that does not hold public liability and other relevant insurances	<input type="checkbox"/>
An individual	<input type="checkbox"/>
A political party	<input type="checkbox"/>
A private event	<input type="checkbox"/>
A retrospective project/event	<input type="checkbox"/>
Building or infrastructure upgrades	<input type="checkbox"/>
Ongoing general operational and administrative costs (eg telephone, electricity, rent, costs associated with existing staff)	<input type="checkbox"/>
Fundraiser/charity event with funding leaving the local area	<input type="checkbox"/>
Religious groups or events unless the event is non-denominational and demonstrates broad benefit to the community	<input type="checkbox"/>
Commercial events or activities that do not provide community benefit	<input type="checkbox"/>
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	<input type="checkbox"/>
An organisation or group that provides services to children and young people and does not have a current DHS Child Safe Compliance Statement	<input type="checkbox"/>

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does it have an ABN? <input type="checkbox"/> Yes ABN: <input type="checkbox"/> No	Is it registered for GST? <input type="checkbox"/> Yes Please ensure you comply with all GST obligations. <input type="checkbox"/> No



Section 2: Project, activity, or event

Project/activity/event name:

Location:

Start date:

Completion date:

Number of staff/volunteers:

Estimated attendance/reach:

Describe your event/activity/project:

200-word limit



Section 3: Estimated budget for your project, event, 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)	
Grant amount from Council			
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$



Section 4: Alignment to Council’s Strategic Plan

4.1 Which of the following Council’s Strategic Directions goals and key focus areas will your project, event or activity support?

- Quality tourism and visitor experiences
- Southern Eyre Peninsula’s commercial, health, education and community regional hub
- A regional centre for arts, culture and local heritage
- Community and individual physical and mental health and well-being
- Community safety and liveability
- Empowered, inclusive, connected, diverse and resilient community
- Opportunity for children and young people to reach their potential, older people to be valued and all people to participate fully
- Other - please identify from Council’s Strategic Directions Plan:
.....
.....
.....

portlincoln.sa.gov.au/documents/strategic-plans-and-strategies

4.2 How will your project, event or activity support identified Strategic Plan goals, key focus areas and proposed benefits to the community or local economy*

300-word limit

**For example:*

- 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)
- 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 businesses
- 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 project, activity or event 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 project, activity or event?

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 2021-2030 and Disability Access and Inclusion Plan 2021-2025.

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

Yes

No



Details of accessibility measures being taken:

Section 7: Promotion & Advertising

How will the project, activity or event be promoted?

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> TV | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> Website |
| <input type="checkbox"/> Signage | |
| <input type="checkbox"/> Council signage (city entrance, foreshore bollards)*
(www.portlincoln.sa.gov.au/documents/forms) | |
| <input type="checkbox"/> Council Community Events Calendar*
(www.portlincoln.sa.gov.au/community/events) | |

**Please ensure appropriate application form is completed*

- Other (please specify)



Section 8: Acknowledgement of Funding

If this application for funding is successful, I / we agree to adhere to the following conditions as per policy 7.63.14 Community Grant Funding which will be detailed in a Community Grant Funding Acceptance Form:

- That except with written consent from Council, the applicant will not use grant funding received for anything other than the stated purpose.
• The applicant will comply with Acquittal Reporting requirements (inclusive of the requirement to provide two (2) high resolution images for use by council
• The applicant acknowledges that a condition of grant funding is the utilisation of council facilities and spaces in the first instance and use of such will be invoiced.
• The applicant acknowledges requests for council services and support such as line marking, marquee on foreshore will be invoiced.
• The applicant will complete the project/event/program by no later than the completion date unless a variation has been sought and approved.
• The applicant has a duty to notify the Council if any circumstances change at any stage including the applicant's ability to carry out the project/event/program.
• The applicant must ensure that any media release or promotional collateral issued in relation to the project/event/program acknowledges Council support. Applicants must correctly reproduce Council's logo as per policy 18.63.3.
• The applicant will invite Council's Mayor and Chief Executive Officer to official openings or similar ceremonies in recognition of funding received.
• The applicant shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to project/event/program.
• The applicant acknowledges that it is its responsibility to take out and keep current a Public Liability Policy of Insurance in the name of the applicant insuring for an amount not less than twenty million dollars (\$20,000,000), and any other relevant insurances to indemnify the Applicant and Council against any claim made by any party arising out of or in connection with the project/event/program.

I declare that I have been authorised to prepare and submit this application and accept the terms & conditions on behalf of the applicant/organisation. This application has been prepared in good faith and I declare that the information presented on this form is correct. I have read and understood Council Policy 7.63.14 Community Grant Funding and the above conditions and the applicant/organisation agree to abide by them. The applicant/organisation understands that if the funds are not utilised to their full extent for the specified project/activity/event then any remainder will be returned to Council.

Name:..... Position

Signature:..... Date.....



Section 9: Application Submission

Please tick and attach the following documents:

- Certificate of Currency – Public Liability Insurance
- 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.

Submission Methods:

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

Email: grants@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: grants@plcc.sa.gov.au or phone: 08 8621 2300