




City of Port Lincoln

Seafood Capital of Australia

# Community Grant Funding Program Guidelines





We acknowledge the Barngarla People, the traditional Owners of the land on which the City of Port Lincoln rests and their continuing connection to land, sea, culture and community. We pay our respects to Elders past, present and emerging and we extend that respect to other Aboriginal and Torres Strait Islander people in our community.

## Please Read!

- Read these guidelines carefully. Have a full understanding before applying.
- Applications will only be accepted from legal entities e.g. incorporated groups (or in partnership with an incorporated body)
- If your group has previously received a grant from the City of Port Lincoln, you must complete outstanding project acquittal requirements to be eligible to apply again.
- A previous successful application does not imply ongoing funding.
- Online applications can be lodged at [portlincoln.sa.gov.au/community/grantfunding](http://portlincoln.sa.gov.au/community/grantfunding)
- It is anticipated there will be a high demand for funding and applications that meet eligibility criteria are not automatically guaranteed funding.

If you have any queries about Community Grant Funding after reading these guidelines, contact Council on 8621 2300 or email [grants@plcc.sa.gov.au](mailto:grants@plcc.sa.gov.au).

## Who can apply for funding?

To be eligible, groups or organisations must:

- be incorporated or in partnership with an incorporated body
- be appropriately insured

## What will not be funded?

Non-eligible applicants:

- individuals
- political parties
- religious groups/events unless the project is non-denominational, with broad community benefit
- previous applicants with outstanding project acquittal requirements

Non-eligible projects:

- private events
- retrospective projects or events
- building or infrastructure upgrades
- ongoing general operational or administrative costs (including salaries for existing staff)
- commercial events or activities without community benefit
- fundraisers or charity events if funding will not be used within the local area

### FLAGSHIP EVENTS

\$EOI

Recognised local events  
Attract strong numbers  
Support economic growth

3 YEARS

### COMMUNITY WELLBEING

\$1-10K

Major programs/projects  
Local community groups

3 YEARS

### QUICK RESPONSE

\$0-1K

Small scale projects  
Suit small groups or  
broader local community

ONE OFF

### IN KIND SUPPORT

\$EOI

Various in-kind support eg.  
equipment hire  
via Community Event Permits

ONE OFF



## Flagship Events

### Grants objective

We are proud to offer this funding to eligible incorporated bodies who have a great project with outcomes aligning with relevant focus areas in the City of Port Lincoln Strategic Directions Plan.

This grant is specifically for recognised major, ongoing events that attract substantial numbers and support major economic development objectives.

### What is this grant for?

Championing local events that support and build Economic Growth and Opportunity.

The Flagship Events Grant Category supports Goal 1 in the City of Port Lincoln Strategic Directions Plan 2021-2030, and in particular, key focus areas:

- Southern Eyre Peninsula's commercial, health, education and community regional hub
- Quality tourism and visitor experiences
- Long term job creation, investment growth and partnership opportunities
- Innovative, entrepreneurial, globally connected businesses

This grant category also supports Goal 2 of Liveable and Active Communities, with key focus areas of:

- community and individual physical and mental health and wellbeing
- 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
- a regional centre for arts, culture and local heritage

### How much can I apply for?

Applicants can apply for funding on a case by case basis, (amounts excluding GST), for a project that supports economic growth and opportunity. When you apply, you'll need to identify the Strategic Plan key focus areas your project supports and explain how.

You will also tell us how much funding you need and how it will be spent.

### What is the current grant funding period?

Applications for Flagship Events grants will be open 3 July 2023 to 31 July 2023 with the ability for applicants to apply for up to three year funding arrangements:

- Year 1: 2023/24
- Year 2: 2024/25
- Year 3: 2025/26

### What events has this grant supported in the past?

In the 2022/23 financial year, this category funded great local events like:

- Tunarama Festival
- SALT Festival
- Port Lincoln Chamber of Commerce & Tourism Christmas and New Year celebrations
- Adelaide to Port Lincoln Yacht Race and Lincoln Week Regatta
- Norwood SANFL Home and Away Match
- Mortlock Shield
- FAME Awards
- National Anglers Championships and Convention



# Community Wellbeing

## Grants objective

We are proud to offer this funding to eligible incorporated bodies who have a great project with outcomes aligning with relevant focus areas in the City of Port Lincoln Strategic Directions Plan.

This grant is specifically for major, local community wellbeing programs and projects.

## What is this grant for?

Championing local projects through Community Grant Funding helps us achieve one of our main goals - to have Liveable and Active Communities.

The Community Wellbeing Category supports Goal 2 in the City of Port Lincoln Strategic Directions Plan 2021-2030, and in particular, key focus areas:

- community and individual physical and mental health and wellbeing
- 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
- a regional centre for arts, culture and local heritage.

Further inspiration for this category can be found within Council's commitment to the Southern Eyre Peninsula Regional Public Health Plan to:

- advance reconciliation and unity in community
- support older people to live well
- foster positive engagement of youth
- champion active citizenship and volunteering
- support community events
- support digital literacy and access to resources.

## How much can I apply for?

Applicants can apply for funding between \$1,000 and \$10,000 (excluding GST), for a project that supports major community wellbeing outcomes.

When you apply, you'll need to identify the key focus areas in Council's Strategic Plan your project supports and explain how.

You will also tell us how much funding you need and how it will be spent.

## What is the current grant funding period?

Applications for Community Wellbeing grants will be open 3 July 2023 until 31 July 2023 with the ability for applicants to apply for up to three year funding arrangements:

- Year 1: 2023/24
- Year 2: 2024/25
- Year 3: 2025/26

## What kind of projects has this grant supported?

In the 2022/23 financial year, this category funded great local programs and projects such as:

- West Coast Youth and Community Support's youth programs
- Community House free meal program
- Yarredi Services' Women's Self Defense classes
- Operation Flinders adventure-based youth program
- Port Lincoln History Group's digitisation of the Port Lincoln Times newspaper
- Eyre Writers' Eyre Writers Week event
- Yailgoo Aboriginal Arts Group
- Port Lincoln City Band 20 Year Celebrations



## Quick Response

### What are Quick Response grants for?

Quick Response grants are designed to support events, activities and programs which either:

- support a small sector of the community, predominately applicant membership base or directly interested people,
- or a broader cross-section of the local community.

This particular type of grant would be suited to small scale events, activities and programs which support the local community.

### What is the current grant funding period?

Applications for Quick Response grants may be submitted at any time, and may be available until funds for each financial year are exhausted.

### How much can I apply for?

You can apply for funding up to \$1,000 (excluding GST), for a project that supports goals and key focus areas of Council's Strategic Directions Plan.

When you apply, you'll need to identify the key focus areas your project supports and explain how. You will also tell us how much funding you need and how it will be spent.

### How can I apply?

Apply for a Quick Response grant via the application form found at:

[portlincoln.sa.gov.au/community/grantfunding](http://portlincoln.sa.gov.au/community/grantfunding)

## In Kind Support

Council also provides in kind support to local community events outside of the community grant funding program for use of Council equipment (eg chairs and tables) and supply of extra bins. A full list of what is available via in-kind support can be located in the Community Event Permit Application Form.

### How can I apply?

This funding stream is managed through the Community Event Permit system.

Applications for In Kind Support may be submitted at any time.

To apply for In Kind Support, complete a [Community Event Permit Application Form](#) - which can be found on the City of Port Lincoln website at [portlincoln.sa.gov.au/documents/permits-and-application-form](http://portlincoln.sa.gov.au/documents/permits-and-application-form)

Attachments you will need to include with your application include:

- a copy of your certificate of currency for public liability insurance of \$20 million, noting City of Port Lincoln as an interested party
- a risk assessment for your event
- a site plan of your event including marquees, food/drink vans, vehicles, entry/exit points, entertainment and amusement rides
- a copy of SafeWork SA - Registered Amusement Structure Certificate, if applicable.



# Application guidelines

## Assessment criteria

All grant applications will be assessed on the following:

- support of Council's Strategic Directions Plan
- benefit and appeal to target audience and/or responsiveness to a community need or gap
- inclusiveness and participation opportunities
- evidence of community support and partnerships
- activation of Council facilities, space and infrastructure, where practical
- capacity to successfully deliver the project
- capacity to evaluate how effective it was
- event/risk management principles considered

## Community Wellbeing Grants

As well as addressing the above criteria, a Community Wellbeing grant application should clearly demonstrate the extensive wellbeing outcomes that will be achieved through the project.

## Flagship Events Grants

Flagship Event Applications should also show how you will achieve:

- support of community identity and pride
- celebration of place and culture
- innovation and uniqueness
- contribution to the local economy
- promotion of overnight or return visitation
- promotion to national/global audiences

## Attachments

Along with your application, you will need to provide:

- Financial statements for the past 2 financial years
- Certificate of Currency - Public Liability Insurance
- Risk Management Plan, site plan and emergency evacuation plan
- DHS Safe Compliance Statement, where applicable

## Safety of young people

The City of Port Lincoln is committed to the safety and wellbeing of children, young people and other vulnerable people who access its services, and supports the rights of the child and vulnerable persons in the community. It requires compliance with its Child Safe Environments policy.

Third parties engaged by Council which provide services to children and young people - including grant funding recipients, must comply with Department of Human Services (DHS) Child Safe Environments requirements. Read them here: [dhs.sa.gov.au/services/community-and-family-services/child-safe-environments](https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments)

If your project includes services to children and/or young people, you will need to confirm that you have a current Child Safe Environments Statement approved by DHS.

## Disability access and inclusion

The City of Port Lincoln is also 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.

In your application, you will be asked if you have incorporated accessibility and inclusion into your event and project planning, and to provide details.



## Project delivery

### Assessment and feedback

Applications to Community Wellbeing and Flagship Events grants are considered by Council at an ordinary meeting, with applicants invited to make a deputation at the meeting.

If your application is successful, we will contact you and provide an acceptance form (which you will need to complete and submit to trigger payment), funding terms and conditions, and the template for your acquittal.

If you are unsuccessful, we will notify you by email - but you can still reapply in future rounds.

### Publicity

The applicant will invite Council's Mayor and Chief Executive Officer to official openings or similar ceremonies, in recognition of the funding.

Grant recipients will acknowledge the City of Port Lincoln in any media or promotion for the project, and correctly reproduce the Council's logo.

You will provide 2+ high resolution (good quality) images for Council use, showing the project's success.

### Reporting for your grant

Final reports for Community Grant Funding are called acquittals. The acquittal template is provided to you when you are advised of a successful application.

You will need to submit your completed acquittal form to [grants@plcc.sa.gov.au](mailto:grants@plcc.sa.gov.au), no later than 6 weeks after your event/project/program is complete.

Community Wellbeing and Flagship Events, which receive annual funding over 3 years, must submit an acquittal each year during the grant period.

### The fine print

Some important things to note about your grant:

- you can't use your grant funding for anything other than what your application says, unless you have written consent from Council
- if any circumstances regarding the grant or project change, including your ability to carry out your project, you must notify Council ASAP
- you must complete your project by the completion date, unless you seek a variation from Council and it is approved
- a condition of grant funding is using Council facilities and spaces in the first instance, noting some uses carry charges which will be invoiced
- you have a responsibility throughout the grant term to have current Public Liability Insurance in the name of the applicant, for at least \$20 million
- you must comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-Law relating to your project - please be informed!

### Still need help?

The Community, Culture and Recreation team is your contact for queries on Community Grant Funding.

Staff can't help you write your application, but they can help with technical questions about applications, assessment and acquittals.

Phone 8621 2300 or email [grants@plcc.sa.gov.au](mailto:grants@plcc.sa.gov.au).

Further reading:

The Community Grant Funding Policy 7.63.14 is on the City of Port Lincoln website, at [portlincoln.sa.gov.au/documents/policies](http://portlincoln.sa.gov.au/documents/policies) or ask for a hard copy at the Council Office at Level 1 60 Tasman Terrace, Port Lincoln.