



POLICY DOCUMENT

7.63.14

Policy Name	COMMUNITY GRANT FUNDING
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Strategic Reference:	3.9 Maximise Council and community grant funding and partnership opportunities to achieve outcomes for the Port Lincoln community to strengthen our financial capacity.
Responsible Department:	Corporate & Community
Policy Adopted:	20 July 2026
Last revised date:	19 May 2025
Minute reference:	CO 26/157
Next review date:	Council will endeavour to review this policy 4 years after adopted dated or following significant change to legislation or aspects included within this policy.
Applicable Legislation:	
Related Policies:	18.63.3 Use of Council Logo and Crest Policy 7.63.11 Community Infrastructure Investment Policy 17.63.7 Child Safe Environments Policy
Related Documents:	Strategic Directions Plan 2025–2034 Southern Eyre Peninsula Regional Public Health Plan 2023-2028 Disability Access and Inclusion Plan 2026–2030 Sport and Recreation Strategy 2023-2027 Application Form – Quick Response Grant Application Form – Community Wellbeing & Flagship Events Application Form – Sport and Recreation Funding Acceptance Form – Quick Response Funding Acceptance Form – Community Wellbeing & Flagship Events Funding Acceptance Form – Sport and Recreation Acquittal Report

1. PURPOSE

The City of Port Lincoln is committed to supporting local events, activities and programs in recognition of their community resilience building capacity, positive impact on individual health and wellbeing, and valuable contributions to the local economy. Underpinned by the relevant goals and objectives in our strategic documents, the purpose of this policy is to outline grant funding available to the community and the relevant application process.

2. **FUNDING OVERVIEW**

The Community Grant Funding Program (the Program) is specifically underpinned by the following Goals and Key Focus Areas within Council's Strategic Directions Plan:

Goal	Key Focus Areas
Goal 1: Economic Growth and Opportunity	<ol style="list-style-type: none"> 1. Southern Eyre Peninsula's commercial, health, education and community regional hub 2. A strong visitor economy and cruise industry providing quality tourism and visitor experiences complementing the region's natural resources and the Seafood Capital branding
Goal 2: Liveable and Active Communities:	<ol style="list-style-type: none"> 1. An active and connected community that prioritises physical and mental health, and overall well-being 2. 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 3. An inclusive community that respects and welcomes diversity and actively seeks and promotes equity 4. A regional centre that enables and encourages the arts and culture and shares local heritage

Overall, the Program aims to support events, activities and programs that:

- are innovative, unique and responsive to identified needs and/or gaps within the community;
- build community capacity and provide opportunity for the community to come together and develop skills, confidence and knowledge;
- have a positive impact on community and individual health and wellbeing;
- facilitate better connection and increased engagement in sport and recreational and other community-based activities;
- support celebration of place and culture, and promote a sense of community identity and pride;
- activate Council facilities, spaces and infrastructure;
- contribute to the local economy, attract overnight visitation and/or repeat visitation; and
- promote the region as a destination of choice and enhance the experience of locals and visitors alike.

3. **GENERAL ELIGIBILITY GUIDELINES**

The City of Port Lincoln will provide funding up to the maximum amount under each category as defined in Section 4 of this Policy.

Applicants must:

- be an incorporated community organisation, sporting club or association, or be in a partnership with such;
- demonstrate how the project will benefit the community and/or local economy;
- hold appropriate public liability insurance and adhere to WHS and Risk Management practices;
- demonstrate financial viability;
- fit within the appropriate category detailed in Section 4 of this policy, address evaluation criteria and submit supporting documentation specified on the application form;
- demonstrate alignment to the identified key focus areas and strategic actions within Council's Strategic Directions Plan; and

It is anticipated there will be a high demand for funding and applications that meet eligibility guidelines are not automatically guaranteed funding.

Funding is primarily for Port Lincoln events, activities and programs. However, events, activities and programs held within the proximity of the Port Lincoln boundary may be considered where benefit to the Port Lincoln community can be clearly demonstrated.

3.1. *Ineligibility*

Funding will not be provided for:

- Previous applicants with outstanding grant funding acquittals
- Asset or infrastructure upgrades (refer to Policy 7.63.11 Community Infrastructure Investment)
- On-going operational or administrative costs
- Retrospective events, activities or programs
- Individuals
- Travel to participate in regional, state or international events
- Purchase of equipment or other initiatives that may be funded from the Office for Recreation, Sport and Racing Equipment Funding Program (Sport and Recreation Category)
- Political parties
- Commercial events, activities or programs that do not provide community benefits
- Fundraisers or charity events where funding will not be used within the region
- Religious groups or religious events unless the event is non-denominational and demonstrates a broader benefit to the community
- Private events

4. **FUNDING CATEGORIES**

The following funding categories are available:

Category	Criteria	Funding up to	Assessment and approval
Minor Grant funding			
Quick Response Grants (community events and initiatives)	Small scale events, activities, and programs which support the local community.	Up to \$1,000	Open funding assessed and approved by Council Administration.
In Kind Support	Various in-kind supports to community events.	Case by case basis	Open funding assessed and approved by Council Administration via the community event permit system.
Sport and Recreation Grant Funding			
Sport/Recreation Local events	For clubs and associations to deliver sport and recreation opportunities that benefit the local community – examples such as coaching clinics and/or initiatives that support participation and sustainability.	Case by Case Basis Up to \$5,000	Applications up to \$5,000 Competitive Application Process Annual funding call assessed by Council Administration and approved by Council's Chief Executive Officer under delegation A small amount of funding may be reserved each year to be responsive to minor events and initiatives. Applications up to \$1,000 assessed and approved by Council Administration.
Major Grant Funding			
Community Wellbeing	Major, local community wellbeing programs and projects.	Up to \$10,000	Competitive Application Process. 3-year fixed term Assessed by Council Administration and approved by Council's Chief Executive Officer under delegation
Flagship Events	Recognised major, local events which attract substantial numbers and support major economic development objectives.	Case by case basis	Competitive Application Process. 3-year fixed term Assessed by Council Administration and approved by Council's Chief Executive Officer under delegation.

5. **APPLICATION PROCESS**

All requests must be made on the relevant application form, which can be downloaded from Council's website www.portlincoln.sa.gov.au or hardcopies are available from Council's Administration Office. On occasion, Council may assess the application to be of a different category to that of the applicant and vary the funding amount endorsed accordingly. This may require applicants to revise their original application to demonstrate the project meets the relevant criteria and outcomes are achievable.

Council is committed to fostering an inclusive and accessible community in line with its Disability Access and Inclusion Plan (DAIP) 2026–2030. As part of the application process and where applicable, applicants are required to demonstrate how access and inclusion considerations have been incorporated into the proposed event, activity or program.

The City of Port Lincoln is committed to the safety and wellbeing of children, young people and other vulnerable people who access Council services. Compliance under the Child Safe Environments Policy extends to third parties including grant funding recipients, engaged by Council which provide services to children and young people. Refer to the Department of Human Services (DHS) Child Safe Environments website for requirements for further information. [Child Safe Environments Program | DHS](#)

5.1. Minor Grant Funding

Quick Response Grants

Quick Response Grants enable responsiveness and support community driven energy, ideas and partnerships. A small amount of funding under this category will be available for applications year-round (until exhaustion of the funding pool).

Applications should be submitted **at least 6 weeks prior to the event taking place** to allow sufficient time for processing. Failure to adhere to this timeframe may result in the application being rejected. Council also provides in-kind support to local community events outside of the Program, which is administered via the community event application process. A small amount of funding will be reserved each financial year to continue this provision of in-kind support.

5.2. Sport and Recreation Grant Funding

Local Sport and Recreation Events/Initiatives.

Based on the recognition of the positive impact sport and recreation has on individual health and wellbeing, funding is available via this category to support local sporting organisations deliver opportunities that foster grass roots activation, support participation and sustainability outcomes.

An annual funding call will occur for applications up to \$5,000 for events and initiatives that facilitate broad community engagement such as coaching clinics involving state level sporting bodies.

To enable responsiveness to community need, a small amount of funding may be reserved for minor sport and recreation events and initiatives for applications up to \$1,000, until exhaustion of the funding pool.

Sports tourism events are not eligible for funding via this category and need to apply under the Major Grant Funding - Flagship Event category.

5.3. Major Grant Funding

Community Wellbeing

In acknowledgment of community capacity building and positive contributions to community development, successful applications under this category will be administered under fixed term funding arrangements via the initial application process. It is recognised that financial support from Council for agreed periods will provide a level of certainty for organisers, assist with forward planning as well as the ability to leverage additional funding from other grant funding sources.

Flagship Events

In acknowledgment of supporting Council strategic goals and objectives and contributions to the local economy, community wellbeing and subsequent liveability, funding arrangements with recognised major local events can be facilitated under this policy framework. It is recognised that financial support from Council for agreed periods will provide a level of certainty for organisers, assist with forward planning to ensure well planned and safe events as well as the ability to leverage additional funding from other grant funding sources.

5.4. *Other Funding Requests*

One-off or proposed new and ongoing events will need to apply for funding under the Quick Response category or approach Council for funding outside of this grant funding program.

Council may also decide to sponsor or support other programs and projects outside of this funding program with specific conditions being applicable.

6. EVALUATION CRITERIA

6.1. *Quick Response and all other funding categories*

- Support for identified key focus areas in Council's Strategic Directions Plan
- Benefit and appeal to target audience and/or responsiveness to a need or gap in the community
- Evidence of inclusiveness and participation opportunities
- Evidence of community support and partnerships
- Activation of Council facilities, space and infrastructure
- Capacity to successfully deliver the event, activity or program
- Ability to demonstrate the identified outcomes were achieved
- Demonstration of event and risk management principles where applicable
- Meet the requirements of the Child Safe Environments Policy where applicable
- Demonstrate consideration of incorporating accessibility and inclusion measures where applicable.

6.2. *Sport and Recreation*

In addition to addressing evaluation criteria listed under 6.1, applications under this category must also demonstrate how the event, activity or program will provide opportunities for:

- Participant development and mentoring
- Club or association sustainability (governance, management, participation levels)

6.3. *Community Wellbeing*

In addition to addressing the evaluation criteria listed under 6.1, applications under this category must also demonstrate the community wellbeing outcomes that will be achieved through the proposed event, activity or program .

Where applicable, use of Council facilities is preferred under this category. Associated hire fees will be invoiced accordingly as per the [City of Port Lincoln Fees and Charges](#) schedule. In-kind support from Council for this purpose may be negotiated as part of the Community Grant Funding application process.

6.4. Flagship Events

In addition to addressing evaluation criteria listed under 6.1, applications under this category must also demonstrate how the event will achieve the following:

- Bring an innovative and unique experience to Port Lincoln
- Contribute to the local economy
- Encourage overnight or return visitation outcomes
- Promote the region to a national and/or international audience

Where applicable, use of Council facilities is preferred under this category. Associated hire fees will be invoiced accordingly as per the [City of Port Lincoln Fees and Charges](#) schedule. In-kind support from Council for this purpose may be negotiated as part of the Community Grant Funding application process.

7. ASSESSMENT AND APPROVAL PROCESS

General Assessment Principles

All eligible applications will be assessed by Council Administration against the relevant evaluation criteria outlined in Section 6 and the specific objectives of the funding category applied for. In assessing applications, consideration will be given to strategic alignment, demonstrated community benefit, organisational capacity, financial viability, accessibility and inclusion considerations, risk management, and value for money. Funding decisions will take into account the merits of each application, available budget and competing priorities. The assessment process may result in allocation of the full amount requested, a reduced amount, or an application being deemed unsuccessful.

Quick Response Grants (Community Events and Initiatives)

Applications for Quick Response Grants will be assessed and approved by Council Administration against the eligibility requirements, evaluation criteria and category objectives outlined in this Policy. Applications will be assessed on a rolling basis and considered subject to available funding. Meeting the eligibility requirements does not guarantee funding.

In-Kind Support

Requests for In-Kind Support will be assessed by Council Administration and approved by Council Administration or the CEO where appropriate, through the Community Event Permit process. Assessment will consider the nature of the event, community benefit, alignment with Council objectives and the availability of Council resources.

Sport and Recreation Grant Funding

Applications under the Sport and Recreation category will be assessed by a Council Administration Panel against the eligibility requirements, general evaluation criteria and the additional Sport and Recreation criteria outlined in this Policy. Final funding approval will be determined by the Chief Executive Officer under delegation, with an information report provided to Council outlining funding allocations determined.

Community Wellbeing

Applications under the Community Wellbeing category will be assessed through a competitive application process by a Council Administration Panel, with final funding approval determined by the Chief Executive Officer under delegation. Assessment will consider the extent to which the proposed project delivers measurable community wellbeing outcomes, aligns with Council's Strategic Directions Plan and demonstrates community need, capacity and value for money. An information report will be provided to Council outlining the funding allocations determined.

Flagship Events

Applications under the Flagship Events category will be assessed through a competitive application process by a Council Administration Panel, with final funding approval determined by the Chief Executive Officer under delegation. Assessment will consider the event's strategic alignment, economic impact, visitor attraction outcomes, community benefit, organisational capacity and the ability to promote Port Lincoln as a destination of choice. An information report will be provided to Council outlining the funding allocations determined.

8. RECEIVING A GRANT

Successful grant applications must:

- Use grant funds for the purpose for which the grant was awarded, unless written permission for variation has been obtained from Council prior to the event, activity or program being undertaken.
- Obtain all appropriate permits and approvals.
- All promotional materials and media releases relating to the funded event, activity 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 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.
- Conform to all relevant Council Policies and By-laws.

8.1. *Applicant Reporting Requirements*

An acquittal process is applicable to all successful grant applications as detailed in the Funding Acceptance Form. The Acquittal Report must be submitted within sixty days of the conclusion of the event/activity/program. This requirement also applies to grants awarded under fixed term funding arrangements. Any information, photographs and video footage provided may be used by Council for promotional purposes, including but not limited to social media, Council reports, Council Annual Report and other publications. Failure to submit the required Acquittal Report may affect eligibility for future funding opportunities.

9. INSURANCE

It is a condition of receiving funding that the successful applicant will assume all responsibilities including public risk and/or any other appropriate insurance cover for the project.

10. COUNCIL PROGRAM REPORTING

A summary of approvals under this policy will be reported in Council's Annual Report against identified objectives in our strategic documents framework.

11. VARIATION / REFUND POLICY

Funding must be used for its approved purpose. Where an event, activity or program cannot proceed as planned due to unforeseen circumstances (e.g. extreme weather or other factors beyond the applicant's control), recipients must seek approval for a variation.

Variation requests must be submitted in writing as soon as practicable and, where possible, prior to the scheduled event date. Variations may include changes to the format, date, location, or delivery method, and are subject to approval. If the Variation Request is not approved, all funding must be returned to Council within 30 days of the official cancellation.

Variation requests will be assessed by Council Administration, with the final decision being made by Council Administration or the Chief Executive Officer where applicable. If the funded activity is cancelled and a Variation Request is not applicable, all funding must be returned to Council within 30 days of the official cancellation. A written request may be submitted to seek a review of the cancellation requirement. Requests will be considered on a case-by-case basis and in extenuating circumstances and where applicable (e.g. extreme weather, low registrations, or other unforeseen events), Council Administration or Council's Chief Executive Officer may approve that funds be retained, repurposed or carried forward.

Any unspent funds must be returned to Council unless otherwise agreed in writing.

12. RELEVANT DELEGATED POWERS AND DUTIES

Any actions or decisions made regarding this policy, will be enacted upon as per Council's current Delegations Register.