

Community Grants Scheme

2025-2026

Application Pack and Guidelines

Round One

Open: Monday 29 September 2025
Close: Monday 10 November 2025



www.dcgrant.sa.gov.au/community/communitygrants



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Introduction

The District Council of Grant welcomes you to the 2025 Community Grant Scheme Application Pack and Guidelines.

This document aims to answer frequently asked questions, and includes the following relevant forms and documents:

- **Attachment 1:** *Community Funding and Support Policy FINPOL 09*
- **Attachment 2:** *Application Form*
- **Attachment 3:** *Grant Acquittal Form*

The *2025-2026 Application Form* can also be accessed as a fillable form, along with digital copies of the other attachments on Council's website:

www.dcgrant.sa.gov.au/community/communitygrants

In a modified Community Grants Scheme, the District Council of Grant has established three grant categories:

- Sporting Clubs
 - Community Groups
 - Community Participation
-

An *2025-2026 Application Form* can be submitted to Council via:

- Attachment via email to info@dcgrant.sa.gov.au
- Electronic submission via yoursaydcg.com.au
- Return completed hard copy to a Council office:
 - Principal Office at 324 Commercial Street West, Mount Gambier
 - Port MacDonnell Community Complex at 5-7 Charles Street, Port MacDonnell

Please note, late applications are not eligible and will not be assessed.

Enquiries regarding the Community Grants Scheme and application process can be directed to:

Renee Henke
Communications and Active Living Officer
(08) 8721 0444
renee.henke@dcgrant.sa.gov.au

Community Grants Scheme 2025-2026 Timeline

Round One

Monday 29 September 2025	Community Grant Scheme Opens
Monday 10 November 2025	Community Grant Scheme Closes
November 2025	Assessment Process
December 2025	Notification of Outcomes

Round Two

Monday 19 January 2026	Community Grant Scheme Opens
Monday 2 March 2026	Community Grant Scheme Closes
March 2026	Assessment Process
April 2026	Notification of Outcomes

Aquittals

Friday 29 May 2026	Final day for submission of Acquittal and Report
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About Council's Community Grants Scheme

The District Council of Grant Community Grants Scheme is envisaged for community groups to develop projects and events that enhance community wellbeing and increase participation in social and leisure activities.

Objectives

- Support the provision of programs and services which respond to a community need;
- Contribute to the building of stronger communities;
- To encourage partnerships with Council; and
- To facilitate the effective use of community resources and encourage sustainability of services and programs.

Who can apply

Applicant organisations must:

- Be based within the District Council of Grant or must be affiliated with, or service clients within the District Council of Grant Local Government Area;
- Not have access to substantial alternative sources of income such as gate charges or similar;
- Be incorporated not-for-profit organisations or unincorporated not-for-profit organisations, auspiced/sponsored by an incorporated organisation; and

Who cannot apply

Applicants are ineligible for funding if they are:

- Individuals;
- Charitable organisations;
- Political Organisations;
- Commercial Organisations (For Profit);
- Government Agencies;
- Federal or State funded initiatives;
- Request by organisations raising funds on behalf of another organisation; or
- Organisations who have not completed the acquittal process for previous District Council of Grant funding.

Incorporation

Applicants must be registered as an incorporated body in order to manage (auspice) funds. The District Council of Grant does not auspice applicants.

For more information on auspice arrangements in South Australia, please visit the not-for-profit law information hub online: www.nfplaw.org.au/auspicing.

Funding contributions

The District Council of Grant has established three grant categories:

Sporting Clubs			
Option 1 Up to \$5,000		Option 2 Up to \$3,000	
Council Contribution 50%	Applicant Contribution 50%	Council Contribution 75%	Applicant Contribution \$25%

Community Groups			
Option 1 Up to \$5,000		Option 2 Up to \$3,000	
Council Contribution 50%	Applicant Contribution 50%	Council Contribution 75%	Applicant Contribution \$25%

Community Participation Up to \$500	
Council Contribution 100%	Applicant Contribution 0%

Applicants must note the following when applying for any of the above categories:

- Only one organisation is eligible to apply for funding per project;
- Applicants are only entitled to one successful application under this scheme per financial year;
- Funding is provided over two application rounds per financial year, depending on budget availability; and
- No multi-year funding is available.

Selection Criteria

The following criteria aims to assist community organisations to maximise their project/event in partnership with the District Council of Grant. It also provides transparency in the assessment process.

Category	Recommended	Not Recommended
Responds to a community need and contributes to the building of stronger communities	<ul style="list-style-type: none"> Applicant organisation and associated activities are located within the District Council of Grant Project/event has significant community benefit Meets requirements of the <i>Community Funding and Support Policy</i> 	<ul style="list-style-type: none"> Applicant organisation and associated activities are not located within the District Council of Grant Project/event does not benefit the community Does not meet requirements of the <i>Community Funding and Support Policy</i>
Application Quality and Completion	<ul style="list-style-type: none"> All section of application are complete with attention to detail All necessary documentation is provided (if applicable) Meets requirements of the <i>Community Funding and Support Policy</i> 	<ul style="list-style-type: none"> Sections of application are incomplete and no attention to detail No supporting documentation submitted (if applicable) Does not meet requirements of the <i>Community Funding and Support Policy</i>
In accordance with Council's strategic objectives*	Meets one or more of the Council's strategic objectives	Does not meet any of Council's strategic objectives

*Councils Strategic Objectives

- Community:** A connected, inclusive, resilient and engaged community
- Economy:** A growing and vibrant economy, optimising our diverse primary industries and unique natural assets
- Environment:** A sustainable district that values the natural qualities and heritage that underpin our health, liveability and economy
- Infrastructure:** Reliable and contemporary infrastructure that meets the needs of our community, industry and visitors
- Council:** A strategic and financially sustainable Council that values its people and delivers quality services

Further detail on Council's *Strategic Plan 2024 - 2034* can be found at:
www.dcgrant.sa.gov.au/council/policies,-by-laws-and-documents/strategiesplans.

Tips for completing grant applications

- Check your organisation and proposed project/event is eligible for funding - Contact Council to discuss your project/event if unsure;
- Ensure what you are asking for is realistic - only ask for what you need;
- Check the timing of available funding aligns to your project/event;
- Ensure all required supporting documentation is submitted; and
- Revise your application to ensure it is clear and concise before submitting.

Tips for project budgets

- Include evidence of quotations (if applicable);
- Reflect any donations or in-kind assistance relating to the proposed project/event;
- The project budget should contain all expenditure and income items;
- Ensure all sections of the application form are completed and required supporting documentation is submitted;
- If your organisation IS REGISTERED FOR GST, do not add GST amounts to your budget; and
- If your organisation IS NOT REGISTERED FOR GST, include GST on expenditure items.

How applications are assessed

Applications are assessed based on responses within the applicants completed application form, and against the selection criteria and *Community Funding & Support Policy (FINPOL 09)*.

Preference will be given to organisations that provide a valuable service or benefit for which there is no alternative funding sources.

Decisions made by the District Council of Grant are final.

Applicants are strongly encouraged to read both the Community Grants Scheme Guidelines and Policy before completing a 2025 Application Form. Please contact a staff member at the District Council of Grant for any queries regarding an application.

Funding Agreement

Successful applications will receive a formal Letter of Offer outlining the terms and conditions of the grant funding.

Approved funds must only be spent on the activity described within the application. Any variation must be requested in writing to the District Council of Grant and is at the discretion of the Chief Executive Officer or his delegate as to whether the intent of this modification meets Council's objectives.

Acquittal

Successful applicants are required to complete and submit a 2025-2026 Grant Acquittal Form once the approved project/event is complete.

Reimbursements do not cover voluntary labour and in-kind support received for supported projects/events. Payment of the grant will only be made upon presentation of actual paid receipts. The recipient organisation is required to detail the manner in which the funds have been expended and a brief description of the outcomes.

Please note if your organisation is auspiced, approved funds will be paid to the auspicing organisation.

The grant period is valid for 2024-2025 Financial Year only. Any unspent funds must be returned to Council if a project can no longer be completed or not all funds have been exhausted.

Reporting and Council Acknowledgement

Accompanying a *2025-2026 Grant Acquittal Form*, a brief report (maximum 300 words) and photograph(s) of the completed project/event should be submitted to the District Council of Grant. Photographs will only be accepted electronically in a PNG or JPEG file format.

This reporting assists applicants to meet their project goals and provides an opportunity for Council to promote the project to the wider community through social media, newsletters and website.

In recognition of a successful grant through this scheme, Council seeks acknowledgment in any public announcement(s), media or printed materials. A digital copy of the District Council of Grant logo will be provided with a Letter of Offer for successful applicants to use in any public announcement(s), media or printed materials.

An invitation should also be extended to the Mayor and Elected Members to attend and/or participate in any official event in conjunction with the project/event.

An on online booking form is available for the reservation of banners and other Council promotional materials for community events. Bookings can be made via Council's website: www.dcgrant.sa.gov.au/community/bookingitems

Insurance

It is a condition of receiving funding through the Community Grants Scheme that the successful applicant will assume all responsibilities including public risk and/or any other insurance applicable.

Failure to provide supporting information will result in the rejection of an application.

Grievance Process

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

Privacy Statement

The District Council of Grant is collecting personal information from each applicant for the purpose of assisting the outcome of the application. This information is required by law and failure to provide the information may lead to the rejection or delay of an application.

At any time, each applicant reserves the right to assess, view or correct the personal information previously provided. Please note that information supplied may be the subject of a request to access information under the *Freedom of Information Act 1991*.

Attachment 1: Community Funding and Support Policy FINPOL 09



	Community Funding & Support Policy <i>Policy No. FINPOL 09</i>	Version No:	3
		Responsible Officer/s:	Director Corporate Services
		Classification:	Council
		Issued:	19 August 2013
		Next Review:	August 2027

1. Purpose

District Council of Grant (“Council”) receives a large number of requests for funding from community, sporting and not for profit organisations. A policy and procedure for the assessment of such applications will ensure:

- there is a broad framework to guide the provision of consistent grant administration and assessment processes across Council; and
- the administration and assessment of all Council grant programs are transparent, inclusive and understood by the community.

Council supports ‘best practice’ in community development through supporting groups in the district to build on their capacities whilst continuing to grow and evolve.

2. Scope

This policy demonstrates and outlines Council’s role in supporting the community and applies to all applications received for grants and in-kind support, scholarships, waivers, and subsidised leases.

3. Definitions

Acquittal

the process of ensuring that any funds have been fully expended for the purpose of which the funds were initially granted.

Charity

an organisation for charitable purposes. The organisation can have other purposes, but these must be incidental or ancillary purposes that further or assist the charitable purpose(s).

Sporting Club

an organisation formed solely or primarily to facilitate a particular sport, game, hobby or other physical activity.

Community Group

an organisation formed with a focus on benefitting the community, or a particular section of the community, via recreational activities, leisure or community events.

Donation

a cash contribution to an individual or organisation that may be associated with a particular event, purpose or project but does not carry with it any specific guidelines for use, or any acquittal requirement.

Emergency Services Levy

a State Government Tax on all fixed, and some mobile, properties used to fund the provision of emergency services within South Australia.

Grant

a cash contribution made to an organisation for the sole purpose of the delivery of a one-off

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project and of which must be fully financially and qualitatively acquitted to Council at the conclusion of the project.

In-kind donation

a donation of Council services and/or resources where no cash is exchanged. In-kind requests include but are not limited to subsidised waived fees and venue hire, administrative or operational services including various applications of staff time and other resources.

Incorporated associations

legal entities that can enter into and enforce contracts, with the ability to hold, acquire and deal with property, sue or be sued, regardless of any changes to their members.

MGBs

Mobile Garbage Bins in a 240-litre capacity suitable for robotic arm collection vehicles.

Not for profit

an organisation that is not operating for any direct or indirect profit or gain, of its individual members.

Progress Association/Committee

non-profit community organisations which represent residents of a town or region.

Sponsorship

a cash contribution to an individual or organisation for a specific purpose or event where the Council receives public recognition for its contribution and where the funded organisation will be required to present a financial acquittal to Council.

Sponsor / Auspice

to take responsibility for managing funds on behalf of another.

4. Policy Statement

Council provides financial assistance to community, sporting and not for profit organisations to support the provision of programs and services which respond to an identified community need, contribute to the building of a stronger community and are in accordance with Council's Strategic Objectives.

5. Operating Principles

- Council will ensure that resources are allocated fairly, when fulfilling requests from the various community, sporting and not for profit organisations, around the District.
- Council will provide alike groups with the equitable opportunity for grants and/or other fee relief.
- Council will provide transparent and open communication regarding the decision-making process, wherever appropriate.

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- Council takes accountability for providing grants and other fee relief which is in line with Council's Strategic Objectives, the terms of any relevant Council policies and/or current legislation.

6. Community Grants Scheme

Council will allocate funding through the following programs:

1. Academic Scholarships
2. Community Grants Scheme
 - 2.1 Community Grants
 - 2.2 Community Participation Grants
 - 2.3 Defibrillators
 - 2.4 Discretionary Funding
 - 2.5 Sporting Club Grants
3. In-kind support to Sporting Groups

6.1. Eligibility Criteria

- Applicant organisations must meet regularly with a purpose, have a membership greater than five and demonstrate that social interaction is occurring within their membership.
- Applications for funding require demonstration of financial viability in regard to the organisation.

6.2. Funding Terms and Conditions

- A. Only one organisation is eligible to apply for funding per project.
- B. It is a condition of receiving funding that the applicant assume all responsibilities including public risk/or any other insurance cover applicable to the programme/event.
- C. No multi-year funding is available under the Community Grants Scheme.
- D. Generally, Council will only provide financial assistance to incorporated not-for-profit organisations or unincorporated not-for-profit organisations, which are auspiced by an incorporated organisation.
- E. Preference is given to applicants that provide a valuable community service or benefit for which there is no alternative funding sources.
- F. Federal or State funded initiatives will generally not receive assistance under this Policy, nor will requests by applicants raising funds on behalf of another organisation, which is the recipient of financial assistance from the State or Federal Government.
- G. Subject to any lease agreement, an applicant must first obtain Council's written consent and then any other approvals required, if funding is intended to be used for upgrades or maintenance on any Council facility or Council owned/controlled land.
- H. Council will not make retrospective donations.

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- I. As Council makes an annual contribution to the City of Mount Gambier Junior Sporting Fund, Council will not provide any further funding under this Policy, to any applicants attending or participating in representative sporting events.
- J. Any donation request must be for an activity and/or service which is to be provided within that financial year, and as approved by Council. Should an applicant not be in a position to expend the funds within that year, the applicant must prepare a written explanation and proposed timeframe for the expenditure.
- K. Any unused funds of which are not under an agreement to carry over, will revert to General Revenue.
- L. Council requires an acquittal of all grants exceeding one thousand dollars (\$1,000.00) The recipient organisation is required to detail the manner in which the funds have been expended and a brief description of outcomes. Organisations that do not complete an acquittal of the donation, will not be eligible for a future donation.

6.3. Funding Criterion

- i. Subject to budget availability, funding is generally provided through two (2) application rounds, per year.
- ii. Applicants must be based in or be affiliated with clients within Council's District.
- iii. Applicants are only entitled to one (1) successful application per financial year. No future grants will be given to an organisation until any outstanding grants for that organisation have been utilised and acquitted.
- iv. Applications must detail:
 - the project for consideration;
 - information regarding cost; and
 - estimation date of completion.
- v. Funding must be used for the purpose of which it has been granted. If an applicant wishes to modify their request or alter a proposed project or event, such applicant should make this request in writing. It is the absolute discretion of the Chief Executive Officer as to whether any modification is approved, after assessing against alignment with Council's Strategic Objectives.
- vi. All applicants will be informed of the outcome of their application in writing. Applicants have the opportunity to request, in writing, a review of the decision by Council if not satisfied with the assessment outcome process.
- vii. Council requires that applicants applying for funding under the Community Grants Scheme, submit their application each annum.

6.4. Conflict of Interest Provisions

To ensure an accountable and transparent assessment process is maintained, Councillors, Council Officers and members of the public assessing grant applications are required to declare any potential conflict of interest. This may include, but is not limited to personal connections with any applicant or membership of an applicant organisation. Anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

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Below is a summary of each funding program, full program details are outlined in the individual policies and guidelines.

6.5. Grant Categories and Allocation

Council has established four grant categories which provide financial assistance to local community, sporting and not for profit organisations. Funds are provided to support the continued provision and development of community, cultural and leisure based programme/events.

Grant Category	Maximum Funding Allocation	Contribution Required		Total Funding Pool	Portion of Allocated Budget
		<i>Council Funding</i>	<i>Applicant Contribution</i>		
Community Groups	\$5,000	50%	50%	\$35,000	44%
	\$3,000	75%	25%		
Sporting Clubs	\$5,000	50%	50%	\$20,000	25%
	\$3,000	75%	25%		
Community Participation Grants	\$500	100%	0%	\$5,000	6%
Discretionary Funding	\$1,000	50%	50%	\$20,000	25%
				\$80,000	100%

6.6. Other Support for Applicants

Applicants are eligible to apply for funding under the following categories:

- a. administrative operating costs;
- b. education and training;
- c. recruiting, maintaining or recognising volunteers;
- d. planning and governance which may include strategic plans, constitution reviews, and/or assistance with incorporation;
- e. grant writing assistance for major funding applications outside of a Council grant program;
- f. seed funds for new organisations less than three years old; or
- g. a one-off grant for up to two thousand dollars (\$2,000.00) to assist with the purchase of a Defibrillator.

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6.7. One Off Funding Requests

One off requests for funding from community, sporting and not for profit organisations will be considered on a case-by case basis, generally with a maximum donation of one thousand dollars (\$1,000.00).

Funding is provided throughout the financial year via up to two grant funding rounds per year, until all funds are expended. Once the annual budgetary limit is reached, no further applications will be considered.

Council's decision-making progress for this funding scheme:

Amount Funded	Assessment and Approval
Up to \$1,000	Assessed and approved by Council staff with delegated authority
Over \$1,000	Assessed by Council staff with delegated authority, with approval sought from Elected Council where required

*Funding will not be given for projects that would be eligible for consideration under other Council grant programs.

6.8. In-Kind Assistance

Council provides assistance to charitable, not-for-profit and/or community organisations through the use of Council plant, free of charge, on the provision that Council personnel are operating the plant.

Once a grant application is approved, works can be expected to be completed within the funding allocation.

In addition, Council will copy up to fifty (50) sheets per request for charitable, not-for-profit and/or community organisations, free of charge and no application form is required. However, requests for large bundles of photocopying should be made in writing.

An assessment will be made based upon the following criteria:

- the number of copies;
- the timeframe for the copies;
- the likely demand upon the copier for Council use; and
- such other factors as may be relevant.

All works in-kind will be subject to the availability of plant and plant operators.

A donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages and include travel time and stand down time.

Charitable, not-for-profit and/or community organisations may be required to reimburse Council for any costs in excess of the approved funding amount.

6.9. Academic School Scholarships

Council provides the sum of Seven Hundred and Fifty Dollars (\$750.00) per annum to students of Allendale East Area School, Mount Gambier High School, Grant High

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School, Tenison Woods College and St Martins Lutheran College. This scholarship is open to students in Year 10 to 12 students, who live in the Council area.

The selection criteria and thereafter selection of scholarship recipients, is the responsibility of the individual schools.

6.10 Charitable Donation

As a part of Council's annual budget review, Council provides ten thousand dollars (\$10,000.00) to recognised charitable organisations.

Eligible charities must be located in or affiliated with Council's local government area.

6.11. Disaster Relief Donation

Council provides disaster relief donations in respect of disasters affecting countries, regions or community groups. Donations are distributed from Council's Disaster Relief Reserve and meet the conditions outlined in the Confirmatory Declaration of Trust. Council aims to meet the needs of those affected by disaster in the most timely, effective and efficient way.

This part should be read in accordance with Council's Disaster Relief Donations Policy.

7. Council Other Fee Relief

Council may provide concessions and/or rebates in the form of:

- Fee Waivers
- Grants to Community Groups equivalent to Rates
- Grants for Boat Mooring Sites
- Subsidised Leases

7.1. Development Applications

Council may exempt community, sporting and not for profit organisations from development application fees under the *Planning, Development and Infrastructure Act 2016* (SA), when submitting development applications on Council owned land, to exclusion of:

- the lodgement fee;
- agency referral fees (if applicable); and
- *Construction Industry Training Fund Act 1993* (SA) Levy (if applicable).

Consideration of such exemptions is assessed on a case-by-case basis and in accordance with Council's Development Applications – Waiver and Refund of Fees Policy.

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7.2. Leases and Licenses

Council recognises the difficulty some community, sporting and not for profit organisations face in raising funds to secure a lease or licence. Council’s approach to such fees and charges consider the type, use, function and purpose of the lease or licence as well as capacity to pay.

The following charges will generally apply:

- For a community group or sporting club with gross annual turnover less than ten thousand dollars (\$10,000.00):
One Dollar (\$1.00) annual lease/licence fee payable on demand plus outgoings.
- For a community group or sporting club with gross annual turnover greater than ten thousand dollars (\$10,000.00):
Two hundred and twenty dollars (\$220.00) annual lease/licence fee (with annual CPI increases), plus outgoings.

Subject to the individual terms of the lease/licence, the lessee/licensee will generally be responsible for all costs associated with taking out and maintaining both Public Liability Insurance and Contents Insurance over the affected land and/or premises for the life of the lease/licence.

As a general principal, Council will assume the responsibility of taking out and maintaining appropriate insurance over Council-owned buildings. The costs associated with such insurance policies will be on-charged to the Lessee where the Lessee is a community group or sporting club with gross annual turnover greater than ten thousand dollars (\$10,000.00). Council will not on-charge the cost of building insurance where the Lessee is a community group or sporting club with gross annual turnover less than ten thousand dollars (\$10,000.00).

Leasing, Licensing and Insurance is to be conducted in accordance with Council’s Leases and Licenses Policy.

7.3. Emergency Services Levy on Buildings Located on Community Land

Council agrees to waive the lease requirement for community/sporting groups who occupy community land to pay the Emergency Services Levy. This amount will be treated as a Council donation to the lessee and accounted for accordingly.

7.4. Waste Management

Community, sporting and not for profit organisations who require MGBs can make a written request to Council in accordance with Council’s Community Waste Management Policy.

The following charges will generally apply:

- For sporting and community groups that are considered “not for profit” and have a gross annual turnover of less than ten thousand dollars (\$10,000.00) per annum:

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Fees and charges for the supply and collection of a standard set of bins (one red, one yellow) will be waived.

- For sporting and community groups that have gross annual turnover of ten thousand dollars (\$10,000.00) or more per annum:

The normal fees and charges apply for the supply and collection of a standard set of bins (one red, one yellow).

Supply of any additional MGBs will incur a fee, per MGB, which is equal to 50% of the normal fee for 'additional or replacement bins.'

Refer to Council's Annual Fees and Charges for the normal fees.

7.5. Rating Rebate to Community Groups Equivalent to Rates

Council will provide Community Groups with a discretionary rebate of 100% of general rates under Section 166(1)(j) of the *Local Government Act 1999* on the basis that these groups provide a benefit or service to Council's local government area.

7.6. Discretionary Rebate for Boat Mooring Sites

Council will provide a discretionary rate rebate of 100% of general rates where mooring sites on the Glenelg River consist exclusively of landings or poles but without shacks or boat sheds, and are not used to moor boats that are greater than five (5) metres in length.

8. Responsibilities

The Chief Executive Officer and Director Corporate Services have delegated authority to approve all expenditure within Council's approved budget for financial and in-kind support relating to this Policy. Any requests that are out of this scope will be referred to Council for a decision.

9. References / Other Documents

9.1. Legislation

Local Government Act 1999

Construction Industry Training Fund Act 1993 (SA)

Planning, Development and Infrastructure Act 2016 (SA)

9.2. Council Policies / Procedures

Leases, Licences and Permits Policy

Community Waste Management Policy

Development Applications – Waiver and Refund of Fees Policy

Employee use of Council Equipment Policy

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Employee Code of Conduct
Elected Member Code of Conduct

10. Review

This Policy shall be reviewed by Council at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	19 August 2013	13087.1
Reviewed	1 February 2016	16009.3
Reviewed	5 October 2016	16130.1
Reviewed	4 October 2017	17126.1
Amended	5 March 2018	18030.1
Minor formatting amendments	4 May 2020	Governance Officer
Amended	18 September 2023	23200
Amended	20 May 2024	24093
Amended	21 October 2024	24200

Attachment 2: 2025-2026 Application Form



Eligibility

All boxes below must be ticked to be eligible to apply for the District Council of Grant's Community Grants Scheme.

My club / organisation is:

- Not for profit
- Incorporated
- Not a government agency or Department (including schools)
- Adequately insured to cover the project / event, or willing to gain required insurances

Club / Organisation Details

Name of club / organisation: _____

Address: _____

Primary contact person: _____

Position within club / organisation: _____

Phone number: _____

Email: _____

ABN (Australian Business Number): _____

Is your club / organisation registered for GST?

- Yes
- No

Is your club / organisation an Incorporated Association?

Yes

No

If yes, please provide your Incorporated number: _____

If your club / organisation is not incorporated, you will need to seek an organisation to auspice your application. Please refer to the Community Grant Scheme Guidelines or contact Council for further information.

Insurance

Does your club / organisation have current Public Liability Insurance (above \$10 million) to cover your proposed project?

Yes

No

If yes, please provide your policy number*: _____

*Please note a copy of the Certificate of Currency must be submitted with this application.

If no and your application is successful, you will need to take out the appropriate insurance and provide evidence of the coverage (eg. Certificate of Currency) to Council.

Project Details

Please select the grant category and funding amount you are applying for:

Sporting Club

Up to \$5,000 (50% Council contribution and 50% applicant contribution)

Up to \$3,000 (75% Council contribution and 25% applicant contribution)

Community Group

Up to \$5,000 (50% Council contribution and 50% applicant contribution)

Up to \$3,000 (75% Council contribution and 25% applicant contribution)

Community Participation

Up to \$500 (100% Council contribution and 0% applicant contribution)

Project title: _____

Have you discussed your project with a District Council of Grant Officer?

Yes

No

If yes, name of officer your project was discussed with: _____

Project start date: _____

Project completion date: _____

Address of where your project will occur: _____

Will your project involve working with other community organisations, clubs or partners?

Yes

No

If yes, name of community partner(s): _____

Project Budget

Income (A)

Financial contribution from your club / organisation: _____

Supporting income (eg. donations, sponsorships, fees): _____

Other contributions (please provide details): _____

Total income (A): _____

Expenditure (B)

Cost of contractor and/or material: _____

Cost of advertising and promotion: _____

Cost of equipment hire and/or purchase: _____

Other costs (please provide details): _____

Total expenditure (B): _____

Budget shortfall (Income A – Expenditure B): _____

Funding requested from Council*: _____

*Please note you may apply for up to a maximum amount as set out in the Guidelines. There should not be any shortfall in funds required to successfully complete your project. Funding will only be considered for applications that are financially viable.

Project Promotion

How will Council's support of your project be promoted in the community?

- Social media Newsletter Signage Radio
- Flyer / brochure Poster Media release / press advertising
- Other (please specify): _____

Application Checklist

Prior to submitting, please ensure all boxes below are ticked (if applicable).

- Ensured club / organisation and project is eligible to apply
- Nominated for correct grant category
- Completed all sections of this application form
- Attached details of other income contributions identified in the budget
- Attached quotes for contractors, materials, equipment hire / purchase in the budget
- Attached a copy of Insurance Certificate / Certificate of Currency

Privacy Statement

The District Council of Grant is collecting personal information from you for the purpose of assisting the determination process of your application. This information is required by law and failure to provide the information may lead to rejection or delays with your application.

At any time you have the right to assess, view or correct the personal information that you have provided.

Please also note that information supplied on this document may be required to be accessed under information under the Freedom of Information Act 1991.

Declaration

The declaration must be read and signed by an authorised representative from your club / organisation.

By submitting this application, I certify that, to the best of my knowledge, the statements made in the is application are true and correct. I also certify that this application for funding has been approved by the Committee of Working Group of the organistion on behalf in which this application had been submitted or auspiced.

Date of meeting when this application was approved by your Club / organisation:

Name of person authorised to submit this application: _____

Position of authorised person within your club / organisation: _____

Signature: _____

Only complete below if this application is being auspiced

Name of auspicing incorporated organisation: _____

Name of person, from the incorporated organisation, who has agreed to the submission of this application: _____

Phone number: _____

Email: _____

Thank you for completing the District Council of Grant's 2025-2026 Round One Community Grants Scheme application form.

Applications can be returned via:

- Council's Principal Office at 324 Commercial Street West, Mount Gambier
- Your Say DCG (yoursaydcg.com.au/community-grants-scheme-round-one)
- Email to info@dcgrant.sa.gov.au

Applications close at 5:00pm Monday 10 November 2025. Artists will be contacted directly to be advised on the outcome.

Please contact District Council of Grant's Communications and Active Living Officer Renee Henke on (08) 8721 0412 or renee.henke@dcgrant.sa.gov.au if you have any questions or require support.

Attachment 3: 2025-2026 Grant Acquittal Form



Thank you for completing the District Council of Grant's 2025-2026 Round One Community Grants Scheme acquittal form.

Acquittals can be returned via:

- Council's Principal Office at 324 Commercial Street West, Mount Gambier
- Your Say DCG (yoursaydcg.com.au/community-grants-scheme-round-one)
- Email to info@dcgrant.sa.gov.au

Acquittals must be completed by Friday 29 May 2026.

Please contact District Council of Grant's Communications and Active Living Officer Renee Henke on (08) 8721 0412 or renee.henke@dcgrant.sa.gov.au if you have any questions or require support.

Contact Us

Principal Office: 324 Commercial Street West
PO Box 724
MOUNT GAMBIER SA 5290

Tel: 08 8721 0444

Email: info@dcgrant.sa.gov.au

Website: www.dcgrant.sa.gov.au
yoursaydcg.com.au

Facebook: www.facebook.com/GrantDistCouncil/

Instagram: www.instagram.com/districtcouncilofgrant/

