

Community Support and Grant Program – Financial Support Guidelines

1. Purpose

- 1.1. Council's Financial Support category provides a mechanism to offer seed funding to eligible community organisations to establish and trial new services, programs, or initiatives that respond to identified community needs within the City of Playford.
- 1.2. This support category aims to enable organisations to test and develop sustainable service models, attract future funding, and improve access to services for Playford residents where service gaps currently exist. Priority is given to innovative proposals that introduce new or expanded service delivery, rather than ongoing operational funding for existing services or activities.
- 1.3. The purpose of these Guidelines is to establish consistent criteria to ensure the allocation of funding under the Financial Support category is fair, accessible, and responsive to community needs, and to clearly outline the assessment criteria used to evaluate applications.

2. Application process

- 2.1. The Financial Support category is generally open for applications once per financial year.
- 2.2. Expressions of Interest (EOIs) will be advertised on Council's website when funding is available.
- 2.3. Organisations are encouraged to join Council's grants mailing list to receive notifications of funding opportunities.
- 2.4. Applications must be submitted through the online application form, available on Council's website. Alternative submission arrangements may be available following discussion with Council's Grants Officer.
- 2.5. The following documentation must be submitted with an application:
 - evidence of not-for-profit, incorporated or charity status
 - financial statements for the two (2) most recent financial years (either audited financial statements, certified financial statements, or Treasurer's Reports accompanied by Annual General Meeting (AGM) minutes
 - a current Certificate of Currency for public liability insurance, and
 - quotes for expenditure included within the project budget. Applications will be assessed by a Grant Assessment Panel comprising Council staff against the weighted criteria and relevant Council policies, procedures, and guidelines.

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- 2.6. Applications will be assessed by an Assessment Panel of Council staff against weighted criteria and relevant Council policies, procedures and guidelines.
- 2.7. The Assessment Panel will make a recommendation, with the final decision regarding successful applications determined by Council at an Ordinary Council meeting.
- 2.8. Applicants are strongly encouraged to contact Council's Grants Officer before submitting an application to discuss eligibility requirements and the proposed project. The Grants Officer can provide guidance and advice on applications prior to the closing date of the EOI process.
- 2.9. Applications that do not include all required information and supporting documentation will be considered incomplete and will be ineligible for funding.
- 2.10. One application per organisation will be accepted in each funding round. Where multiple applications are submitted, only the earliest submitted application will be assessed.

3. Funding

- 3.1. A new funding pool will be available annually, with funding able to be provided for a maximum period of three (3) years.
- 3.2. Applications may apply for up to the total funding available within the annual funding pool; however Council aims to support as many eligible projects as possible within available resources.
- 3.3. Funding in this category is highly competitive, meeting the eligibility and priority criteria does not guarantee funding.
- 3.4. The grant amount awarded to a successful applicant may differ from the amount requested. The level of funding awarded may vary depending on the proposed expenditure. Priority will be given to costs that directly support service delivery or program outcomes, such as equipment, materials, and project-specific expenses. Lower contributions may be provided towards operational costs, including rent, utilities and capital expenditure, where a co-contribution is expected.
- 3.5. At the conclusion of the funding period, organisations may submit a new application through a future EOI process. Existing funding recipients may receive consideration under the assessment criteria where they can demonstrate positive community outcomes and effective use of Council funding; however, ongoing funding is not guaranteed beyond the approved funding agreement.

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4. Criteria

4.1. Eligibility

To be eligible for the Financial Support category, applicants must be able to demonstrate that they:

- ✓ operate as a not-for-profit organisation, incorporated association or registered charity. In some circumstances, applicants may demonstrate that their activities are undertaken for purposes equivalent to those of a not-for-profit organisation;
- ✓ hold current public liability insurance appropriate to the proposed project activities;
- ✓ comply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices, and relevant procedures;
 - child safety requirements, including child-safe policies and clearances where applicable; and
 - food safety requirements, including appropriate training and practices where food is prepared or served.
- ✓ contribute at least 50% of the total project cost through cash and/or in-kind contributions from the applicant or other sources;
- ✓ maintain open membership or participation arrangements, with any fees reflecting the reasonable costs of delivering the activity;
- ✓ do not receive revenue from gaming machines;
- ✓ have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council;
- ✓ are seeking funding to deliver a new or expanded service within the City of Playford that improves access to services where gaps currently exist;
- ✓ are not currently receiving funding under the Financial Support category;
- ✓ have a sustainability plan that demonstrates how the service or initiative will continue beyond the funded period;
- ✓ are not seeking funding for:
 - subsidised or waived rent within a Council-owned facility;

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- infrastructure or works within a Council-owned facility that are the responsibility of Council as the facility owner;
- alcohol and tobacco; and
- intrastate, interstate and international travel expenses, including airfares and accommodation.

4.2. Priorities

Priority will be given to proposals that demonstrate:

- Innovation through the introduction of new or expanded service delivery.
- Alignment with Council's strategic directions, identified community needs, and positive outcomes for City of Playford residents.
- A financially viable project supported by a clear budget, demonstrated value for money, and applicant cash and/or in-kind contributions.
- Established relationships with local residents, community groups, or service providers, together with a willingness to work collaboratively.
- That Council funding will be directed primarily towards service delivery or program outcomes rather than organisational operations or a capital expenditure.
- An identified gap in local service provision and a clear response to that need.
- A sustainability plan demonstrating long-term viability beyond the funded period.
- Limited or no funding received from other levels of Government.

4.3. Assessment Criteria

Expressions of Interest will be assessed against the following weighted criteria:

Community Benefit and Local Impact The extent to which the proposal delivers meaningful and measurable community outcomes.	• Alignment with Council's strategic priorities, including those identified in the Strategic Plan, Community Vision and Social Services and Infrastructure Strategy. • Evidence that a significant proportion of participants accessing the service reside within the City of Playford.	30%
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	• Demonstrated positive impact on community health, wellbeing, and/or social connection with measurable outcomes identified. • Identification of a current or emerging gap in local service provision and how the proposal responds to that need. • Inclusive opportunities for participation by diverse community members.	
Project Viability The extent to which the project is financially realistic and supported by the organisation.	• A clear, realistic, and detailed budget. • Demonstrated value for money. • Evidence of financial contribution from the applicant and/or other sources. • A sustainability plan demonstrating viability beyond the funded period.	30%
Community Connections, Partnerships and Collaboration The organisation's level of community integration and collaborative practices.	• Existing relationships with local residents, community groups, or service providers. • Partnerships and networks that strengthen service delivery and community outcomes. • Willingness to collaborate with other organisations where appropriate.	15%
Governance The organisation's governance capability and capacity to manage financial and operational responsibilities.	• Clear organisational purpose and objectives. • Demonstrated experience delivering similar projects or services. • Evidence of appropriate governance structures, management practices, and compliance. • Evidence of ongoing organisation financial sustainability both during and beyond the project.	10%
<i>In an expression of interest process for financial support, the below additional weighting can be considered for an organisation already receiving financial support should they wish to re-apply.</i>		

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Existing Council Support and Performance Applicable to organisations currently receiving funding under the Financial Support category.	• Evidence of meeting identified community needs and achieving stated outcomes during the funding period. • A demonstrated ongoing community value and continued need for the services delivered.	15%
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5. Auspicing arrangements

- 5.1. An auspice arrangement is required where an applicant is not incorporated, has not been audited, or cannot provide a recent audited or certified financial statement, or AGM minutes accompanied by a Treasurer's Report.
- 5.2. The auspice organisation must be an incorporated body that agrees to assume legal and financial responsibility for any grant funds received. The auspice organisation is also responsible for acquitting the grant and managing the grant funds on behalf of the applicant.
- 5.3. The auspice organisation must complete the relevant section of the application form and sign an agreement confirming the grant funds will be used for the approved purpose prior to submission.
- 5.4. Council is unable to source an auspice organisation on behalf of applicants.

6. Acknowledgement of outcome

- 6.1. Applicants will be advised of the outcome within one week of Council's resolution.
- 6.2. Successful applicants, or their auspice organisation, will be required to submit a valid tax invoice that includes:
 - the date of issue
 - addressed to: City of Playford, 12 Bishopstone Road, Davoren Park SA 5113
 - the organisation name and postal address
 - the organisation's ABN
 - a description of the grant, for example 'Community Development Grant 2026'
 - the total amount payable, including whether GST applies.

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- 6.3. Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer.
- 6.4. The City of Playford must be acknowledged as a funding partner on all promotional and publicity material associated with the funded project, activity, or event.
- 6.5. Successful applicants will be provided with Council's logo and Brand Guidelines to support appropriate acknowledgement.

7. Acquittal and reporting

- 7.1. Recipients under the Financial Support category must:
 - Submit an annual outcomes report outlining how funded activities have contributed to positive community outcomes.
 - Submit an annual funding acquittal.
 - Expend the funding in accordance with the approved proposal. Any proposed changes to the approved project must receive prior written approval from Council. Any unspent funds must be returned to Council at the conclusion of the funding period unless approval has been granted to redirect the funds to an approved related purpose.
 - Provide supporting documentation, including receipts and other evidence demonstrating that funding was used for its approved purpose. Supporting material may include photographs, promotional material, reports, or other evidence of projected delivery.
- 7.2. Failure to submit required acquittals and reports in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support.

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