

Community Support and Grant Program – Community Development Grant Guidelines

1. Purpose

- 1.1. Council's Community Development Grant category provides financial support to community organisations, local groups and associations to deliver projects, activities, and events that are open, inclusive, and accessible to the wider community.
- 1.2. This support category aims to enable initiatives that:
 - create new opportunities for the Playford community to participate in local community life, celebrate diversity and strengthen neighbourhood connections;
 - encourage and support arts, cultural festivals, reconciliation activities, physical activity, health and wellbeing;
 - support community-led development by enabling organisations to design and deliver initiatives that strengthen local capacity, participation, and wellbeing
 - demonstrate collaboration between organisations and the local community to maximise community benefit, and/or
 - develop and deliver locally based events, exhibitions and performances that raise the profile of the City of Playford and contribute positively to community and cultural life.
- 1.3. This category is not intended to fund activities that primarily benefit existing members of a community group. Such activities should be submitted under the Community Group Support Grant category.
- 1.4. The purpose of these Guidelines is to establish consistent criteria to ensure the allocation of funding under the Community Development Grant 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. Two (2) funding rounds are offered each 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.

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playford@playford.sa.gov.au
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- 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, or a confirmation letter from auspice organisation.
 - A copy of the most recent 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.
 - Quotes for expenditure included within the project budget.
- 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, activity or event. The Grants Officer can provide guidance and advice on applications prior to the closing date of the funding round.
- 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. Applications for funding of up to \$5,000 (excluding GST) may be submitted.
- 3.2. Council will endeavour to support as many eligible proposals as possible within the available budget.
- 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.

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- 3.5. Organisations may receive funding through this category every second year. For example, an organisation funded in Round 1 of 2026 would be eligible to apply in Round 1 of 2028. This approach encourages organisations to pursue alternative sources of financial sustainability while creating opportunities for new projects, activities, and events.
- 3.6. Grant funding approved by Council does not imply any ongoing funding commitment or obligation.

4. Criteria

4.1. Eligibility

4.1.1 To be eligible for Community Development Grant category, applicants must demonstrate that they:

- ✓ Operate as a not-for-profit organisation, incorporated association or registered charity. Alternatively, applicants may demonstrate that they are auspiced by an incorporated organisation that will assume legal and financial responsibility for any grant funds received.
- ✓ Hold current public liability insurance appropriate for the proposed project, activity or event.
- ✓ 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.
- ✓ Propose a project, activity or event that is open and accessible to the broader community and does not solely benefit existing members of an organisation, including organisational anniversaries, or equipment solely for use of current members.
- ✓ Involve the local community in the development and delivery of the proposed project, activity or event, including residents, community groups, organisation, businesses or other local stakeholders.
- ✓ Be based within the City of Playford, or deliver the proposed project, activity or event within the City of Playford boundary.
- ✓ Demonstrate limited capacity to raise funds.

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- ✓ Not receive significant ongoing funding from State or Federal Government sources.
- ✓ Maintain a high volunteer-to-paid-staff ratio.
- ✓ Demonstrate an organisational contribution equivalent to the grant request through cash, volunteer labour, materials or other in-kind support.
- ✓ Demonstrate the capability, capacity and relevant experience required to successfully deliver the proposed initiative.

4.1.2 Applicants must also:

- Not have received a Community Development Grant within the previous two (2) years.
- Not have received funding for the same project, activity or event through the Program and Event Support category.
- 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.

4.2. Ineligible activities and expenditure

4.2.1 Funding will not be provided for:

- Projects, activities or events held outside the City of Playford boundary.
- Projects, activities or events that are not open to, or do not provide benefit for, the wider community.
- Organisational operating expenses, including utilities, rent or ongoing salaries.
- Infrastructure, maintenance, repairs or works where responsibility lies with another party, including private owners, Council, State Government or Federal Government agencies.
- Gift vouchers, raffle prizes or items intended for donation to third parties.
- Sponsorship or fundraising activities.
- Alcohol or tobacco products.
- Intrastate, interstate or international travel expenses, including airfares and accommodation.
- Academic research projects or conference attendance costs.

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- Upgrades to privately owned buildings or minor capital works, including fencing, air conditioning or fixed structures.
- The purchase of vehicles.
- Costs already incurred prior to funding approval.

4.3. Priorities

4.3.1 Priority will be given to proposals that demonstrate:

- New projects, activities, or events that encourage residents to participate in their local community and strengthen neighbourhood connections.
- A response to identified community needs, gaps, or local priorities.
- Support for community groups and organisations and encouragement of volunteering.
- Partnerships that contribute to a safe and connected community.
- Significant community benefit and increased community vitality within the City of Playford.
- Positive promotion of Playford to residents, visitors and the broader community.
- Financial sustainability beyond the funding period.
- Inclusive responses that meet the needs of isolated or marginalised groups.
- Opportunities for community involvement and participation through free or low- activities.
- A demonstrated capacity to successfully deliver projects, activities and events.
- A strong connection to the City of Playford.
- Limited or no support through Council's Community Support and Grant Program.

4.4 Assessment criteria

4.4.1 Applications will be assessed against the following weighted criteria.

Community Benefit & Participation Demonstrates strong benefit and	• Clear public benefit and positive impact on the Playford community.	40%
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engagement for the broader community.	- Activities are open and accessible to a wide range of participants. - Encourages community participation, connection, and neighbourhood involvement. - Supports community-led development and strengthens local capacity. - Inclusive opportunities for participation by diverse community members.	
Alignment with Priorities and Local Need Demonstrates relevance and alignment to Council priorities and community needs.	- Responds to an identified community need, gap, or local priority. - Aligns with the purpose and priorities of the Community Development Grant category. - Provides new or innovative opportunities for the community. - Contributes to vibrancy, cultural life, and a positive image of Playford.	25%
Project Planning, Feasibility & Value for Money Demonstrates the project is well planned and achievable.	- Clear and realistic project plan and timeline. - Budget is appropriate, detailed, and represents value for money. - Evidence of financial sustainability.	20%
Partnerships and Organisational Capacity Demonstrates collaboration and ability to deliver.	- Evidence of partnerships or collaboration with other organisations or the community. - Demonstrated track record of delivering similar projects.	15%

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	• Evidence of appropriate governance structures, management practices, and compliance. • Organisation is based in or strongly connected to the City of Playford. • Consideration given to groups with limited or no previous Council funding.	
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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 of Community Development Grant funding must:
 - Submit an outcomes report and acquittal within 12 months of funding approval.
 - Expend grant funds in accordance with the approved application. Any proposed changes to the funded activity must receive prior approval from Council. Unspent funds must be returned to Council unless written approval has been provided to redirect those funds to an approved related purpose.
 - Provide supporting documentation, including receipts and evidence demonstrating how the grant funds were spent, together with photographs, promotional material, or other information supporting the outcomes achieved.
- 7.2 Failure to submit an acquittal and outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support.

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