

Community Support and Grant Program – Community Group Support Grants Guidelines

1. Purpose

- 1.1 Council's Community Group Support Grant category provides funding to support community groups to strengthen and enhance their programs, activities and events.
- 1.2 This support category aims to build organisational capacity and increase participation opportunities within community groups by supporting small-scale projects, activities, and equipment purchases that primarily benefit existing members of the organisation.
- 1.3 Funding is intended to support initiatives that deliver a clear benefit to members and contribute to the sustainability, growth, and effectiveness of community organisations, rather than activities that are open to the broader community.
- 1.4 The purpose of these Guidelines is to establish consistent criteria to ensure the allocation of funding under the Community Group Support 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 Applications may be submitted throughout the year and will be assessed in the order they are received, subject to available funding.
- 2.2 Applications must be submitted using the application form available on Council's website. Alternative submission arrangements may be available following discussion with Council's Grants Officer.
- 2.3 The following documentation must be submitted with an application:
 - evidence of not-for-profit, incorporated, or charity status, or a confirmation letter from an auspice organisation
 - a copy of the most recent audited financial statements, certified financial statements, or Treasurer's Report accompanied by Annual General Meeting (AGM) minutes, and
 - quotes for expenditure included within the project budget.
- 2.4 Applications will be assessed by a Grant Assessment Panel comprising Council staff against eligibility and priority criteria outlined within these Guidelines.
- 2.5 Applications that do not include all required information and supporting documentation will be considered incomplete and will be ineligible for funding.

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3. Funding

3.1 Equipment Grant

3.1.1 Funding of up to \$1,000 (excluding GST) is available per organisation for the purchase of equipment that supports an existing project, program, or activity.

3.1.2 Examples of eligible equipment may include:

- Sporting, recreation, or activity equipment, such as balls, nets, mats, fitness equipment, or gym equipment.
- Arts, cultural, or activity equipment, such as musical instruments or art supplies.
- Storage or operational items directly linked to activities, such as shelving, refrigerators, marquees or first aid equipment.
- Technological equipment that directly benefits members, such as a printer used to produce program materials or an iPad used within programs and activities.

3.2 Community Group Project Grant

3.2.1 Funding of up to \$2,000 (excluding GST) is available per organisation for projects that increase opportunities for existing members through new projects, programs, activities or events.

3.2.2 Examples of eligible projects may include:

- Delivery of a new program, workshop, or short-term course for members.
- Development of a new initiative that increases participation within the organisation.
- Volunteer training and skill development activities.
- Member-focused events or activities, such as club development days, internal competitions or anniversary events.

3.2.3 Council will endeavour to support as many eligible applications as possible within the available budget. As this funding category is highly competitive, meeting the eligibility and priority criteria does not guarantee funding.

3.2.4 The grant amount awarded to a successful applicant may differ from the amount requested.

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3.2.5 Community Group Support Grants are available to an organisation every second year. For example, an organisation funded through either the Equipment Grant or Community Group Project Grant in January 2026 would next be eligible to apply in January 2028.

3.2.6 Funding is limited and subject to annual budget allocation.

3.2.7 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 the Community Group Support 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.
- Be based within the City of Playford, or deliver the proposed project, activity, or event within the Playford City Council. Priority will be given to organisations located within the City of Playford.
- 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 standards, including appropriate training and practices where food is prepared or served.
- Demonstrate limited capacity to raise funds.
- Do not receive significant ongoing funding from State or Federal Government sources.
- Maintain a high volunteer-to-paid staff ratio.
- Demonstrate the organisational and financial capacity required to successfully deliver the proposed initiative.

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- Have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports, or unresolved debts to Council.
- Do not receive revenue from gaming machines.
- Have not received an Equipment Grant or Community Group Project Grant within the previous two (2) years.
- Have not received Council Program and Event Support funding for the same project or event.

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.
- Organisational operating expenses, including utilities, rent, or ongoing salaries.
- Technology or software that does not directly benefit current community members.
- 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 and tobacco products.
- Intrastate, interstate, or international travel expenses including airfares and accommodation.
- Academic research or conference attendance costs.
- Upgrades to privately owned buildings or minor capital works, including fencing, air conditioning, or fixed structures.
- The purchase of vehicles.
- Costs incurred prior to funding approval.

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4.3 Priorities

4.3.1 Priority will be given to proposals that demonstrate:

- A clear benefit to members of the community group.
- Strengthened organisational capacity, including the ability to grow, improve or sustain activities.
- Promotion of health, social, recreational and participation outcomes.
- Value for money.
- Consideration of access, inclusion, equality, and diversity principles.
- Opportunities for participation through free or low-cost activities and events.
- The organisational and financial capacity required to successfully deliver the proposed initiative.

5. Auspicing arrangements

- 5.1 An auspice 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 Funding decisions remain at the discretion of Council.
- 6.2 Applicants will be advised of the outcome within four (4) weeks of Council receiving a complete application.

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- 6.3 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 Group Support Grant 2026', and
 - the total amount payable, including whether GST applies.
- 6.4 Failure to provide the required information within a reasonable timeframe may result in Council withdrawing the funding offer.
- 6.5 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.
- 6.6 Successful applicants will be provided with Council's logo and Brand Guidelines to support appropriate acknowledgement.

7. Acquittal and evaluation of grants

- 7.1 Recipients of the Community Support Grant funding must:
- Submit an outcomes report and acquittal within six (6) months of funding approval.
 - Expend grant funds in accordance with the approved application. Any proposed changes to the funding activity must receive prior approval from Council. Unspent funds must be returned to Council unless written approval has been provided to redirect 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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