



CITY OF  
Port Adelaide Enfield

# INDIVIDUAL GRANTS *guidelines*

# About the Individual Grants

The City of Port Adelaide Enfield is committed to creating 'A city that values its diverse community and embraces change through innovation, resilience and community leadership' (City Plan 2030).

Through our Individual Grants Program we aim to support residents to undertake activities that provide opportunities to enhance the health, wellbeing and quality of life for the Port Adelaide Enfield community. We want to build a community which is engaged, resilient and/or supports future leaders thereby fostering stronger community connections. Council is committed to investing in our residents and we are looking to ensure that the City of Port Adelaide Enfield is a place our residents love to be.

The Individual Grant Guidelines provides key information on the Individual Grants available to Port Adelaide Enfield Residents.

## What activities are eligible for funding?

If you are a resident of Port Adelaide Enfield you can apply for an Individual Grant to assist you to participate in significant activities or opportunities. The opportunity should support your participation in a significant personal growth or personal development opportunity where you have been selected, recommended, chosen for or demonstrated a particular talent in.

Some examples of eligible activities include the following but are not limited to:

- Participation in a national or international level competition;
- Participation in Youth Parliament;
- Participation in Youth Adventure Day Sails;
- Participation in a unique art festival, exhibition or competition for an emerging artist;
- Participation in workshops or conferences that will develop the artist's skills to deliver community benefit outcomes.



# What funding is available?

Total funding pool of approximately \$163,000 across all Community & Individual Grants*				
Category of Funding	Rounds	Maximum amount per application	Length of Funding Agreement	Key dates
Individual Grants	Open all year and assessed as they are received	Up to \$200 per 12 month period	Applicants choose \$200 over 12 months OR \$400 over 24 months	4 week assessment turnaround

\*Financial year funding subject to Council budget. All grants are subject to availability of funds and eligibility requirements

## Am I eligible to apply?

### Eligible Applicants

Individual Grants	Yes	No
Not-for-profit organisation or incorporated group		x
Unincorporated bodies		x
Profit making organisations including commercial entities, businesses and sole traders		x
Individuals who do not reside in Port Adelaide Enfield		x
Individuals –who reside in Port Adelaide Enfield	✓	
Individuals with outstanding debts or arrears to the City of Port Adelaide Enfield		x
Individuals that have not provided a satisfactory Evaluation/Acquittal form for any previous funding received from Council		x
Individuals that have already received funds from Council under the Grants & Sponsorships Policy in the previous 12 months		x

# Things to remember

- Applications will be prioritised in order of submission date/time. No further applications will be approved should budget allocation be fully expended prior to the end of the financial year.
- Applicants are required to demonstrate their personal contribution. The letter outlining the reason for selection or recommendation of the activity should demonstrate this. For example, selection in a national team demonstrates commitment of time and physical dedication to achieving selection.
- Applicants must fit within the grant program's eligibility criteria as outlined in this document and will be allocated according to budget availability.
- Applications are expected to be submitted at least four weeks prior to the activity commencing. Consideration will be given to an application not within this timeframe however there must be sufficient time for processing prior to the activity. Four weeks is usually the time it takes to process applications.
- Grant requests are required to be submitted through our online application form. You will need an email address to access the online program. If this is a problem we can help. Support can be provided by Council's Funding and Partnerships Officer.
- Applicants need to provide a selection letter or other verification from the governing body confirming their selection to the activity.
- The applicant must demonstrate how this opportunity is an extracurricular activity (outside primary, secondary or tertiary education).
- The funded opportunity must be delivered by an incorporated body.
- It is the responsibility of you the applicant to ensure you comply with all Australian Tax Office (ATO) requirements in relation to receiving grant funding. Sole Traders and/or Small Businesses may attract additional ATO requirements. Council can provide advice to support you with such matters.

# What is ineligible for funding?

- Activities that have already been completed.
- Applications where the applicant, at the time of their application, is in arrears in the payment of any rates, fees or charges due to the City of Port Adelaide Enfield.
- Activities related to ongoing work/career development.
- Applicants own artistic fees.

# What is the application process?

We accept Individual Grant applications via Council's online grant management system at any time throughout the year. Applications are assessed by as they are received. We prioritise applications against their eligibility, assessment criteria and availability of funds. We will notify you of the outcome approximately four weeks following submission of your application. Please ensure you submit your application at least four weeks prior to the activity so that we are able to process it in time.

# How do I apply?

We provide an online application tool to help you prepare and submit your application. It's called SmartyGrants and it's available via <https://cityofpae.smartygrants.com.au> SmartyGrants allows users to work on their application progressively and securely. If you're a new user, you will need to start by registering a new user account at the above address. You will need an email address that you have regular access to, and all written notifications relating to your application will be provided via email.

Once registered and logged in you will be redirected to the "Before you Begin" page, which will have important information that will help you through the process of submitting an online grant application. Please read this, and then select "Fill Out Now" button located at the top of the page. This will take you to the application form where you can commence your application.

Prior to preparing your application you are encouraged to discuss your application with Council's Funding & Partnerships Officer.



# Where can I access computers and Wi-Fi?

We have four libraries within Port Adelaide Enfield and all offer access to personal computers and scanners for library members, which can be booked through Council's Library website [www.portenf.sa.gov.au/library](http://www.portenf.sa.gov.au/library) . Library membership is free and members of a library elsewhere can access the facilities if they do not have outstanding library charges over \$30. Free Wi-Fi is also available for people bringing their own laptop or smart device. The libraries also offer photocopiers which have can scan documents to a USB, as well as regular copying services.

## Library Locations:

### Enfield Library

1 Kensington Crescent Enfield  
Ph.: 8405 6530

### Greenacres Library

2 Fosters Road Greenacres  
Ph.: 8405 6540

### Port Adelaide Library

2-4 Church Street Port Adelaide  
Ph.: 8405 6580

### Semaphore Library

14 Semaphore Road Semaphore  
Ph.: 8405 6570

## Evaluation

On the Individual Grant application form we ask for some details about applicants so that we are able to evaluate where our grant monies are benefitting our community. Your responses will not affect the outcome of your grant application and will be kept confidential.

# Who can I talk to?

### Mr. [Name]

[Address]  
[Phone]  
[Email]

### Ms. [Name]

[Address]  
[Phone]  
[Email]

[Address]  
[Phone]  
[Email]

# Definitions

<b>Be Active</b>	Physical activity does not need to be particularly energetic to be of benefit to wellbeing. This is about encouraging residents to do what you can and enjoy what you do.
<b>Community Development</b>	The process where the community comes together to take collective action and generate community initiated solutions to key issues of concern. Community Development aims to improve community wellbeing and provide by focusing on the Community theme within the City of Port Adelaide Enfield's City Plan.
<b>Community Benefit</b>	Generates an outcome for the City of Port Adelaide Enfield Community where financial contributions are measured in terms of social return on investment. Projects delivering a community benefit should provide opportunities that will improve and/or promote health and healing as a response to community needs and issues of concern utilising community development.
<b>Connect</b>	Strong social relationships are supportive, encouraging, and meaningful. The wellbeing of individuals is important to foster relationships with others as it is strongly linked to the wellbeing of communities.
<b>Donation</b>	A donation is a voluntary, freely given financial payment that is often charitable in nature that meets the City of Port Adelaide Enfield's strategic goals and objectives. There are generally no formal conditions or reporting measures placed on recipients other than that the funds are expended within the intent that they are given.
<b>Give</b>	Giving is more than just the sharing of material things with others. It is about cultivating a spirit of generosity and promoting active participation in social and community life
<b>Grant</b>	A grant is a payment made by Council to an independent organisation or individual for a specific purpose or project that demonstrates community benefit and assists in meeting the City of Port Adelaide Enfield's strategic goals and objectives. Grants are subject to an application process and generally are distributed among a range of individuals, organisations or groups.
<b>Incorporated body</b>	An incorporated body (or association) is a legal entity separate from its individual members and can hold property, borrow money, enter into contracts, sue and be sued
<b>Keep Learning</b>	Learning, remaining curious and setting goals is important for all ages by embracing new experiences. Learning is more than just an activity for formal education.
<b>Personal Contribution</b>	A contribution is an investment by the applicant demonstrating their commitment and contribution towards participating in the activity or opportunity.
<b>Sponsorship</b>	Sponsorship is provided in exchange for a negotiated mutual benefit that meets the City of Port Adelaide Enfield strategic goals and objectives. A sponsorship can be of a financial or non-financial nature.
<b>Take Notice</b>	Develop skills that increase awareness of what is immediately happening. This relates to having mindfulness and can include gratitude, forgiveness, reflection and the development of meaning



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