Equipment Grant

Information Sheet



PORT ADELAIDE ENFIELD

Equipment Grant

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The Equipment Grant Program assists eligible organisations to **purchase urgent or necessary equipment.**



What is an equipment grant?

The Equipment Grant Program assists eligible organisations to purchase urgent or necessary equipment that they require in order to deliver services, activities or supports to the PAE Community.

Who is eligible?

Not-for-profit organisations, incorporated groups, or social enterprises are eligible to apply.

How much can you apply for?

Eligible applicants can apply for grants of up to $2,000 for equipment that supports the program aim.

Timeframes and Assessment

Applications are open all year long until the yearly budget allocation is exhausted. Applications are assessed as they are received. If the application meets all of the eligibility criteria (see 'Who is eligible?') it will proceed to the assessment stage where we will evaluate against the criteria below. We aim to ensure that successful applications achieve a score of 60% or more. If your application fails to meet that score, we will discuss it with you and provide feedback on what you need to improve.

Both the eligibility and assessment stages are undertaken by City of PAE staff. The decision to award a grant will be made by City of PAE staff with appropriate delegations. We aim to notify you within four weeks of the date of submission. All correspondence relating to an application will be made by email to the lead applicant.

Successful applicants need to spend the grant funds within 3 months from the date of their grant approval. Grants must be acquitted within 4 weeks of purchasing the equipment.

No.	Assessment Criteria	Weighting
1	Demonstrates that the purchase is urgent or necessary	50%
2	Demonstrates the community health and wellbeing benefit and/or impact of the purchase	30%
3	Demonstrates reasonable and proportional contribution (can be in kind, material or financial)	20%
Total		100%

What else do you need to know?

Applicants who have received funding in the previous 12 months are unlikely to receive funding.

You will need to acknowledge Council's grant in any publications or publicity.

Requests for sport related equipment (eg balls, goals, uniforms, sport trainer supplies etc) should be made through Council's Sport and Recreation Grant programs.

Sporting clubs are able to apply for non-sport related purchases (eg fridges, marquees, bbq etc) through the Equipment Grant program.

Grants will not be provided for/to:

- State or Federal Government Departments and services, with the exception of schools, children's centres or others applying for funding where the application falls outside their core activities and will benefit the broader PAE community
- Individuals
- Profit making organisations including commercial entities, businesses and sole traders
- Applicants with outstanding debts such as rates, fees or charges to the City of PAE
- Applicants where an Evaluation/ Acquittal report to the City of PAE is overdue or unsatisfactory
- Retrospective payments (including where the purchase occurred prior to the assessment)
- Fundraising activities
- Budget deficit payments

Change of Scope

Any changes to the scope of the project or purchase under the funding agreement must be re-submitted to the City of PAE for assessment. The same criteria will apply to the re-submitted application, and the assessment process may take up to two weeks from the date of submission. While the City of PAE strives to fast track the review of re-submitted applications to minimise business disruption, it is essential that applicants discuss the rationale for the scope change with City of PAE staff before spending any awarded funds.

How to apply.

We provide an online application tool for you to prepare and submit your application:

It's available from our website, just visit **cityofpae.sa.gov.au** and search:

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You are strongly encouraged to contact our Grants Team to discuss your activation prior to submitting an application.

grants@cityofpae.sa.gov.au **8405 6600**

