Quick Response Grant
Guidelines

The Quick Response Grants Program **enhances community wellbeing** by responding to emerging or unexpected needs or opportunities that require a small amount of funding.

What is a Quick Response Grant?

The Quick Response Grant program aims to support community groups with emerging or unexpected needs and opportunities that will make a positive difference to the PAE community at a local level.

How much can you apply for?

Eligible applicants can apply for up to $500 for activities that support the program aim.

Who is eligible for a grant?

Eligible applicants include not-for-profit organisations, incorporated groups, social enterprises or unincorporated groups where an individual is willing to accept liability for the grant and its acquittal.

CITY OF
Port Adelaide Enfield

How will my application be assessed?

If the application meets all of the eligibility criteria (see section 'Who is eligible?') it will proceed to the assessment stage where we will evaluate against the criteria below.

No.	Assessment Criteria	Weighting
1	Demonstrates that the funding is required for an unexpected or unforseen need or opportunity	50%
2	Demonstrates the community wellbeing benefit and/or impact	30%
3	Demonstrates reasonable and proportional contribution (can be in kind, material or financial)	20%
Total		**100%**

Eligibility and assessment stages are undertaken by Council staff. The decision to award a grant will be made by staff with appropriate delegations.

Timeframes

Quick Response Grants are open all year until funds have been exhausted. Applications are assessed as they are received. We aim to notify you within two weeks from when you submit. Successful applicants need to spend the grant funds within 6 months from the date of their grant approval. Grants must be acquitted within 4 weeks of the completion of the project or activity.

What else do you need to know?

- Applications that can reasonably be funded by another PAE grant program are unlikely to be funded as a Quick Response Grant.
- Multiple applications will be considered where each proposal relates to a separate and distinct project and meets all the criteria for funding.
- You will need to acknowledge Council's grant in any publications or publicity.
- Applicants who have received funding in the previous 12 months are unlikely to receive funding.

Grants will not be provided for:

- State or Federal Government Departments and services
- Individuals
- A profit making entity
- Applicants with gambling facilities
- Applicants with outstanding debts to the City of PAE
- Fundraising activities
- Applicants with an outstanding, overdue or unsatisfactory Evaluation/Acquittal report to the City of PAE
- Retrospective or budget deficit payments
- Costs associated with the running of the organisation (eg. salaries/utility bills)

How to Apply

We provide an online application tool to help you prepare and submit your application.

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

Quick Response Grant 🔍

You are strongly encouraged to contact our **Community Grants Officer** to discuss your proposed application.

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