

Equipment Grant Guidelines



Equipment grants assist 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.

How much can you apply for?

Grants of up to \$2,000 can be applied for.

Who is eligible for a grant?

Not-for-profit organisations, incorporated groups, or social enterprises are eligible to apply. Applicants who have received funding in the previous 12 months are unlikely to receive funding.



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.

Both the eligibility and assessment stages are undertaken by Council staff. The decision of awarding grants will be made by Council staff with appropriate delegations.

| 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% |

Timeframes

Applications are accepted all year until funds have been exhausted. Applications are assessed as they are received and we will aim to notify you within four weeks from when you submit. Successful applicants need to spend the grant funds within 6 months from the date of their grant approval. All successful grants are required to acquit within 4 weeks of purchasing the equipment.

What else do you need to know?

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:

- 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

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:

Equipment Grant



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

 grants@cityofpae.sa.gov.au
 8405 6600