

Individual Grant Guidelines



The Individual Grants Program supports residents of the City of PAE to participate in **personal development, leadership or competition opportunities** they have been selected, recommended, chosen for or demonstrated a particular talent in.

What activities are eligible?

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

- Participation in a national or international level sporting competition
- Participation in a festival, exhibition, competition or conference
- Participation in a youth development opportunity

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Who is eligible for a grant?

To be eligible you must:

- live in the City of PAE
- have been selected, chosen, recommended for or demonstrated a particular talent in the activity you are applying for funding for
- be aged 25 years or less and engaged in primary, secondary or tertiary education or;
- be eligible for a Health Care Card

Applicants who do not meet these criteria will be considered in exceptional circumstances only. If this applies to you, please contact our Community Grants Officer.

How much can I apply for?

You can receive a maximum of one grant per 12 month period.

Funding is capped as follows:

- \$200 for intra or interstate opportunities
- \$300 for international opportunities hosted in Australia
- \$400 for international opportunities overseas



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How will my application be assessed?

If the application meets the eligibility criteria (see section 'Who is eligible for a grant?') it will proceed to the assessment stage where we evaluate how the proposed activity will support your participation in a significant personal development, leadership or competition opportunity.

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

What else do you need to know?

- Applications are assessed as they are received and will be prioritised in order of submission date/time
- Applicants need to provide a selection letter or other verification from the governing body confirming their selection to the activity
- The funded opportunity must be delivered by a legal entity (eg. an incorporated body)

Grants will not be provided for:

- Activities that have already been completed
- Activities related to ongoing work/ career development
- Applicants own artistic fees
- Individuals who do not live in the City of PAE area
- Individuals who are employees of the City of PAE
- Individuals with outstanding debts or arrears to the City of Port Adelaide Enfield
- Applicants with an Evaluation/ Acquittal report to the City of PAE that is overdue or unsatisfactory
- Individuals that have already received funds from Council under the Grants, Sponsorships & Other Assistance Policy in the previous 12 months

Timeframes

Funding rounds are open all year until funds have been exhausted. Applications are assessed as they are received. We aim to notify you within 4 weeks of your application being submitted. You need to submit your application at least four weeks prior to the activity so that we can process it in time. Applications submitted less than four weeks in advance can only be considered in exceptional circumstances.

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:

Individual Grants



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

 grants@cityofpae.sa.gov.au
 8405 6600

