

Community Grant Guidelines



CITY OF
Port Adelaide Enfield

Community Grant Guidelines



Our Community Grant Program aims to **help local communities thrive** by building **community wellbeing, cohesion and capacity**.

We provide grants for projects, initiatives and activities that align with our City Plan and demonstrate that they are beneficial for the City of PAE community.

Applications that support one or more of the following program priorities will be highly considered:

- **Building Wellbeing** by contributing to one or more of the 'Seven ways to wellbeing' amongst individuals and/ or groups (see below)
- **Building Cohesion** by fostering social connection, a sense of belonging, intergenerational opportunities, cultural harmony or community safety
- **Building Capacity** by increasing participation, building the capacity of individuals or groups, increasing volunteering or undertaking community led projects/ activities

Seven Ways to Wellbeing

The Seven Ways to Wellbeing are behaviours that have been proven to be effective at building positive wellbeing.

- *Connect*
- *Keep Learning*
- *Take Notice*
- *Be Active*
- *Give Back*
- *Eat Well*
- *Sleep Well*

 cityofpae.sa.gov.au/community/our-community/health-and-wellbeing



Who is eligible for a grant?

- Eligible applicants need to be a not-for-profit organisation, incorporated group, legal entity with comparable status, or a social enterprise.
- Eligible applications must align with the grant program priorities.
- Applicants who have received funding in the previous 12 months are unlikely to receive funding.



How much can you apply for?

Eligible applicants can apply for up to \$7,500 for initiatives, activities or opportunities that support the program priorities.

How will my application be assessed?

The first stage is an eligibility check where we will consider your application against the eligibility criteria (see section 'Who is eligible for a grant?'). If your application meets all of the eligibility criteria it will proceed to the assessment stage where we will evaluate it against the criteria below. To receive funding applications must achieve a score of 60% or more. If your application fails to meet that score, don't worry, we will discuss it with you and provide feedback on what you need to improve.

As part of the assessment, we will consider the following:

- **Your evaluation plan** which will describe how you will know if you achieved what you set out to, what you learnt and what would you change for next time.
- What happens to the project/ initiative/ activity at the end of the grant period and how any benefits to the PAE community will be extended or maintained



No.	Assessment Criteria	Weighting
1	Extent to which the initiative will build wellbeing, cohesion or capacity within the PAE community.	30%
2	Clear evidence and/or reasons for why the initiative is important for the PAE community.	30%
3	Reasonable and proportional applicant and/or partner contribution (can be in kind, material or financial)	20%
4	Extent to which the applicant has demonstrated their capacity to deliver, with a clear plan – including participants, engagement, activities, resources and partners (if any), and sound evaluation.	20%
Total		100%

Please note that meeting the eligibility criteria or scoring more than 60% does not guarantee funding. The Community Grant Program is highly competitive with a budget limit.

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

Timeframes

There are two funding rounds per year with opening and closing dates listed on the website. Applications will be assessed twice a year in April and October. We aim to notify you within six weeks of the closing date. Successful applicants are required to spend the grant funds within 12 months of the date of their grant approval. Successful applicants are required to provide an evaluation report and financial acquittal within 2 months of project completion.



What else do you need to know?

Multiple applications may be considered from the same organisation where each proposal relates to a separate and distinct project and meets all of the criteria for funding. Applications will be considered using the assessment weighting, and priority will be given to the application with the highest assessment score.

Applicants can only be funded for a

project, initiative or activity which is similar to previous applications for a maximum of twice in a three-year period. The grant is not intended to support the continuous or ongoing delivery of a service, program or activity.

You will also be expected to acknowledge Council's grant in any publications or publicity.

We will not provide funding for:

- Programs, services or initiatives which significantly duplicate existing Council services or those provided by other organisations.
- Delivery of programs or services which are intended to be ongoing. The exception to this is the development, pilot or trial of a program or initiative
- Wages or salaries. Fees for facilitators or hourly paid instructors may be included but should not form the majority of the budget
- 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
- Applicants with gambling facilities
- Organised sport (see our Sport & Recreation Grant)
- Unincorporated bodies or individuals
- Political activities
- 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 with an overdue or unsatisfactory Evaluation/Acquittal report to the City of PAE
- Retrospective payments where the project or purchase occurred prior to the grant assessment
- Funding for academic conference costs or overseas travel
- Budget deficits, fundraising activities, or costs associated with the running of an organisation (eg administration costs or overheads, utility bills or insurance)

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:

Community Grant



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

 grants@cityofpae.sa.gov.au
 8405 6600