



QUICK RESPONSE GRANTS PROGRAM – GUIDELINES AND APPLICATION FORM MINOR ASSISTANCE FUNDING

APPLICATION / REGISTRATION INFORMATION

Please submit your completed form to:

*District Council of Loxton Waikerie
PO Box 409
29 East Terrace, Loxton SA 5333
Email: council@lwdc.sa.gov.au*

For enquiries, please contact:

*Sue Schultz
Community Development Officer
Phone: 08 8584 8000
Email: council@lwdc.sa.gov.au*

The aim of the Quick Response Grants Program is to assist community groups to commit to time sensitive programs/activities that would otherwise not be able to be pursued.

The need must be time sensitive in nature and requires assessment outside of the normal Community Grants Program timeline.

What type of project might be funded?

The following criteria may apply when assessing projects:

- Assist with minor works to buildings, sports fields and other venues.
- Support community events.
- Develop the capacity of organisations; and to
- Support programs meeting the needs of residents that may not be delivered without additional support.
- Materials e.g., sand and/or gravel
- Urgent equipment replacement where insurance and 'provisions for replacement' are still not adequate for the timely continuation of the organisations core activities.
- A time sensitive commitment to a project or opportunity that has unexpectedly presented itself.
- Where events are planned by community groups and plant and/ or equipment are required reasonable notice must be given

Applicants can apply for funds of up to \$1,000.

What will NOT be funded?

Applications that:

- Do not meet the criteria as outlined in the Application Form
- Request support for projects occurring outside the area.
- Do not demonstrate that Council or Landlord 'in-principle' approval for permits, licences etc have been investigated prior to applying for funding and do not have adequate risk management practices and plans in place to manage potential safety and/or environmental hazards
- Have not provided a detailed budget that is supported by documentation such as written quotes etc and written evidence of approval of other financial or in-kind co-contributors.
- Are for:
 - Fundraising activities, ongoing operational or administrative costs
 - Reimbursement of funds already spend, activities already held or which have already commenced
- Are from an unincorporated, State or Federal Government Department or another Council.
- Are unable to establish any benefit to the community.
- Are from applicants who have not completed reporting or acquittal requirements from previous Council programs.

What is the application process?

Applicants are encouraged to discuss their project with the Community Development team, prior to completing the Application Form.

Applications can be made by completing the Quick Response Grants Application Form and lodging with the District Council of Loxton Waikerie in the following ways:

a) In Writing

- By mailing Council at PO Box 409, Loxton SA 5333
- By email to council@lwdc.sa.gov.au

b) In Person

- By delivering to one of Council's Offices located at Waikerie and Loxton.

Completing the Application

- Applicants must have read and understood Councils Community Assistance Policy and guidelines.
- Applicants must address all the criteria and answer all questions on the Application Form. Inadequate detail may diminish the opportunity for the assessors to effectively assess the application.
- Applicants must provide a fully itemised budget including details of their own and other co-contribution, cash or in-kind (labour, equipment or materials etc) and other grants received, as set out on the application form, and provide written evidence of any support, quotes, prices etc.
- Applicants must provide details of public liability insurance cover.
- Applicants must provide an Australian Business Number (ABN).

Assessment of applications

- Meeting the eligibility and assessment criteria does not guarantee an offer of funding or the amount sought.
- All questions on the Application Form must be answered and any requested attachments provided in order for the application to be assessed.
- Any application approved under this Policy will have six months to acquit the grant.
- Incomplete applications will not be considered.
- Receipt of the application will be acknowledged upon its submission.
- Successful and unsuccessful applicants will be notified by email/mail on the completion of assessment and the approval of Council.
- Council will endeavour to provide the outcome to your application withing 30 working days.

What are the funding conditions?

- A request to vary the funded activity must be submitted to Council in writing. Changes to the agreed activity cannot be made without Council approval, or funding may be required to be returned to Council
- Applicants must provide written documentation detailing their own co-contribution and all other grants, contributions of cash or in-kind (labour, equipment or materials etc)
- An ABN must be supplied.
- All unexpended grant funds must be returned to Council.
- Council must be acknowledged for their role in supporting the project. This may include media releases, social media promotion or the use of Council logo on promotional materials.
- Council may impose other special conditions deemed necessary on any successful applicants.

More Information

For more information or assistance with your application, please contact Community Development team on (08) 8584 8000 during office hours or by email at council@lwdc.sa.gov.au



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SECTION 1 – APPLICANT DETAILS

Name of Organisation	
Contact Name	
Contact Position	
Postal Address	
Phone Number	
Email	
Key Contact Person	
ABN Details	
BSB & Bank Account Number	
Account Name	

SECTION 2 – PROJECT DETAILS

Project Name			
Project Start Date		Project End Date	
Project Address			
Project Description 100 words or less			
Project Cost			
Grant Amount Requested Please include quotes			
Will your activity still be able to proceed if only partial funding was received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Do you intend to use Council land or property to undertake this project? <i>If Yes, please complete Section 3: Council Premises Permission</i> <i>If No, please proceed to Section 4: Project</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION 3 – COUNCIL PREMISES PERMISSION

Do you have a current lease, licence or permit with Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the proposed project/event permitted under that agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your organisation’s insurance cover the prescribed activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously sought approval from Council to undertake this activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 4 – PROJECT PARTICIPATION & BENEFIT

Describe the wider community benefit of the project:
How will you know if your project has been a success?
How will you promote your project in the community?
How will you organisation recognise Council’s contribution?

SECTION 5 – BUDGET INFORMATION

Please note the following when preparing the budget section:

Start with the project/event cost section and try to list all possible costs.

- An in-kind contribution is a non – cash contribution that is given a monetary value. For example: o You are providing labour on the project. If you put in 48 hours voluntary work toward the project then multiply that by \$20/hour. This gives an in-kind contribution of \$960.
- When calculating voluntary hours, only calculate the hours spent by volunteers preparing, planning and actually doing the specified project.
- If you require assistance completing your application form, please call Council on (08) 8584 8000.
- **BOTH SECTIONS OF THE BUDGET MUST BE COMPLETED. – (Section A) MUST EQUAL (Section B).**

SECTION A – PROJECT/EVENT COSTS

Please include all project/event costs in this section

Project Amount	\$
Project Cost Summary	Amount
Expenses (Cash)	
Expenses (In-Kind)	
Total Project Cost (A)	\$

SECTION B – PROJECT REVENUE

Grant Amount Sought	\$
Your Contribution Summary	Amount
Cash	
Requested from Council	\$
Your organisation contribution	\$
In-Kind	
Your Organisation (in \$ value)	\$
Total Project Revenue (B)	\$

PLEASE NOTE:

Corresponding quotes or significant evidence must be attached as verification. If necessary, attach a separate project budget and ensure all associated costs are detailed.

In submitting this application, I certify to the best of my knowledge that the statements made within this application are true. I have read the District Council of Loxton Waikerie Quick Response Grant Guidelines.

I understand that should this application be approved by the Council; I would be required to accept the conditions of the grant in accordance with Council's Grant Funding Agreement and adhere to all requirements within.

QUICK RESPONSE AGREEMENT TO FUNDING CONDITIONS			
Name (printed)			
Role in Organisation			
Signature		Date	

Please submit your grant application, along with any required attachments to council@lwdc.sa.gov.au via post to PO Box 409 Loxton SA 5333 or hand deliver to either the Loxton or Waikerie Council offices.



QUICK RESPONSE GRANTS PROGRAM ACQUITTAL RECORD

It is a requirement of receiving a contribution for your project from the District Council of Loxton Waikerie that you complete and return this form to Council. The information you include on this form and the items you attach will demonstrate the completion of your project and are our record of the use to which Council's contribution have been put.

Any application approved under this Policy will have six (6) months to acquit the grant. Council may, after being provided a report regarding the relevant circumstances, grant an extension of no more than six (6) months to the initial six (6) month period.

SECTION 1 – APPLICANT DETAILS

Name of Organisation	
Postal Address	
Name of Person Completing	

SECTION 2 – PROJECT/EVENT COSTS & OUTCOMES

Total Actual Cost of Project (inc In-Kind) <i>Please provide a statement of project income and expenditure</i>	\$
Amount received from Council	\$
Project/Event Outcomes:	

SECTION 3 - CHECKLIST

<input type="checkbox"/>	Statement showing all income and expenditure for the project for which funding was received
<input type="checkbox"/>	Invoices/Receipts
<input type="checkbox"/>	Statement of project income and expenditure
<input type="checkbox"/>	Photographs
<input type="checkbox"/>	Newspaper articles/ Articles in club/ Organisation Newsletter or committee minutes if applicable

SECTION 4 – DECLARATION AND ACKNOWLEDGEMENT

Certification Statement by organisation Treasurer

I can confirm that the grant received from the District Council of Loxton Waikerie was used for the purpose for which it was given.

Name		Date	
Organisation and Position			
Signature			