**Category Three:**

Events

Up to $10,000 per application

Please refer to the [guidelines](https://d31atr86jnqrq2.cloudfront.net/docs/guidelines-sports-recreation-grants.pdf?mtime=20200728121116&focal=none) and schedule before submitting an application.

**We encourage you to discuss your application with a Coordinator, Recreation Planning & Capacity Building prior to submitting your application.**

The purpose of the Recreation and Sport Program is to enable the community and eligible organisations to work together with Council in delivering formal and informal community sport and recreation opportunities that contribute to making the City of Adelaide a creative and liveable city.

Please, read through the entire application form before beginning to ensure you have all the information required to submit.

**We also encourage you to draft your application using this Microsoft Word version** as work colleagues may need to review the information before submitting and this method also forms a backup.

Once finalised, cut and paste your answers into the [online application form](https://www.cityofadelaide.com.au/your-council/funding/recreation-sports-funding-1/).

**Please note only online applications will be accepted.**

## Application Form – Cover Page

**Organisation Name**

|  |
| --- |
|  |

**Contact Person and Position**

|  |
| --- |
|  |

**Phone**

|  |
| --- |
|  |

**Email**

|  |
| --- |
|  |

**Postal Address**

|  |
| --- |
|  |

**Street Address**

|  |
| --- |
|  |

**Name of Application**

|  |
| --- |
|  |

**Amount of Funding Requested** (up to 3 years)

|  |  |  |
| --- | --- | --- |
| **YEAR 1:** |  | E.g. $5,000 |
| **YEAR 2:** |  | E.g. $4,000 |
| **YEAR 3:** |  | E.g. $3,000 |

**Date of Submission**

|  |
| --- |
|  |

**Which Grants Officer have you spoken to?**

**Note, if you have not spoken to an officer, please contact us on 8203 7203 before progressing any further with your application.**

[ ]  Tom Beales

[ ]  Ray Scheuboeck

**Please indicate the type of recipient that will receive the grant**

*(Tick multiple boxes if required)*

[ ]  Not for Profit Organisation

[ ]  Aboriginal and Torres Strait Islander Entity

[ ]  Educational Institution (Public)

[ ]  Educational Institution (Private)

[ ]  Commercial Organisation

[ ]  Social Enterprise

**Please indicate which of Council’s strategic directions your application directly relates to:**

*(Tick multiple boxes if required)*

[ ]  Increase community use of and access to the Adelaide Park Lands

[ ]  Healthy and resilient communities

[ ]  Safe and welcoming community spaces

[ ]  Aboriginal and Torres Strait Islander peoples and cultures strongly represented in city life

[ ]  Beautiful, surprising places

[ ]  Celebration of diverse community, culture and creativity

[ ]  A climate ready organisation and community

**Please indicate which Recreation and Sport Grants program priorities your application directly relates to:**

*(Tick multiple boxes if required)*

[ ]  Events increasing participation and/or physical activity in the city

[ ]  Events utilising public spaces

[ ]  Events that are run at minimal cost

[ ]  Events for emerging and minority sports

[ ]  Events targeting people from specific or vulnerable population groups

[ ]  Events, improving community access, inclusion, wellbeing and resilience

[ ]  Events, resulting in multi-use and/or increasing a facilities carrying capacity

[ ]  Events, demonstrating environmentally sustainable practises and

[ ]  Events that represent good return on investment of significant social impact

**Is your organisation:**

[ ]  Based in the city

[ ]  Active in the city

[ ]  Intending on utilising funds from this application for city based activities

**Is your organisation registered or affiliated with any of the following?**

[ ]  STARCLUB Club Development Program

[ ]  Good Sport Program

[ ]  A Peak Body (State or National). *Please state name of Peak Body:*

|  |
| --- |
|  |

**Has your organisation received funding from Council over the last 3 years?**

[ ]  NO [ ]  YES

If **YES**, please provide details below:

|  |  |  |
| --- | --- | --- |
| **Date Funded** | **Amount**  | **For What Purpose** |
|  |  |  |
|  |  |  |

## Part 1 – Application Summary

1. **Brief Overview of the Application**

(Include dates and or timelines for delivery, regularity of sessions)

*(Suggested 100 words maximum)*

|  |
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1. **How did you determine that this application was needed? What evidence do you have to support its development?**

(E.g. Service statistics, ABS data, anecdotal observations, local engagement)

|  |
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1. **Who is the target group and how do you plan to engage your target group?**

(Inclusivity of all members of our community)

|  |
| --- |
|  |

1. **How many people will attend your event?**

|  |
| --- |
|  |

1. **How many people will benefit directly from this grant?**

(Number of individuals)

|  |
| --- |
|  |

* 1. **Will these people be:** *(Tick multiple if applicable)*

[ ]  City residents

[ ]  Students

[ ]  Workers

[ ]  Visitors / tourists

* 1. **What age groups will they be?** *(Tick multiple if applicable)*

[ ]  Children

[ ]  Teens

[ ]  20 - 55 y/o

[ ]  55+

[ ]  Families

1. **WHERE in the City will the application take place?** **Do you have a current agreement / permission to use that space?**

(It must be within the boundaries of the City of Adelaide including any of the Park Lands)

|  |
| --- |
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1. **What will Council’s funds be used for?**

(E.g. marketing, equipment hire, coordination, insurance, etc.)

|  |
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1. **Please enter the proposed start and end dates below**
	1. **Start date**

|  |
| --- |
|  |

* 1. **End date**

|  |
| --- |
|  |

## Part 2 – Application Details

1. **What partnerships relate to this application and what will each partner contribute both in kind and financial?** *(10% of assessment)*

|  |  |  |
| --- | --- | --- |
| **Partner** | **Contribution**  | **Confirmed** |
| *State Sporting Body* | *Financial Support of Program* | *$2,000* |
| *Sports Club Volunteers* | *In-kind donation of time*  | *$500* |
|  |  |  |
|  |  |  |
|  |  |  |
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1. **Please explain how you believe your application aligns with the strategic outcomes of Council outlined earlier in the application.** *(20% of assessment)*

*(Suggested 200 words maximum)*

|  |
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1. **Please provide details of how you will deliver the project to achieve the outcome/s you have outlined?** *(20% of assessment)*

*(Suggested 200 words maximum)*

|  |
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1. **How does your application align with key Recreation and Sport Grant program priority areas outlined earlier in the application*?*** *(15% of assessment)*

*(Suggested 200 words maximum)*

|  |
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1. **How do you plan to engage your target group and market your program? Or how are you already engaging your target group?** *(10% of assessment)*

*(Suggested 200 words maximum)*

|  |
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1. **How do you plan to support participants to continue their participation beyond the completion of your program?** *(5% of assessment)*

(E.g. link to other programs, club membership ongoing opportunities)

*(Suggested 200 words maximum)*

|  |
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1. **Please provide details of how you plan to deliver the project to achieve Council’s strategic outcome/s you outlined in Part One, including the consideration of risk, integration with other partners and innovation.** *(5% of assessment)*

*(Suggested 500 words maximum)*

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1. **Please provide details on how your project will undertake the following where applicable:** *(10% of assessment)*
	1. **Use of zero carbon renewable energy**

*(50 words maximum)*

|  |
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| . |

* 1. **Encourage public transport, walking and/or cycling to and from your project’s offerings** (e.g. provide public transport information on website and cycling facilities)

*(50 words maximum)*

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* 1. **Minimise waste to landfill by recycling more and wasting less** (e.g. three stream collection service including comingled recycling (*yellow lid*) and food recycling (*green lid*) bins and creative use of reusable or recyclable materials; printing promotional materials and programs using recycled paper/cardboard and vegetable based inks)

*(50 words maximum)*

|  |
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|  |

* 1. **Implement initiatives to save water and minimise water pollution**

*(50 words maximum)*

|  |
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|  |

* 1. **Ensure that your project is easy to access and experience for people of all abilities, including people with access requirements**

*(50 words maximum)*

|  |
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* 1. **Ensure that staff involved with your project have the capability to engage effectively with people of differing backgrounds, cultures and access requirements**

*(50 words maximum)*

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* 1. **Ensure that your project is accessible for disadvantaged and vulnerable groups?**

*(50 words maximum)*

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|  |

1. **How will you acknowledge City of Adelaide’s support, including a *Welcome to Country* and/or *Acknowledgment of Country* as recommended on** [Council’s website](https://www.cityofadelaide.com.au/your-community/culture-history/welcome-to-country/)?

*(Suggested 200 words maximum)*

|  |
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|  |

1. **Could your project proceed if only partial funding was received – please explain?**

*(Suggested 200 words maximum)*

|  |
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|  |

1. **Will ongoing funding support be required beyond the time period outlined in this application?**

[ ]  NO [ ]  YES

If **YES**, what is your plan for raising the required funds beyond this application period?

*(Suggested 200 words maximum)*

|  |
| --- |
|  |

1. **Is there any other information you think is relevant to your application?**

Please add additional information if directly relevant.

*(50 words maximum)*

|  |
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|  |

## Part 3 - Proposed Budget

*(10% of assessment)*

Use the template below to provide details on income and expenditure for your application.

If applying for multi-year funding, please complete for each year of funding required.

Items listed in the template are intended as a guide only but please note the income and expenditure must be equal

\*Note: City of Adelaide can only contribute 50% of total cost.

### Year 1

| **INCOME** | **$ Value** |  | **EXPENDITURE** | **$ Value** |
| --- | --- | --- | --- | --- |
| **Grants / Donations** |  | **Wages / Associated Costs** |  |
| City of Adelaide\* | TBA | Wages |  |
| Applicants cash |  | Training for volunteers |  |
| Applicant in-kind |  | Administration |  |
| Other cash $ |  | Accounting / audit |  |
| Other in-kind |  | Facilitation / performer fees |  |
|  |  | Other - detail |  |
| **Other Income** |  | **Hire Fees** |  |
| Participant fees |  | Facilities |  |
| Donations |  | Security |  |
|  |  | Catering |  |
|  |  | Marquees |  |
|  |  | Additional equipment - detail |  |
|  |  | **Marketing & Promotion** |  |
|  |  | Radio |  |
|  |  | Printing |  |
|  |  | Posters / fliers |  |
|  |  | Postage |  |
|  |  | Other - detail |  |
|  |  | **Insurances** |  |
|  |  | Public liability insurance |  |
|  |  | Personal accident insurance for volunteers |  |
|  |  | Player / participant insurance |  |
|  |  | **Council Fees** |  |
|  |  | Waste |  |
|  |  | Park Land’s fees |  |
|  |  | Services |  |
|  |  | Approvals / permits (e.g. DA) |  |
|  |  | Road closure |  |
|  |  | **Miscellaneous** |  |
|  |  | Transport |  |
|  |  | Equipment / materials |  |
|  |  | Designs plans |  |
|  |  | Program equipment |  |
| **Total Income – Year 1** |  | **Total Expenditure – Year 1** |  |

### Year 2

| **INCOME** | **$ Value** |  | **EXPENDITURE** | **$ Value** |
| --- | --- | --- | --- | --- |
| **Grants / Donations** |  | **Wages / Associated Costs** |  |
| City of Adelaide\* | TBA | Wages |  |
| Applicants cash |  | Training for volunteers |  |
| Applicant in-kind |  | Administration |  |
| Other cash $ |  | Accounting / audit |  |
| Other in-kind |  | Facilitation / performer fees |  |
|  |  | Other - detail |  |
| **Other Income** |  | **Hire Fees** |  |
| Participant fees |  | Facilities |  |
| Donations |  | Security |  |
|  |  | Catering |  |
|  |  | Marquees |  |
|  |  | Additional equipment - detail |  |
|  |  | **Marketing & Promotion** |  |
|  |  | Radio |  |
|  |  | Printing |  |
|  |  | Posters / fliers |  |
|  |  | Postage |  |
|  |  | Other - detail |  |
|  |  | **Insurances** |  |
|  |  | Public liability insurance |  |
|  |  | Personal accident insurance for volunteers |  |
|  |  | Player / participant insurance |  |
|  |  | **Council Fees** |  |
|  |  | Waste |  |
|  |  | Park Land’s fees |  |
|  |  | Services |  |
|  |  | Approvals / permits (e.g. DA) |  |
|  |  | Road closure |  |
|  |  | **Miscellaneous** |  |
|  |  | Transport |  |
|  |  | Equipment / materials |  |
|  |  | Designs plans |  |
|  |  | Program equipment |  |
| **Total Income – Year 2** |  | **Total Expenditure – Year 2** |  |

### Year 3

| **INCOME** | **$ Value** |  | **EXPENDITURE** | **$ Value** |
| --- | --- | --- | --- | --- |
| **Grants / Donations** |  | **Wages / Associated Costs** |  |
| City of Adelaide\* | TBA | Wages |  |
| Applicants cash |  | Training for volunteers |  |
| Applicant in-kind |  | Administration |  |
| Other cash $ |  | Accounting / audit |  |
| Other in-kind |  | Facilitation / performer fees |  |
|  |  | Other - detail |  |
| **Other Income** |  | **Hire Fees** |  |
| Participant fees |  | Facilities |  |
| Donations |  | Security |  |
|  |  | Catering |  |
|  |  | Marquees |  |
|  |  | Additional equipment - detail |  |
|  |  | **Marketing & Promotion** |  |
|  |  | Radio |  |
|  |  | Printing |  |
|  |  | Posters / fliers |  |
|  |  | Postage |  |
|  |  | Other - detail |  |
|  |  | **Insurances** |  |
|  |  | Public liability insurance |  |
|  |  | Personal accident insurance for volunteers |  |
|  |  | Player / participant insurance |  |
|  |  | **Council Fees** |  |
|  |  | Waste |  |
|  |  | Park Land’s fees |  |
|  |  | Services |  |
|  |  | Approvals / permits (e.g. DA) |  |
|  |  | Road closure |  |
|  |  | **Miscellaneous** |  |
|  |  | Transport |  |
|  |  | Equipment / materials |  |
|  |  | Designs plans |  |
|  |  | Program equipment |  |
| **Total Income – Year 3** |  | **Total Expenditure – Year 3** |  |

### Checklist

**Before submitting your application make sure you have:**

[ ]  Discussed your application with the relevant Council Grants officer

[ ]  Completed all sections of the application form

[ ]  Submitted a Park Lands Event application

[ ]  Submitted letters/evidence of support

[ ]  Attached a copy of the organisations Certificate of Incorporation (or auspice organisation)

[ ]  Attached most recent audited financial statement (or auspice organisation)

[ ]  Attached a copy of Public Liability Insurance Certificate of Currency

[ ]  Attached a copy of Return to Work SA certificate of registration, or similar employee insurance policy, if paid staff are employed

[ ]  Signed the application form

[ ]  Kept a copy of your application for future reference

## Applicant Certification

I certify to the best of my knowledge that the statements made in this application are true. I have read the City of Adelaide’s Recreation and Sport Grant Program [guidelines](https://d31atr86jnqrq2.cloudfront.net/docs/guidelines-sports-recreation-grants.pdf?mtime=20200728121116&focal=none). I understand that should this application be approved by the City of Adelaide that I would be required to accept the conditions of the grant in accordance with the Council’s accountability and reporting requirements.

|  |
| --- |
| **Name of Delegated Officer / Auspice Organisation** |
|  |
| **Position**  |
|  |
| **Signature** | **Date** |