 Major Grants Full Application (for invited applicants only)

***Please note that this is a Draft Application Form***

Category One:

1. Community Development Major Grant

Up to $50,000 per year for up to 3 years

(Part 2)

|  |  |
| --- | --- |
| 1. **How does your application align with the strategic priorities of Council?** (10% of assessment) | *Suggested 200 word maximum* |
| 1. **How do you plan to engage your target group? Or how are you already engaging your target group?** (10% of assessment) | *Suggested 200 word maximum* |
| 1. **Please provide details of how you plan to deliver the project to achieve the outcome/s you outlined in the EOI, including the considerations/risk, integration of partners and innovation?** (15% of assessment) | *Suggested 500 word maximum* |

|  |  |
| --- | --- |
| 1. **Please provide details on how your project will undertake the following where applicable:**(15% of assessment) | a. Use of zero carbon renewable energy (50 words maximum)  b. 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)  c. 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)  d. Implement initiatives to save water and minimise water pollution (50 words maximum)  e. Ensure that your project is easy to access and experience for people of all abilities, including people with access requirements (50 words maximum)  f. 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)  g. Ensure that your project is accessible for disadvantaged and vulnerable groups? (50 words maximum) |
| 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?**  |  | | --- | |  | | *Suggested 200 word maximum* |
| 1. **Could your project proceed if only partial funding was received – please explain?** | *Suggested 200 word maximum*  *Please provide a detailed response for both yes or no*  *If yes, what is your plan for raising the required funds beyond this application period?* |
| 1. **Is there any other information you think is relevant to your application – please add additional information if directly relevant. Please address any feedback received on your EOI here** | *Maximum of 2 pages* |
| 1. **Please list Attachments** | *Suggested 50 word maximum* |

**Part Three - Income and Expenditure**

**Year One**

Use the below template to provide details on income and expenditure for your application. **Items listed in the template are intended as a guide only.** The template can be changed to more accurately reflect the income and expenditure associated with your application. Please indicate in bold what Council funds will directly used for. Please review the program guidelines regarding what is eligible for council funding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INCOME** (10% of assessment) |  |  | **EXPENDITURE** |  |
| **Grants / Donations** |  | **Wages / Associated Costs** |  |
| Adelaide City Council |  | Wages |  |
| Applicants In-kind |  | Training for volunteers |  |
| Other $ |  | Administration |  |
| Other In-Kind |  | Accounting / Audit |  |
| SA Government for associated program funding |  | Counselling |  |
|  |  | Facilitation / Performer Fess |  |
|  |  |  |  |
| **Other Income** |  | **Hires** |  |
| Exhibition fees |  | Marquees |  |
| Stall holder fees |  | Chairs/Tables |  |
| Performance fees |  | Venue |  |
| Ticket Sales |  | Sound equipment |  |
| Sales i.e. art works / other |  | Security |  |
|  |  | Catering |  |
|  |  | **Marketing & Promotion** |  |
|  |  | Radio |  |
|  |  | Printing |  |
|  |  | Posters / Fliers |  |
|  |  | Postage |  |
|  |  | Other - detail |  |
|  |  | **Insurances** |  |
|  |  |
|  |  | Public Liability Insurance |  |
|  |  | Personal Accident Insurance for volunteers |  |
|  |  | **Council Fees** |  |
|  |  | Waste |  |
|  |  | Park Land fees |  |
|  |  | Services (i.e. gas, electricity) |  |
|  |  | Approvals (e.g. DA) |  |
|  |  | Permits |  |
|  |  | Road closure |  |
|  |  | **Miscellaneous** |  |
|  |  | Art materials |  |
|  |  | Designs plans |  |
|  |  | Program equipment |  |
|  |  |  |  |
| **Total Income** |  | **Total Expenditure** |  |

**Income and Expenditure –**

**Year Two (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INCOME** |  |  | **EXPENDITURE** |  |
| **Grants / Donations** |  | **Wages / Associated Costs** |  |
| Adelaide City Council |  | Wages |  |
| Applicants In-kind |  | Training for volunteers |  |
| Other $ |  | Administration |  |
| Other In-Kind |  | Accounting / Audit |  |
| SA Government for associated program funding |  | Counselling |  |
|  |  | Facilitation / Performer Fess |  |
|  |  |  |  |
| **Other Income** |  | **Hires** |  |
| Exhibition fees |  | Marquees |  |
| Stall holder fees |  | Chairs/Tables |  |
| Performance fees |  | Venue |  |
| Ticket Sales |  | Sound equipment |  |
| Sales i.e. art works / other |  | Security |  |
|  |  | Catering |  |
|  |  | **Marketing & Promotion** |  |
|  |  | Radio |  |
|  |  | Printing |  |
|  |  | Posters / Fliers |  |
|  |  | Postage |  |
|  |  | Other - detail |  |
|  |  | **Insurances** |  |
|  |  |
|  |  | Public Liability Insurance |  |
|  |  | Personal Accident Insurance for volunteers |  |
|  |  | **Council Fees** |  |
|  |  | Waste |  |
|  |  | Park Land fees |  |
|  |  | Services (i.e. gas, electricity) |  |
|  |  | Approvals (e.g. DA) |  |
|  |  | Permits |  |
|  |  | Road closure |  |
|  |  | **Miscellaneous** |  |
|  |  | Art materials |  |
|  |  | Designs plans |  |
|  |  | Program equipment |  |
|  |  |  |  |
| **Total Income** |  | **Total Expenditure** |  |

**Income and Expenditure –**

**Year Three (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INCOME** |  |  | **EXPENDITURE** |  |
| **Grants / Donations** |  | **Wages / Associated Costs** |  |
| Adelaide City Council |  | Wages |  |
| Applicants In-kind |  | Training for volunteers |  |
| Other $ |  | Administration |  |
| Other In-Kind |  | Accounting / Audit |  |
| SA Government for associated program funding |  | Counselling |  |
|  |  | Facilitation / Performer Fess |  |
|  |  |  |  |
| **Other Income** |  | **Hires** |  |
| Exhibition fees |  | Marquees |  |
| Stall holder fees |  | Chairs/Tables |  |
| Performance fees |  | Venue |  |
| Ticket Sales |  | Sound equipment |  |
| Sales i.e. art works / other |  | Security |  |
|  |  | Catering |  |
|  |  | **Marketing & Promotion** |  |
|  |  | Radio |  |
|  |  | Printing |  |
|  |  | Posters / Fliers |  |
|  |  | Postage |  |
|  |  | Other - detail |  |
|  |  | **Insurances** |  |
|  |  |
|  |  | Public Liability Insurance |  |
|  |  | Personal Accident Insurance for volunteers |  |
|  |  | **Council Fees** |  |
|  |  | Waste |  |
|  |  | Park Land fees |  |
|  |  | Services (i.e. gas, electricity) |  |
|  |  | Approvals (e.g. DA) |  |
|  |  | Permits |  |
|  |  | Road closure |  |
|  |  | **Miscellaneous** |  |
|  |  | Art materials |  |
|  |  | Designs plans |  |
|  |  | Program equipment |  |
|  |  | Ingredients |  |
| **Total Income** |  | **Total Expenditure** |  |

**Has Council funded your organisation over the last (3) three years?**

If yes, please provide details below

|  |  |  |
| --- | --- | --- |
| **Date Funded** | **Amount** | **For What Purpose** |
| **2016-2017** |  |  |
| **2015-2016** |  |  |
| **2014-2015** |  |  |

**How is your organisation managed?**

* Management Committee
* Board of Management
* Advisory Board
* Other - Please Specify

**How is your organisation constituted?**

**(please refer to the guidelines - ‘Who Can Apply” section)**

* Incorporated Association
* Limited Company
* Auspice provided by an Incorporated Association
* Aboriginal and Torres Strait Islander Corporation

**Checklist**

Before submitting your application make sure you have:

* Discussed your application with the relevant Council grants officer
* Included a copy of your organisation's Certificate of Incorporation (or the auspice organisation)
* Included your organisation's most recent audited financial statement (or the auspice organisation)
* Included a copy of your Public Liability Insurance Certificate of Currency (if applicable)
* Included a copy of your Return to Work SA certificate of registration, or similar employee insurance policy, if paid staff are employed (if applicable).
* Completed all sections of the application form
* Signed the application form
* Kept a copy of your application for future reference
* Include evidence of partnerships i.e. letters of support and documentation of other grant funds

**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 Community Development Grant Program guidelines. 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** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |

If this grant is being submitted under the auspice of another organisation, please complete the following details.

|  |  |
| --- | --- |
| **Name of Auspice Organisation** |  |
| **Name of Delegated Officer** |  |
| **I certify that we are to be the auspice organisation for this application** | |
| **Signature** |  |
| **Date** |  |