

26.27 CG Application Form

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the [Community Grants Guidelines](#).

The **Community Grants Guidelines** have changed as has this application form. Key changes include:

- A maximum grant request of \$5,000.
- The need to include quotes for any project expenses of \$500 and above. Quotes for expenses below this amount are encouraged.
- The need to upload an Annual Financial Statement/ Report from the previous financial year. If your group has not existed for a year, then you will need to be auspiced by a group/ organisation who has.
- As 2026/27 is a council election year, only one round (this round) of Community Grants will be offered. As such, applying groups can apply more than once in this round, providing it is for different projects.

Funding for events should be sought through Council's Event Support Program run in April each year. A program of small, community/ educational events may be considered eligible for the Community Grants program.

Incomplete applications and/or applications received after the closing date will not be considered.

Eligibility

This section of the application form is designed to help you, and us, understand if you are eligible for this grant.

If you have any questions about these eligibility criteria, please contact Alyssa Hill, Community Grants Officer on 8393 6426 / ahill@mountbarker.sa.gov.au

The group fits within the definition of a Community not for profit group *

- ☐ Yes ☐ No

Community not for profit group – A not for profit community organisation with representation within the boundaries of the Mount Barker district that uses its funds to help pursue its goals of providing benefits to the community.

The applicant is based in the Mount Barker District Council area or has significant membership or engagement with Mount Barker District Council residents. *

- ☐ Yes
☐ No

The group does not have any outstanding acquittals or owed money to the Mount Barker District Council as a result of previous funding or grants. *

- ☐ The group DOES NOT owe any acquittals or money
☐ The group DOES have an outstanding acquittal

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☐ The group has an acquittal to be submitted however it is not due yet

If a group does have an outstanding acquittal they will be ineligible to apply for funding.

Any forms required to be completed can be viewed in your SmartyGrants account. If you are unsure if you have an outstanding acquittal, please contact Alyssa Hill on 8393 6426 or email ahill@mountbarker.sa.gov.au

The group's activity will not use the grant for the following purposes:

- primarily promote political or religious beliefs.
- exclude people on religious grounds;
- provide sponsorship or cash prizes for individuals or teams.
- fund activities that are the core responsibility of a state or federal government department, though contribution to components that expand on the core responsibilities may be considered.
- be used for monetary profit.
- Cover operational expenses such as rent, utilities, insurance or loan repayments.
- request funding for a project that is in progress or is already completed.
- cover the cost of trophies, prizes, insurances or operational expenses (including loan repayments) incurred in the conduct of community activities.
- be used for activities that are the legal responsibility of the landowner/applicant.

I have read and comply with the conditions above *

☐ Yes

☐ No

If successful, the group can:

- claim the grant in the financial year that it is allocated,
- expend and acquit the money within 12 months of the grant being approved at an Ordinary Council meeting, and
- complete activities to the satisfaction of Council.

I have read and comply with the conditions above *

☐ Yes

☐ No

Contact Details

*** indicates a required field**

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to <https://www.mountbarker.sa.gov.au/legal>

Applicant Organisation Details

Applicant organisation name *

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Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO. Your answer to this question will be published in Council meeting papers.

Applicant Primary Address

Address

Applicant Postal Address

Address

Applicant website

Must be a URL

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Must be an Australian phone number.
e.g. 08 8123 4567 or 0408 123 456

Back-up phone number

Must be an Australian phone number.
e.g. 08 8123 4567 or 0408 123 456

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Which Council Ward is your organisation in?

☐ North Ward (Blakiston, Brukunga, Callington (part), Dawesley, Harrogate, Hay Valley (part), Kanmantoo, Littlehampton, Mt Barker Junction, Mt Torrens (part), Nairne, Totness)

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- ☐ Central Ward (Mt Barker (part), Mt Barker Springs, Mt Barker Summit, Petwood, St Ives, Wistow)
- ☐ South Ward (Biggs Flat, Bradbury (part), Bridgewater (part), Bugle Ranges, Bull Creek (part), Chapel Hill, Dorset Vale (part), Echunga, Flaxley, Green Hills Range, Hahndorf, Jupiter Creek, Kangarilla (part), Macclesfield, Meadows, Mt Barker (part), Mylor (part), Paechtown, Paris Creek (part), Prospect Hill (part), Verdun (part))

Ward maps can be found on Council's website <https://www.mountbarker.sa.gov.au/council/governance/wardmap>

Organisation Details

* indicates a required field

What is your organisation's purpose or mission? (100 words or less) *

Word count:

Does your organisation have an ABN? *

☐ Yes ☐ No

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN

Is your group registered for GST?

☐ Yes ☐ No

Are you being auspiced by another organisation for the purpose of this grant? *

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- ☐ Yes
☐ No

If your organisation is new and has not existed for a year, then you will need to be auspiced by a group/ organisation who has.

If you do not have an ABN and are NOT being auspiced by another organisation for the purpose of this grant, please submit a completed ATO Statement by a Supplier Form with your application, Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

Please upload an Annual Financial Statement from the previous financial year (2025/26).

This shows us your group/ organisation is viable, is able to meet any contribution indicated in the budget and has the capacity to manage the grant funds, if your application is successful.

If your organisation is new and has not existed for a year, then you will need to be auspiced by a group/ organisation who has.

Upload your Annual Financial Statement *

Attach a file:

Auspice Information

* indicates a required field

Auspice Organisation Details

Name of auspicing organisation *

Organisation Name

Your answer to this question will be published in Council meeting papers.

Auspicing organisation's website

Must be a URL

Primary contact person at auspicing organisation *

Title First Name Last Name

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Auspice Primary Address

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Address

Auspice Postal Address

Address

Position held in organisation

e.g. Manager, CEO

Contact person's primary phone number *

Contact person's back-up phone number

Contact person's email address *

Must be an email address

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Does the auspicing organisation have an Australian Business Number (ABN)? *

☐ Yes

☐ No

ABN of auspicing organisation

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN

As the auspicing organisation does not have an ABN, please submit a completed ATO Statement by a Supplier form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from: [Statement by a supplier - ATO form](#)

Please upload a completed Statement of Supplier form

Attach a file:

Max 25mb

Please upload an Annual Financial Statement from the previous financial year (2025/26) of your auspicing organisation.

This shows us your auspicing organisation is viable and has the capacity to manage the grant funds, if your application is successful.

Upload an Annual Financial Statement *

Attach a file:

Project Details

* indicates a required field

About your project

What is the title of your project/activity? *

Provide a name for your project/program/initiative. Your title should be short but descriptive. Your answer to this question will be published in Council meeting papers.

Please provide a brief summary of the project or activity you're seeking funding for. *

Word count:

Must be no more than 150 words.

Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your

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activities (outcomes). Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu1> if you need some ideas about how to frame your response. Your answer to this question will be published in Council meeting papers.

Where will it happen? *

Who will do it? *

Dates

Please note, successful applicants will receive funding in January 2027. Projects can commence from January 2027.

Anticipated start date *

Anticipated end date *

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

Alignment to Council's Community Plan

What pillar/s of Council's Community Plan is your project linked to? *

- ☐ Environment
- ☐ People
- ☐ Place
- ☐ Economy
- ☐ Leadership

At least 1 choice must be selected.

To view Council's Community Plan visit https://www.mountbarker.sa.gov.au/_data/assets/pdf_file/0028/791542/2044-Community-Plan-FINAL-ENDORSED-2.pdf

Please provide more information. *

Word count:

Must be no more than 100 words.

Membership/Participation

Please describe how your group, or the proposed activity, will mostly engage people local to the Mount Barker Council Area. E.g. membership/ participation numbers. *

Word count:

Must be no more than 100 words.

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Please upload evidence (if available)

Attach a file:

Project Support

The group must demonstrate community support/need for its activity e.g. through letters of support or evidence based data, community involvement, partnerships, etc. Please explain below and upload evidence which might include letters of support, data, community feedback, etc. *

Word count:

Must be no more than 100 words.

Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu7> if you need some ideas about how to frame your response.

Please upload evidence (if applicable)

Attach a file:

A maximum of 5 files can be attached

Project Budget

* indicates a required field

It is a Community Grant program requirement that applying groups must demonstrate a financial or in-kind contribution toward their project.

Please outline your project budget in the income, in-kind and expenditure tables below, including:

- details of other funding that you have applied for, whether it has been confirmed or not.
- Other income including fundraising undertaken or planned to support your project.
- Estimated user charges/ donations to attend your program/ activity if relevant.
- Estimate of in-kind contributions to the program including volunteer labour, materials, etc. You can estimate a monetary value for volunteer labour by checking [Volunteering SA NT Value of Volunteering](#).
- Quotes must be provided for any project expenses of \$500 and above. At least one quote must be attached to the expenditure table, ideally for your biggest project expense.
- Project expenses must be GST exclusive.

Use the 'Notes' column for any additional information you think we should be aware of.

**Community Grant
Funding Amount
Requested ***

Must be a dollar amount.

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What is the total amount of Council Community Grant funding you are requesting in this application? The maximum grant request is \$5,000.

Income (Cash)

Income Description Confirmed Funding? Income Amount (\$) Notes
GST exclusive

Community Grant Funding Amount Requested	Confirmed Unconfirmed Not Applicable	\$	
		\$	
		\$	
For the first row, reproduce what you have written in the 'Community Grant Funding Amount Requested' section above. You do not need a cash contribution if you have recorded an in-kind contribution in the section below.		GST Exclusive Must be a dollar amount.	

In-Kind Contributions

Applicants must demonstrate either a cash or in-kind contribution toward the project. E.g. voluntary labour, supply of materials, staff time, partner (non-cash) contributions.

Voluntary labour to prepare this grant application, or your project up until this point, are not able to be included. You can only include in-kind contributions which will occur when your project commences.

Description	Confirmed?	Estimate of monetary value \$	Notes	Evidence of in-kind contributions
				If you have project partners, you may like to upload evidence of the partnership here. You do not need to have in-kind contributions if you have

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				recorded a cash contribution.
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Expenses

A note on quotes:

- Official quotes, on letterhead and/or with an ABN are preferred.
- Quotes can be screenshots (e.g. of products on a website), but not screenshots of a text message. A screenshot of an email exchange may be acceptable if it includes a letterhead/ ABN and/or relevant business details.
- At least one quote must be attached.
- A quote must be attached for any expenses of \$500 and above.
- Expense descriptions such as 'miscellaneous', 'sundries', 'contingency costs' or similar broad terms are discouraged and may not receive funding.
- Expenses must be GST exclusive. This means you may need to remove the GST amount from the quote provided to you.

Expenditure Description	Expenditure Amount (\$)	Notes	Attach Quotes
Please include your project expenses including materials, labour, equipment, etc.	GST Exclusive.		
	\$		
	\$		
	\$		

Budget Totals

These budget totals do not include any in-kind contributions you have added - they are just the cash income and expenses.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.
This number must balance i.e. = \$0

Total Project Cost

This number is the sum of your income (cash) and in-kind contributions. It gives us an idea of the true cost of your project.

This number/amount is calculated.

Supporting Information

* indicates a required field

Financial Need

It is a Community Grant program requirement that applying groups must demonstrate a need for funding support. For most groups, this requirement will be met by uploading your Annual Financial Statement in an earlier part of this form.

Some groups may have more significant cash reserves and/or profits in the last financial year. In this case, please provide some supplementary information here which might include:

- Future projects you have planned which will expend your cash reserve or which you are saving/ fundraising for. (brief info only)
- Expenditure related to a stage in the project which you have already met as a group.
- A strategy or plan detailing future projects.

You can provide written information below or upload supporting information. Uploads could include:

- An accompanying written statement from an Office Bearer
- A strategy/ plan endorsed by your group e.g. a capital works plan, annual business plan or similar.
- Copies of minutes which detail future plans for your group.

Auspiced Applicants:

You do not need to provide an answer to this question. This is made on the assumption that as an unincorporated group, you do not have a bank account in your name.

Evidence of Financial Need

Attach a file:

Could this project proceed with only partial Council funding? Please provide details. *

Supporting Documentation

If your project will impact building/ property assets, do you have in principle landowner consent? *

- ☐ Yes
- ☐ No
- ☐ Not applicable

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☐ Other:

No more than 1 choice may be selected.

If your project is on property under Council care and control, in principle consent must be provided by Council's Property Team.

Please upload evidence of landowner consent (emails, letters etc.)

Attach a file:

If your project is an extension of your business as usual operations, for which you already have consent, you do not need to provide further evidence of consent.

You can use this section to upload any additional information about your project e.g. building plans, project plans, designs etc.

Attach a file:

You can upload multiple files at one time if required.

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

e.g. 08 8123 4567 or 0408 123 456. We may contact you to verify that this application is authorised by the applicant organisation

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Contact Email *

Must be an email address.

Date *

Must be a date

Community Grant Program Review

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Council is currently reviewing it's Community and Environmental Grant Guidelines and we are requesting some feedback from you now, whilst the guidelines and application process are front of mind.

Your Thoughts on the Merit Criteria:

Grant applications are currently assessed on the following criteria:

- Community support/ need for the project.
- Alignment with Council's Community Plan.
- Need for funding support.
- Demonstrated co-contributions.
- Benefiting mostly locals to the Mount Barker District.

Do you have any thoughts or suggestions about these criteria?

To be eligible for these grants you must be:

- a community not-for-profit group/ organisations.
- Based in the district or with members in the district.
- Further, the applicant will not:
 - Primarily promote political or religious beliefs;
 - Exclude people on religious grounds;
 - Provide sponsorship or cash prizes for individuals or teams;
 - Fund activities or projects that are the core responsibility of a state or federal government department;
 - Be used for activities that are the legal responsibility of the landowner/ applicant;
 - Request funding for a project that is in progress or is already completed; or
 - Cover the cost of trophies, prizes, insurances or operational expenses (including loan repayments) incurred in the conduct of community activities.

Do you think this eligibility is right? Do you think it should be broadened? Examples could be: a local business doing not-for-profit activities, schools, kindergartens, Emergency Services Organisations or other entities.

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We understand applying for grants takes a lot of time, and we try and strike a balance between the information required by assessors, and the time it takes for applicants to prepare applications. Have we gotten it right?

Please indicate how you found the application process:

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Do you have any comments on your experience completing this application?

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60 minutes

Do you have any other comments? e.g. the maximum amount available, the timings of grant rounds, how we promote grants, how grants are assessed and approved, etc?