

MINOR AND MAJOR COMMUNITY GRANTS PROGRAM

Minor Grants

Up to \$2,000

Major Grants

\$2,001 - \$25,000

Before you start: (please tick)

- Have you fully read and understood the relevant guidelines?
- Are you a Wakefield based not-for-profit community organisation?
- Are you able to demonstrate alignment to Wakefield 2030?
- Is your group covered by insurance?
- Is your project/activity inclusive and accessible?
- Have you taken the [current COVID restrictions](#) into consideration?

SECTION 1

Organisation Details

Applicant Organisation:

Organisation Address:

Contact Person:

Physical Address of the project (if different to above):

Phone:

Mobile:

Email:

Is the organisation a not-for profit community-based organisation? Yes No

Is the applicant organisation incorporated? Yes No

Does your organisation have an ABN? Yes No

If yes, please supply

Is your organisation registered for GST? Yes No



WAKEFIELD
REGIONAL COUNCIL

If applying for equipment, materials, resources or infrastructure works, is the land/facility in which the items will be located:

Owned by the applicant organisation

Other please specify

landowner consent must be attached if not owned by the applicant organisation

SECTION 2

Project Details

Minor Grant up to \$2,000

Major grant \$2,001 - \$25,000

Major grant applicants must also complete section 4

Title of the project:

Brief description of the project and what you're applying for:

What is the anticipated commencement and completion dates of your project?

Commencement:

Completion:

Please note: Grants between \$0 - \$10,000 must be completed and acquitted within 12 months. Grants between \$10,001-\$25,000 must be completed and acquitted within 18 months.

Q1. How will this project benefit the Wakefield community? (List expected outcomes)



WAKEFIELD
REGIONAL COUNCIL

Q2. Has your organisation engaged with the community about this project taking place? If yes, how did you engage and what was the response?

Q3. How will this funding assist your organisation?

Q4. Does this project provide low/no cost involvement?

Q5. How will this project be promoted and accessible to people with disability?

Q6. Is your organisation clear on the roles within your group that will be responsible for the delivery of this project/activity? *Please detail key project participants/roles*

Q7. Does your organisation have the ability to deliver the project/activity within the timeframe outlined in your commencement and completion date?

Q8. Will this project be carried out with other organisations or with the assistance of volunteers?

Yes No

If yes, what will their role/contribution be?

Q9. Please outline how this project/activity aligns to the Wakefield 2030 Community Plan – vision, themes, key strategies and/or priority actions

Liveable Communities – activities that enhance the quality of life for our community.
Thriving Region – activities that encourage economic growth and development.
Sustainable Future – activities that support sustainability in the use of waste, water and energy, or promote and enhance the environment.
Please explain alignment:

SECTION 3
Finance

What is the total dollar amount sought for this project?	<input type="text"/>
What is your organisation’s financial contribution towards this project?	<input type="text"/>
What is your organisation’s total in-kind contribution to this project? *	<input type="text"/>
External grant funds contribution to this project* (if applicable)	<input type="text"/>
Project cost overall? (total of all amounts)	<input type="text"/>

What will these funds be put towards? (please list itemised dollar amounts for each item)

*Refer to guidelines for in-kind preferences

SECTION 4

Further information – MAJOR GRANTS ONLY (i.e. \$2,001-\$25,000)

Q1. Please explain how this project/activity will meet the community's needs or fill a known gap?

Q2. Please explain how this project/activity will benefit the broader Wakefield community? (how many residents do you expect will benefit from this project?)

Q3. Please explain how this project/activity will encourage high levels of participation?

Q4. Does your organisation have the ability to deliver and acquit the project/activity within 18 months?

Q5. Has your organisation considered how you will acknowledge Council's contribution in communications relating to the project/activity?

Q6. Please demonstrate your organisation's need for grant funding? (could this project go ahead without the funds) why? i.e.- ability to do without funding

For grant applications of \$10,001-\$25,000 please attach: for these applications to be eligible each box must be ticked or leave blank (if not applicable) and have the corresponding document attached to this document. Please ensure you read the guidelines.

- A project plan showing achievable milestones (within 12 months)
- Any relevant plans/drawings if the application is for upgrading or major maintenance
- If applicable, evidence that relevant approvals ([e.g. planning and building](#)) [can be obtained](#)
- A copy of relevant community group minutes demonstrating project support
- At least two written quotations for project elements (where relevant). It is understood that there is occasionally some difficulty with obtaining two quotes, but every effort must be made and submitted – local suppliers/contractors preferred
- Annual financial statements for the past two financial years showing the organisation has the capacity to deliver the project – Please explain any expected outgoings.
- Evidence that your organisation has applied for other relevant Australian, State Government or other community grant funding.
- A detailed project budget showing grant income and expenditure.

SECTION 5
Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the above-mentioned group or organisation and that the information contained in the application is true and correct to the best of my knowledge.

Title: Given Name: Family Name:

Position held:

Signature: Date: / /

Witnessed by (must also be an office bearer of the applicant organisation):

Title: Given Name: Family Name:

Position held:

Signature: Date: / /

For more information contact:
Staff
Wakefield Regional Council
PO Box 167
BALAKLAVA SA 5461