

*city of*  
*Victor Harbor*



**CITY OF VICTOR HARBOR  
COMMUNITY GRANTS PROGRAM  
2014/2015**

**GUIDELINES AND APPLICATION FORM**

## **GUIDELINES**

### **AIM OF THE PROGRAM**

The City of Victor Harbor Community Grants Program is funded by Council to assist community groups and organisations in the planning, coordination and provision of community services to improve the quality of life, independence and well being of people within the Victor Harbor community.

For 2014/2015, a total amount of \$5,000 has been allocated. In order to assist as many groups as possible, applications for small amounts are encouraged.

### **ELIGIBILITY**

To be eligible for funding groups must be non-profit community groups or organisations.

Organisations based within Victor Harbor will be given priority. Organisations situated outside of Victor Harbor are eligible to apply but must be able to demonstrate that the project will primarily impact upon residents in Victor Harbor.

### **ASSESSMENT OF APPLICATIONS**

**Priority** will be given to projects that:

- Can demonstrate that a grant is necessary for the project to be able to proceed.
- Address areas of need within the community.
- Have long-term benefits for the community.
- Are innovative.
- Have a realistic chance of success.
- Encourage community participation.
- Demonstrate cooperation with other organisations.
- Utilise other resources.
- Clearly define a plan and budget.

Grants will **not** normally be given for:

- Projects for which there is a more appropriate funding source.
- Fundraising purposes.
- Ongoing operational costs (e.g. rent, salaries, maintenance, and administration).
- Reimbursement of money already spent.

### **POINTS TO NOTE**

If the requested grant represents only part of the total funding required for the project, details of how the balance is to be raised must be provided. The balance could include fund raising, other grants, donations, existing funds, volunteer or in-kind support etc.

It is expected that projects would normally be completed within twelve months of funding being received.

Appropriate acknowledgment of the support of the Council should be given in promotional materials and reports. At the end of the project a brief report and expenditure statement must be provided.

## **APPLICATION PROCEDURE**

All applications should be on the standard application form. The application form is available from the Council Civic Centre or Council's website [www.victor.sa.gov.au](http://www.victor.sa.gov.au)

Assistance is available for people, who, because of a disability are unable to complete a written application form.

Applicants are encouraged to discuss their project ideas prior to preparing an application for funding. Any essential additional information and supporting documents should be attached to the application, **however please keep the number of attachments to a minimum, and preferably in a form that allows for easy photocopying.**

Successful applicants should receive funding by end June 2015.

**All applications are to be forwarded to:**

**City of Victor Harbor  
PO Box 11  
Victor Harbor SA 5211**

**Closing date for applications is Friday, 24 April 2015**

## **FURTHER INFORMATION**

Further information is available by phoning Mark Oliphant on 85510540.

**Office Use Only**

Project No:

Date Received:

Funding Requested:

Funding Approved:

Application acknowledged:

Offer of funding:

Project Report:

**CITY OF VICTOR HARBOR COMMUNITY GRANTS PROGRAM 2014/2015****APPLICATION FORM**

- Please read the funding guidelines before completing this application form.
- Please attach any essential additional information and supporting documents to the application form (**Please keep the number of attachments to a minimum and ideally in a format that allows for easy photocopying.**)
- Keep a copy of your application for your records.

**1. Project Title****2. Details of Organisation**

Name of Organisation
Contact Person
Position
Telephone
Postal Address

**3. Summary of your project** ie. in a couple of sentences say what the funds going to be used for and what you expect to achieve?**4. Amount of grant requested.**

**5. Project description** i.e. what you want to do and why you want to do it. Also indicate when you expect the project to be completed and how you intend evaluating the project.



**Office Use Only**

Project No:

Amount of Grant Funding Approved:

**CITY OF VICTOR HARBOR COMMUNITY GRANTS PROGRAM 2014/2015****DECLARATION AND UNDERTAKING BY APPLICANT**

We the persons making this application declare that:

- We have read and understand the guidelines for the City of Victor Harbor Community Grants Program.
- The information supplied in this application is to the best of our knowledge accurate and complete.

In the event that funding assistance is offered for the project, which is the subject of this application, we undertake to observe the following conditions:

- To use the grant only for the purpose outlined in the application.
- To seek approval from the Council for any significant changes to the budget.
- To seek prior approval for any significant changes to the project.
- To acknowledge the Council's assistance in any material relating to the project.
- To spend grant monies within the stated period, except with prior approval of the Council.
- To submit a statement of expenditure within three (3) months of the conclusion of the project.

Signature: \_\_\_\_\_  
(Project contact person)

Name: \_\_\_\_\_  
(Please print clearly)

Signature: \_\_\_\_\_  
(Committee member or  
Representative of organisation)

Name: \_\_\_\_\_  
(Please print clearly)

On behalf of: \_\_\_\_\_  
(Administering organisation)

Date: \_\_\_\_\_

Project title: \_\_\_\_\_

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