

# Community Assistance Fund Application



Please note the Community Assistance Funding Rounds below

Round 1:

**Applications received:** Jan - Feb

**Assessed:** Mar

**For projects/events commencing:** Apr, May, June

Round 2:

**Applications received:** Apr - May

**Assessed:** June

**For projects/events commencing:** July, Aug, Sep

Round 3:

**Applications received:** July - Aug

**Assessed:** Sep

**For projects/events commencing:** Oct, Nov, Dec

Round 4:

**Applications received:** Oct - Nov

**Assessed:** Dec

**For projects/events commencing:** Jan, Feb, Mar

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# Community Assistance Fund Application



## DOES YOUR ORGANISATION QUALIFY?

Is your Organisation not-for-profit? Required

Not for profit organisations can be looked up here: [Home | ACNC](#)

- ☐ Yes  
☐ No

Is your Organisation based within the Port Pirie Regional Council local government area? Required

- ☐ Yes  
☐ No

Do you have current Public Liability Insurance of \$20 million? Required

*To qualify for Community Assistance funding you will need to have Public Liability Insurance of at least \$20 million.  
This will not prevent you submitting this application but please be aware this insurance will be needed prior to funding.*

- ☐ Yes  
☐ No

Is your Organisation an incorporated entity under the Associations Act (or any other Act)? Required

- ☐ Yes  
☐ No

Please use the 'Continue' button to move through each page.  
You can also 'Save' your request. This will prompt you for an email address where you will be sent a link to resume later.

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## ORGANISATION DETAILS

Name of Organisation Required

### Physical Address of

Address Line 1 Required

Address Line 2

Suburb Required

Postcode Required

Is the physical address different to the postal address? Required

☐ Yes

☐ No

Primary Contact Person First Name Required

Primary Contact Person Last Name Required

Position Required

Contact number Required

Email address Required

Confirm email address

Does your Organisation (or auspice) have an ABN? Required

- ☐ Yes  
☐ No

Is your Organisation registered with a club development program?

- ☐ Yes  
☐ No

Aims, objectives and major activities of the Organisation Required

Maximum 250 characters (250 remaining)

No. of paid members in your Organisation? Required

No. of unpaid members in your Organisation? Required

No. of volunteers in your Organisation? Required

Has your Organisation previously received Community Assistance Funding in the past 2 financial years? Required

- ☐ Yes  
☐ No

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## PROJECT / EVENT DETAILS

Project / Event Name Required

Physical Address of Project or Event

Estimated Start Date Required

*As per funding rounds information listed at the beginning of this form: April-May, events or projects must commence between July, August or September*



Estimated End Date Required

*As per the CAF Policy Guidelines, projects and events must be completed within 6 months, unless otherwise agreed in writing.*



Event Date/s Required



Description of the project/event Required

Maximum 500 characters (500 remaining)

Who will benefit from the outcomes of the project/event? Required

- ☐ Members
- ☐ Participants
- ☐ Visitors
- ☐ Spectators
- ☐ Community
- ☐ Other

How many people are expected to attend/be involved your event/project? \*as an estimation Required

Who is the owner of the land where the project or event is to be located? Required

- ☐ Your Organisation
- ☐ Port Pirie Regional Council
- ☐ Other

Does your project/event require traffic management, waste management, facility hire, or other internal costs incurred by the Council for a community project/event? Required

- ☐ Yes
- ☐ No

Does the project/event require any further approvals such as planning or development approval? Required

- ☐ Yes
- ☐ No

**\*If unsure about any of the above, please speak to the Council for advice before submitting this application**

Please use the 'Continue' button to move through each page.

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## ASSESSMENT CRITERIA

**Which goals and strategies from the Port Pirie Regional Council Community Plan 2020-2025 does your project/event relate to the most?**

### Inclusivity & Diversity

*Goal: An active community that is connected and has opportunities to participate in community life*

- ☐ 1.1.1 Leadership in the community is valued, encouraged and supported
- ☐ 1.1.2 Volunteering is fostered for its contribution to the community and personal wellbeing
- ☐ 1.1.3 Community facilities and services are welcoming and accessible
- ☐ 1.1.4 The strong identity of a culturally rich community is celebrated
- ☐ 1.1.5 Cultural and creative based organisations and activities are supported

### Wellbeing

*Goal: A Community that is physically and mentally healthy*

- ☐ 1.3.1 A wide range of sporting and recreational opportunities are available
- ☐ 1.3.2 Community facilities are vibrant and increasingly multi use
- ☐ 1.3.3 Community wellbeing is enhanced through positive health outcomes
- ☐ 1.3.4 Coordinated initiatives and activities reduce lead exposure in the community
- ☐ 1.3.5 Open spaces are enhanced through well maintained and attractive landscaping providing opportunity for increased community activity
- ☐ 1.3.6 Our townships and areas of significance are recognised by a strong sense of place that engenders community pride

### Resilience

*Goal: A community that is able to unite and deal with adversity*



- ☐ 1.2.1 Our community is supported through events that enhance community connectedness and build community pride
- ☐ 1.2.2 Our community is prepared for and able to respond to emergency situations
- ☐ 1.2.3 Lifelong learning underpins our mental wellbeing
- ☐ 1.2.4 Our community feels safe

## Tourism

*Goal: The natural beauty, unique history and attractions of our region and towns provide memorable experiences for increasing numbers of guests*

- ☐ 2.3.1 Increasing visitation leads to new and expanded tourism attractions and experiences
- ☐ 2.3.2 Our region is increasingly recognised for its events and cultural experiences

How will the project/event benefit the community? Required

Maximum 500 characters (500 remaining)

How will your Organisation promote this project/event to the wider community? Required

- ☐ Social Media i.e. Facebook
- ☐ Local Paper
- ☐ Radio
- ☐ TV Ad/Classifieds
- ☐ Physical Banners around town
- ☐ Local Newsletter
- ☐ Council Newsletter
- ☐ Council website
- ☐ Local School Newsletter
- ☐ Local emergency services
- ☐ Community Notice Boards
- ☐ Emailing List
- ☐ Flyer/Letter drop to businesses
- ☐ Flyers at Visitor Information Centre or Shopping Centres
- ☐ Information stall

☐ Other

What outcomes is your Organisation hoping to achieve from this project/event? Required

Maximum 500 characters (500 remaining)

What method will your Organisation use to record your successes and shortcoming of the project/event? Required

Maximum 500 characters (500 remaining)

How will your project/event cater for needs of people with disability?

Required

*Think about if your event or project includes disability accessibility such as disabled toilets, parking, wheelchair access etc*

Maximum 500 characters (500 remaining)

Please use the 'Continue' button to move through each page.

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## PROJECT / EVENT BUDGET

Is the Community Assistance Fund covering part or full funding for your event / project? Required

- ☒ Part Funding  
☐ Full Funding

How much will this project/event cost in total? (including amount sought from Council, any contributions from your Organisation or other sources) Required

How much are you seeking from the Community Assistance Fund in total? Required

*Grant funding of up to a maximum of \$4,000 is available for financial and/or in-kind assistance per application, per organisation, per year. Funding is offered 4 times a year. Applicants may submit one application per funding round.*

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## Partial Funding

**Please list your 4 top major costs. If you have more than 4 items, please attached detailed budget document**

Required

- ☐ My costs do not include more than 4 different costs
- ☐ My costs include more than 4 different costs

Description of the 1st cost Required

*Examples may include costs for catering, advertising, printing, specific items or equipment, hire of x ...*

Amount of the 1st cost Required

Description of the 2nd cost

Amount of the 2nd cost

Description of the 3rd cost

Amount of the 3rd cost

Description of the 4th cost

Amount of the 4th cost

Where is the remainder of your funding coming from to complete your project/event? Required

Total Cost of Event/Project (grant funding + remaining funding)

*This total must equal to the total amount of your event/project with grant funds, other contributions combined .*

\$0.00

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## SUPPORT CLARIFICATION

Could the project/event proceed if without this grant funding? Required

☐ Yes

☒ No

Please provide some explanation why Required  
*i.e. limited Club funds (example only -please use more detail)*

Describe the efforts or attempts to seek funding from other sources prior to applying for this Community Assistance Fund? i.e. other sponsors Required

Please provide any additional information about your project/event that Council should be aware of

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## SUPPORTING DOCUMENTS

Please upload relevant quotes as evidence showing your costs are true and correct Required

*Current and legitimate written quotes are required. If quotes are unable to be sourced i.e only aware of advertised costs but a business cannot provide formal quotes, any evidence in writing is acceptable i.e. email/catalogue. Council in-kind works must also be included.*

Select file

Max file size: 50 MB

Max number of files: 20 files

Please upload copy of recent certified (signed by club Treasurer) or audited financial statements or (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) Required

Select file

Max file size: 50 MB

Max number of files: 20 files

Please upload copy of the organisations (or auspice body) current Public Liability Insurance Indemnity Policy which provides the applicant organisation, the event or project activity, cover of at least \$20 million Required

Select file

Max file size: 50 MB  
Max number of files: 20 files

Please upload copy of the Associations Incorporated Certificate or evidence of being affiliated with an incorporated parent organisation Required

Select file

Max file size: 50 MB  
Max number of files: 20 files

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## FINAL CHECK LIST AND CERTIFICATION

Before submitting your application, please ensure you have included and attached the following documentation Required

- ☐ All relevant sections of this application form have been completed Required
- ☐ Any relevant quotes uploaded Required
- ☐ Copy of the most recent certified (signed by club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) Required
- ☐ Copy of the organisations (or auspice body) current Public Liability Insurance Indemnity Policy which provides the applicant organisation, the event or project activity cover of at least \$20 million Required
- ☐ Copy of the Associations Incorporated Certificate or evidence of being affiliated with an incorporated parent organisation; Required
- ☐ Relevant Licence and approvals i.e. use of facility, development approval, have been included (if applicable)

I certify that to the best of my knowledge, the information contained within this application is true and correct and that my Organisation (or auspice Organisation) had duly authorised me to be making this application on its behalf.

I declare that I have read and understood the conditions of the funding guidelines and have sought advice regarding any necessary approvals or permissions required from other areas of Council to undertake this project or event.

I understand that an Evaluation/Acquittal report with supporting documentation will be submitted to the Council within two months of the completion of the project/event.

First Name Required

Last Name Required

Signature Required

☒ Draw signature below

☐ Upload photo of signature



#### NEED ADVICE?

If you have any questions regarding the funding, eligibility of your project/event or how to apply, please contact the Port Pirie Regional Council on (08) 8633 9777 or email [events@pprii.sa.gov.au](mailto:events@pprii.sa.gov.au)

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Please complete the following:

☐ I am not a robot

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