

# Playford Alive Initiatives Fund

## Funding Guidelines Booklet

Download an application form and guidelines from the Playford Alive website [www.playfordalive.com](http://www.playfordalive.com) or telephone Ruth on 8256 0132

**Closes: 17 August 2018**

## 1. INTRODUCTION

The Playford Alive Initiatives Fund is designed to provide grants that support a range of projects and initiatives which protect and enhance the social, economic and environmental wellbeing of the community.

The Playford Alive project covers the northern suburbs of Smithfield Plains, Davoren Park, Munno Para, Andrews Farm and Penfield. This guide was developed for community groups and organisations that are located within, or on the periphery of the project area that wish to implement a project that will be of positive benefit for residents (map of project area is attached).

The Fund will be conducting one funding round for 2018 / 2019 and all applicants must complete a Playford Alive Initiatives Grants Application Form.

## 2. FUNDING LEVEL

The Initiatives Fund has allocated a total of **\$25,000** to fund projects in this round. As an indication the anticipated maximum amount of individual grants is \$5,000, however applications for a greater amount may be considered on merit. There is a requirement for matching funding (either cash or in-kind) to be provided by groups / applicants equal to the amount for which they have applied.

## 3. AIMS OF THE FUND

The aim of the Fund is to encourage and support locally based community projects or activities that make a positive contribution to the integration of the existing and incoming community located within or on the periphery of the Playford Alive Urban Renewal Project area.

This is achieved by providing funding that can be used:

- As seed funding for new projects.
- As match funding with other funding bodies contributions.
- To enhance the volunteer base and ongoing revenue raising capacity of organisations; and
- Establish, provide, enhance, develop or expand services, programs, activities, facilities, resources, and equipment provided for the community.

## 4. OUTCOMES

The Fund aims to support local groups / organisations delivering services and programs which achieve a large range of social and practical outcomes for the community, including:

- Supporting and strengthen community groups.
- Supporting and encourage volunteering.
- Increasing and enhancing community participation.
- Supporting Arts and Cultural Development.

- Promoting healthy lifestyles in particular projects which increase access to leisure recreational and sporting opportunities.
- Encouraging a partnership approach that builds a safe community.
- Supporting learning opportunities that meet local community needs.
- Promoting a positive image of the Playford Alive project and the community.
- Supporting the creation of local employment opportunities in the Playford Alive project area.
- Developing life management skills.
- Addressing issues of special needs groups.
- Delivering of community infrastructure.

## 5. ELIGIBLE ORGANISATIONS

### Can my group apply for a grant?

Eligible organisations are:

- Local groups and Non-Government Organisations (NGOs) that deliver projects, programs around social welfare, sports culture and help for disadvantaged individuals, families and communities in need.
- Local / State Government is eligible if they are the sponsor of a separately managed community group or program.

All eligible organisations will have to:

- Demonstrate its own contribution to the project in the form of either a monetary contribution; showing any other grants that they have secured; in-kind support or volunteer time eg number of hours of volunteer time that is contributed to the project etc?
- Show that they have the capacity to effectively manage the financial responsibilities, and the skills to deliver the project (if not another organisation will need to act in this role on your behalf).
- Be an incorporated body (it may still be eligible for funding if it is sponsored by an incorporated body or legal entity, which accepts responsibility for the funded project).
- Have an Australian Business Number (ABN) to be eligible to receive funding (if your organisation does not have an ABN then another organisation will need to act in this role on your behalf).

## 6. PROJECT CRITERIA

As part of the assessment process preference will be given to projects that show:

- A strong partnership approach.
- That the project is sustainable after funds from the Playford Alive Initiatives Fund Board have been used.
- Match funding in the form of:
  - o The number of hours that volunteers will put into the project.
  - o Money that has already been raised towards the total cost of the project.

Please note that meeting the priority criteria does not necessarily guarantee success due to possible over subscribing or discretion of the Playford Alive Initiatives Fund Board (PAIF).

## 7. INELIGIBLE APPLICATIONS

Funding will not be provided for:

- Projects which have already commenced or have been completed.
- For project costs that have already been incurred.
- Organisational costs such as utility bills, rent or ongoing salary costs.
- Application for funds to upgrade a privately owned building or minor capital works.
- Applications from public or private educational institutions (except in an auspice role).
- Applications from organisations which receive significant funding from a State or Federal Government source (except in an auspice role – refer below).

## 8. ACQUITTAL AND EVALUATION OF GRANTS

On completion of the project recipients will be required to:

- Expend the grant monies on the approved project as outlined in the successful grant application. The organisation must seek prior authorisation from the Executive Officer for any variation to the intent of the original grant purposes. Any unspent funds must be returned to the Playford Alive Initiatives Fund at the end of the grant period unless prior approval has been sought.
- Complete a Project Report and Acquittal form showing how funds were spent, and outline the activities and outcomes of the project.
- Any equipment purchased through the Playford Alive Initiatives Fund valued at \$300 or over remains the property of the Playford Alive project partners and must be returned should the group become non-functional.

## What happens after your application has been approved?

- Once an application has been received an acknowledgment notification will be forwarded to you.
- Once an application has been assessed by the Board you will be notified by the Executive Officer of the decision.

## Useful Tips for Grant Applications

- Before starting your application, read the application guidelines carefully.
- Check your eligibility in the guidelines.
- When answering questions, always refer back to the advice in the guidelines. Keep your answers accurate, clear and concise, and make sure they directly relate to the questions. When describing what your organisation does, ensure that you provide examples of the activities performed by volunteers.
- Think carefully about the purpose and the amount of grant money you request. The amount you request may affect how likely your application is to receive funding.
- Check your answers before submitting your application.
- Following these tips in no way guarantees you will be successful in future funding rounds.

## Auspice Role

This means that another organisation would agree to act as a “Banker” for the grant and to acquit the grant on behalf of your group. This needs to be in place **before** you lodge your application.

Please note that the Playford Alive project is not able to find an auspice organisation on your behalf.

## Any Questions?

If you have a query or if you are unsure about any information contained in this letter or would like to discuss your application further please do not hesitate to contact Ruth Naismith on 8256 0132 or by email [rnaismith@playford.sa.gov.au](mailto:rnaismith@playford.sa.gov.au) who will advise you on how best to proceed.