

COMMUNITY GRANTS SCHEME

2026/2027

APPLICATION FORM



APPLICATIONS CLOSE: 5.00pm Friday 14th August 2026

Applications can be emailed to barunga@barungawest.sa.gov.au or delivered to Council.

Before applying, please read the community grants scheme application guidelines at <https://www.barungawest.sa.gov.au/community-information/community-grants>

If you have any questions about the grant scheme,
please contact Council on 8635 2107 or barunga@barungawest.sa.gov.au

Qualifying Questions

- | | |
|---|----------|
| 1. Is your organisation a not-for-profit group? | YES / NO |
| 2. Is your organisation located within Barunga West Council's area? | YES / NO |
| 3. Can your project be completed by 31 st May 2027? | YES / NO |
| 4. What type of organisation are you? (E.g. Incorporated association, co-operative, indigenous corporation etc) | |

4a. If you are an incorporated association, please provide your incorporation association number.

TIP: You can check your incorporation association number at <https://www.sa.gov.au/topics/family-and-community/community-organisations/associations/check-for-registered-associations>

Association Incorporation number: _____

If you answered no, to question 1-3, unfortunately you are not eligible for this grant.

Organisation Details

5. Name of organisation: _____
6. Address: _____
7. Contact person: _____
8. Position: _____
9. Phone number: _____
10. Email address: _____
11. How many people are involved in your organisation? _____
(E.g. financial members, regular participants, committee members, volunteers)
12. Do you have current Public Liability Insurance of \$10 million or greater? YES / NO

☐ Tick box if you have attached your insurance certificate of currency to this application

NOTE: If your organisation does not currently hold Public Liability Insurance, you will need to obtain it and provide proof before the project can commence.

About Your Organisation

13. Tell us about your organisation and its objectives. (100-150 words)

14. Has your organisation received Council’s Community Grant Scheme funding in the last three financial years (From July 2023-June 2026)?

YES / NO

If YES, what did you receive funding for and how much?

Grant Year	Amount	Purpose of Grant
2023/24	\$	
2024/25	\$	
2025/26	\$	

Project Details

15. Please describe your project (100-150 words)

TIP: Outline what the project involves, its purpose, and why it is needed.

16. Project Dates

Start Date (after 15.9.26): ____/____/____ **End Date** (must be before 31.5.27): ____/____/____

17. Project Location(s)

Address	Council or Crown land? (Yes/No)	Council owned building? (Yes/No)

Council will assess the application against any existing agreements or specific land use.

Consent to use Council Controlled Land:

- Is the proposed project on Council controlled land? YES / NO
- Is the proposed project permitted under the existing land use agreement? YES / NO / N/A
- Will this project change the purpose intended for the land? YES / NO / N/A
- If YES, please provide details:

- Are there any requirements or conditions Council need to apply to the project? YES / NO / N/A
- If YES, please provide details:

Development Assessment

- Does the project require development application approval? YES / NO
- If YES, has a discussion been had with Council's development staff? YES / NO / N/A
- If YES, has an application been lodged? YES / NO / N/A
- Are there any conditions or requirements that should be applied to the development application if it is successful? YES / NO / N/A
- If YES, please provide details:

18. Does your project involve building or installing new assets?

YES / NO

If yes, how will you insure them in the future? (50-100 words)

TIP: New assets (e.g. buildings, equipment, infrastructure) must be insured for their ongoing use. Please explain who will be responsible for the insurance and how the costs will be covered in future years.

19. Approximately how many people will benefit from your project? _____

Tip: Provide a number. Your best estimate (e.g. 50 club members, 200 visitors, whole town of ~1,000 residents).

20. Who will benefit from your project and how? (50-100 words)

Tip: Name the groups or type people that will benefit (e.g. youth, seniors, sporting clubs, tourists, whole community). Explain how they will benefit and what positive difference the project will make for them.

21. How did your organisation decide this project was needed? (80-120 words)

TIP: Strong answers mention a committee decision noted in minutes of the group, inclusion in your organisation's strategic or action plan, results from a member/community survey or evidence of local demand. We want to know it's more than just one person's idea.

☐ Tick box if you have attached documents to this application to confirm this information.

22. Which goal(s) does your project link to in the 2024-28 Barunga West Council Strategic Management Plan?

TIP: Read the plan at <https://www.barungawest.sa.gov.au/documents/strategic-documents/strategic-management-plan>

- ☐ Community – inclusive and connected community
- ☐ Services – dependable and responsive services and facilities
- ☐ Economy – support local businesses, tourism, and economic opportunities
- ☐ Environment – protect and celebrate our local environment and towns
- ☐ Leadership – informed, engaged and resilient leadership

Please explain how your project will help Council achieve our vision? (100-150 words)

Funding Request

For grants up to \$5,000 (GST exclusive) – no applicant contribution is required.

For grants between \$5,001 and \$10,000 (GST exclusive) – applicants are required to provide matching contributions.

Matching contributions can include: cash contributions from the organisation, in-kind contributions such as voluntary labour (valued at \$58 per person per hour, based on the Volunteering SA & NT rate <https://vsant.org.au/value-of-volunteering/>) or donated goods or services (must be costed at fair value).

In your budget, the total income must equal total expenditure.

23. How much funding are you requesting from Council's Community Grants? \$_____

TIP: This amount must match the "Council funding request" shown in your project budget table in question 30.

**24. Could your project proceed if only a portion of your funding request was received?
If yes, how will you fund the activity?**

YES / NO

**25. Is your project contingent on additional funding from other State/Australian Government
funding programs? If yes, please provide details?**

YES / NO

26. Does your project rely on recurring funding from Council to continue post 31.5.27? YES / NO

TIP: Council cannot fund projects that require ongoing or recurring funding. Your project must be able to continue without regular Council support post 31.5.27.

27. Attach a copy of your organisation's financial statement presented at your last AGM.

Tip: This should include both your Income and Expenditure Statement and your Balance Sheet (showing assets and liabilities).

☐ Tick box to confirm you have attached financial statement

28. Does your organisation have surplus funds above what is required for this project? YES / NO

If yes, please provide an explanation of why your organisation cannot self-fund this project.

Tip: It's okay to have savings but please explain if they are set aside for other purposes (e.g. future projects, equipment replacement, or emergency reserves). This helps Council understand why extra support is needed.

29. Budget

If your organisation is registered for GST – do not add GST to any budget amounts.

If your organisation is not registered for GST – include GST in all expenditure amounts.

How to complete this budget:

- Cash contributions are money actually paid – Council's grant, your organisation's own funds, donations or other grants received.
- In-kind contributions are non-cash – volunteer labour (valued at \$58 per hour) and donated goods or services (valued at a fair price).
- For each line, enter the cash amount and the in-kind amount, then add them across to the TOTAL column.
- Your Total Project Income must equal your Total Project Expenditure.

TIP: Add/delete income rows as needed. Show all the income needed to complete this project. Council's grant is a cash contribution, so its in-kind cell is shaded out.

Income	Cash (\$)	In-kind (\$)	TOTAL (\$)
Funding request from the Community Grants Scheme <i>TIP: This is the dollar figure you listed in question 24</i>	\$		\$
Organisation's contribution (own funds and/or in-kind such as volunteer time, goods or services)	\$	\$	\$
Other funding (e.g. donations, other grants) Please list:	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

TIP: Add/delete expenditure rows as needed. Show what you will spend all the income on for this project (including Council's grant and your contributions). For each item, show how much will be paid in cash and how much will be covered in-kind, then add them across to the TOTAL column.

Provide quotes to justify expenses over \$1,000

☐ Tick box if you have attached quotes to your application.

Expenditure	Quote attached ?	Cash (\$)	In-kind (\$)	TOTAL (\$)
	YES / NO	\$	\$	\$
	YES / NO	\$	\$	\$
	YES / NO	\$	\$	\$
	YES / NO	\$	\$	\$
	YES / NO	\$	\$	\$
	YES / NO	\$	\$	\$
TOTALs		\$	\$	\$

30a. If you listed an “In-kind Contribution” please explain how you worked out the dollar amount

TIP: E.g. number of volunteer hours × \$58 per hour (Example: 10 volunteers × 3 hours × \$58 = \$1,740), donated goods valued at retail price, professional services provided in-kind at market rate.

30. Provide any additional information you would like to share about your project (Max 250 words)

☐ Tick box if you have attached additional information.

Attachment checklist. Have you attached the following?

- Qu 12 - Certificate of currency for Public Liability Insurance of \$10 million or greater
- Qu 21 - Strategic plans/documents to show the project is needed.
- Qu 27 - Copy of your organisations financial statement presented at the last AGM
- Qu 29 - Quotes to show expenses over \$1,000
- Qu 30 - Any other documentation to support your application

Certification by Applicant

I certify that I have been authorised to prepare and submit this application on behalf of the organisation and that the information contained is a true and correct record to the best of my knowledge. On behalf of the organisation, I agree that this application has been made in accordance with the eligibility criteria and the conditions of funding and the following conditions:

- To provide the Barunga West Council with all required documentation once the project is complete and prior to 31 May 2027 for payment of the grant to the applicant organisation.
- That the funds applied for in this application will be expended as outlined and in accordance with this grant application.
- To notify the Barunga West Council if funding is gained from another source for this project.
- To acknowledge the Barunga West Council as a sponsor of the project/activity in any publication or promotion.
- When required, the project will comply with all relevant building codes, standards and legislation.
- To comply with any additional conditions of funding that the Barunga West Council may apply to this application.
- Failure to comply with these conditions may preclude our organisation from support in the future.

I agree to all the above conditions.

Authorised Signature of Applicant:

Name: _____ Signature: _____

Position in organisation: _____ Date: _____

COUNCIL USE ONLY

Received -

Signed: _____ Date: _____

Position: _____