

# BARUNGA WEST COUNCIL 2026/27

## COMMUNITY GRANTS GUIDELINES



### WHY THESE GRANTS EXIST

Every year, Barunga West Council sets aside \$40,000 to back projects run by local community groups and not-for-profit organisations. These grants exist because you know your community best. When your projects succeed, they help deliver Council's **Strategic Community Plan 2024–2028** and our vision of *'a thriving progressive community where the stunning coastal beauty coexists with growing inland towns and productive farming lands and waters'*.

Whether it's upgrading a clubroom, running a community event, or caring for a local reserve, we want to help you make it happen. This guide explains who can apply, what we can fund, and how the process works from application through to your final report. Please read it before you apply – by submitting an application, your group agrees to these guidelines.

If anything is unclear, call us on 8635 2107 or email [barunga@barungawest.sa.gov.au](mailto:barunga@barungawest.sa.gov.au). We're happy to help before you apply.

### AT A GLANCE

|                              |                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------|
| Applications open            | Friday 17 July 2026                                                                                    |
| Applications close           | 5.00pm Friday 14 August 2026 – late applications cannot be accepted                                    |
| Total funding pool           | \$40,000                                                                                               |
| Maximum grant                | \$10,000 (GST exclusive) per organisation, one application per round                                   |
| Grants over \$5,000          | Your group matches Council's contribution with cash, volunteer labour or in-kind support               |
| Who can apply                | Not-for-profit incorporated groups (or groups sponsored by one) based in the Barunga West Council area |
| Project can begin from       | Tuesday 15 September 2026                                                                              |
| Final report (acquittal) due | Monday 31 May 2027, with all grant funds spent                                                         |
| Questions?                   | 8635 2107 or <a href="mailto:barunga@barungawest.sa.gov.au">barunga@barungawest.sa.gov.au</a>          |

### CAN YOUR GROUP APPLY?

Your group can apply if you can answer yes to all of the following:

- You are a not-for-profit incorporated organisation, or you are sponsored by one.
- Your group is based within the Barunga West Council area.
- Your project can be finished, and all grant funds spent, by 31 May 2027 – unnecessary delay may result in the grant being withdrawn.
- Your project will not need ongoing or recurring funding from Council to keep going.
- Your group has the people, plans and financial management in place to deliver the project.
- Your group does not have an outstanding acquittal (final report) from a previous Community Grant.

- You hold Public Liability Insurance of \$10 million or more – or you agree to have it in place before the project starts.

**Not sure if your group qualifies? Call Council before you spend time on an application.**

## **WHAT WE CAN AND CAN'T FUND**

We fund one-off projects that improve the quality of life of Barunga West residents – things like equipment, facility upgrades, new events or programs, and environmental works. Strong projects have clear aims and a practical plan, respond to a demonstrated community need, complement rather than duplicate services already available locally, and are open to the widest possible range of residents.

### **We can't fund:**

- salaries, consultants, or day-to-day running costs such as phone, internet, printing and photocopying;
- organisations whose funding comes predominantly from the State or Commonwealth Government, or whose main purpose is fundraising;
- core school curriculum activities or infrastructure;
- annual or ongoing events, programs or activities;
- shortfalls in your group's general operating costs, remission of rates, retrospective payments or deficit funding;
- duplication of an existing local service, unless you can show strong evidence of demand that can't be met by existing providers;
- unlawful, unethical, profit-making or political purposes;
- projects that can't be sustained once the grant is spent, or groups without adequate insurance; and
- late applications, or applications from groups with an acquittal still outstanding.

## **HOW MUCH CAN YOUR GROUP ASK FOR?**

**Up to \$5,000 (GST exclusive):** no contribution is required – the grant can cover the full project cost.

**\$5,001 to \$10,000 (GST exclusive):** your group matches Council's contribution.

**For example:** ask for \$4,000 and no contribution is needed. Ask for \$8,000 and your group contributes \$8,000 towards a \$16,000 project.

Your contribution doesn't have to be cash. It can be volunteer labour, valued at \$50 per hour (the [Volunteering SA & NT rate](#)), or donated goods and services valued at a fair price. Whatever form it takes, show it in your project budget.

**Note: Council may consider applications that do not comply with these conditions under special circumstances.**

## **OUR SHARED GOALS**

These grants are one of the ways the community and Council deliver the Strategic Community Plan 2024–2028 together. Every application needs to show which goal (or goals) the project supports – and for most community projects, the fit is natural. In plain terms:

**Goal 1 – Community:** foster an inclusive and connected community. Think community events, youth and seniors programs, or making activities and facilities accessible to everyone.

**Goal 2 – Services:** provide high-quality, dependable and responsive services, facilities and infrastructure. Think clubroom and hall upgrades, or new community equipment.

**Goal 3 – Economy:** boost our local economy. Think projects that attract visitors, support local business, or make our towns great places to live, work and holiday.

**Goal 4 – Environment:** preserve and enhance our natural and built environment. Think revegetation, coastal care, or keeping our towns looking their best.

**Goal 5 – Leadership:** effective community leadership. Think training for volunteers and committees, or projects that keep the community informed and involved.

You can read the full plan at <https://www.barungawest.sa.gov.au/documents/strategic-documents/strategic-management-plan>.

## **HOW TO APPLY**

**1. Check you're eligible** using the list above, and check your group is ready to start the project within the funding period.

**2. Download the application form** (Word or PDF) from <https://www.barungawest.sa.gov.au/community-information/community-grants>. If you type into the Word version, take care not to delete any questions. If that happens, just download a fresh copy.

**3. Line up your approvals.** If your project needs development approval or any other government approval, you can apply with a statement of intent to obtain it but approvals must be complete before grant funds are paid, and the grant doesn't replace them.

**4. Complete every section and attach:**

- your Certificate of Currency for Public Liability Insurance - the one-page proof of insurance your insurer can email you (or agree to have insurance in place before the project starts);
- quotes for any work or items over \$1,000
- your group's financial statements (audited if applicable) presented at your most recent AGM;
- evidence of community need or support (survey results, meeting minutes, letters of support); and
- anything else that strengthens your application.

**5. Submit by 5.00pm Friday 14 August 2026** – email your application to [barunga@barungawest.sa.gov.au](mailto:barunga@barungawest.sa.gov.au) or deliver it to the Council office at 11 Bay Street, Port Broughton.

We can only assess complete applications, so please use the checklist on the form to make sure everything is attached before you press send.

## **WHAT HAPPENS NEXT**

|                                 |                                                                                                              |
|---------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Friday 14 August 2026</b>    | Applications close at 5.00pm.                                                                                |
| <b>During August</b>            | Council staff prepare a report for Council assessing every application against the criteria in Attachment A. |
| <b>Tuesday 8 September 2026</b> | Council makes funding decisions at its September Council Meeting.                                            |

|                                     |                                                                             |
|-------------------------------------|-----------------------------------------------------------------------------|
| <b>By Tuesday 15 September 2026</b> | Every applicant is notified of the outcome in writing.                      |
| <b>September 2026 – May 2027</b>    | Successful projects are delivered.                                          |
| <b>By Monday 31 May 2027</b>        | Projects complete, all funds spent, and acquittal (final report) submitted. |

Please be aware that information in your application may be publicly available. Being eligible doesn't guarantee funding. If requests exceed the \$40,000 available, Council may give priority to groups that haven't received recent funding (see Attachment A).

## **IF YOUR GROUP'S APPLICATION IS SUCCESSFUL**

**How payment works.** You pay for the project first, then invoice Council to be reimbursed the approved grant amount. If your group can't cover the costs upfront, request advance funding when you apply and we'll explain the acquittal arrangements that go with it.

**If plans change.** Get Council's written consent before changing what the money is spent on or your project timeline. All requests must be received in writing before May 2027.

**Acknowledge Council's support.** Mention the Community Grants Scheme in your promotions, publications or social media – and ask us first if you'd like to use the Council logo.

### **Your acquittal (the final report)**

An acquittal is simply a short report showing how you spent the grant. It's due by 31 May 2027 and includes:

- the completed Community Grants Scheme Evaluation Report form;
- a tax invoice from your organisation to Council for the approved grant amount (plus a Statement by a Supplier form if your group doesn't have an ABN);
- invoices from your suppliers and contractors, with receipts or proof of payment;
- evidence of how you acknowledged Council's support, plus some photos of the finished project; and
- the return of any unspent funds.

Council and its authorised representatives may audit or inspect projects to confirm grant money was spent as approved.

## **TIPS FOR A STRONG APPLICATION**

- Show real evidence of community need – a survey, meeting minutes, your strategic plan or letters of support carry far more weight than one person's idea.
- Be specific in your budget, attach quotes for anything over \$1,000, and make sure income equals expenditure.
- Tell us exactly who benefits and roughly how many people – '50 club members and 200 event visitors' beats 'the community'.
- Link your project clearly to the Strategic Community Plan goals – use the plain-English guide above.
- Show value for money – cash, volunteer and in-kind contributions stretch Council's investment further.
- Show the project will last – who will insure and maintain any new assets, and how.

- Groups that haven't received recent Council funding may be given priority, so don't be put off if you're applying for the first time.
- Talk to us early – a five-minute phone call can save a lot of rework.

## **GOT A QUESTION?**

**Barunga West Council:** 11 Bay Street, Port Broughton

**Phone:** 8635 2107 **Email:** [barunga@barungawest.sa.gov.au](mailto:barunga@barungawest.sa.gov.au)

## **ATTACHMENT A – HOW APPLICATIONS ARE ASSESSED**

Eligible applications are not automatically funded. If the scheme is oversubscribed (that is, requests exceed the \$40,000 available) Council may give lower priority to groups that received a Community Grant in the previous year, or that are already recommended for another grant in this round, so funding is shared fairly across the district.

Applications are scored against the following criteria:

| Criteria                             | Considerations                                                                                                                                                                           |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility</b>                   | The application complies with all eligibility requirements and includes all required documents.                                                                                          |
| <b>Strategic Alignment</b>           | Outcomes are clearly linked to the goals and objectives of the Barunga West Council Strategic Community Plan 2024–2028.                                                                  |
| <b>Identified Need</b>               | The project addresses a demonstrated community need, with evidence from surveys, plans, community input or data.                                                                         |
| <b>Community Benefit</b>             | The project benefits the wider community or a specific group within the Barunga West Council area, with a clear explanation of who and how many will benefit.                            |
| <b>Value for Money</b>               | The project uses funds efficiently, includes realistic budgeting, and shows cash or in-kind contributions that stretch Council's investment.                                             |
| <b>Sustainability &amp; Capacity</b> | The project is achievable within the timeframe, has good governance and management, and shows ongoing sustainability – for example insurance, future maintenance and continued benefits. |
| <b>Previous Council Funding</b>      | How much Council funding the applicant has received in the last three years. Priority may be given to groups with less recent funding support, to ensure equitable distribution.         |