



2023/2024

Community Grants Program

# CAPITAL FUNDING

## APPLICATION FORM 4

*Grants under this category are to assist with major equipment items and minor improvements to buildings, sports fields and other venues*

## CATEGORY: CAPITAL IMPROVEMENT FUNDING

<b>OVERVIEW</b>	<p>In this category of the <i>Community Development Grants</i> stream, the Berri Barmera Council committed funds for the purpose of assisting organisations to make improvements to community based facilities (and for large equipment items) that are essential to the operations of the organisation in the Berri Barmera District.</p> <p>Grants under this category are to assist with the purchase of major equipment items and minor improvements to buildings, sports fields and other venues.</p>
<b>SPECIFIC ELIGIBILITY</b>	<p>The organisation shall in general meet the criteria of the overarching eligibility criteria as outlined in the Community Grants Program Guidelines, but applicants in this category must also show that:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> The facility is located within the Berri Barmera Council area and Berri Barmera Council must form at least 25% of its members/activities;</li><li><input type="checkbox"/> The Group or organisation are actively engaged in helping themselves and can demonstrate the capacity to contribute (50%) to the project with in-kind and financial support;</li><li><input type="checkbox"/> They can demonstrate that the facility is adequately used and that sharing of resources is encouraged.</li></ul>
<b>PROJECT CRITERIA</b>	<p>The proposed project shall meet the general eligibility criteria for the Community Grants Program Guidelines, but preference will be given to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Assets that will be located (or used predominantly) within the Berri Barmera Council area;</li><li><input type="checkbox"/> Applications with a strong contribution from the other sources towards the project;</li><li><input type="checkbox"/> Applications resulting in physical improvements including improvements to physical access and mobility and/or maintenance;</li><li><input type="checkbox"/> Applications that widen the range of activities available at a facility and encourage the inclusion of all groups within the community;</li><li><input type="checkbox"/> Applications that can demonstrate that future replacement and repair contingencies have been established.</li></ul> <p>Where the asset could/should receive partial funding through another Government program then successful applications will be subject to additional funding from those sources.</p>
<b>ASSESSMENT CRITERIA</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> All applicants must complete the official application form (Form 4 of the Community Grants Program).</li><li><input type="checkbox"/> Applications must be received by the closing dates listed in this document.</li><li><input type="checkbox"/> The Project details must include preliminary sketches and estimates, if applicable.</li><li><input type="checkbox"/> Copies (where relevant) of permits, approvals and land use consent, are included, if applicable.</li><li><input type="checkbox"/> Council has received a written report for previously funded activities on the appropriate proforma, describing the outcomes of the project including a budget statement, within 12 months of the receipt of the grant.</li></ul>
<b>SUPPORT AMOUNTS</b>	<p>Grants of up to \$4,000 maximum (inclusive of cash and in-kind) may be paid for each approved application for capital improvements. These amounts are reviewed and set annually by Council and subject to availability of budget allocation.</p>



**CLOSING DATE 5.00PM MONDAY 15 APRIL 2024**

(Late applications will not be accepted)

Applicant Details					
1	Organisation Name				
2	Postal Address				
3	Total Adult Members		Total Junior Members (U18)		% of membership residing within the Council District
4	Contact Person		Role		
5	Email		Phone No.		

Organisational Status					
6	Is your organisation incorporated	<input type="checkbox"/> Yes	Incorporation Number		
		<input type="checkbox"/> No	You will require an organisation to auspice your activity and complete <a href="#">Form 5</a> Auspice Authorisation Form		
	Does your organisation have an ABN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ABN No:	
	Is your organisation registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Financial Status			
7	Is your organisation required to undertake an annual financial audit as per the rules of incorporation?	<input type="checkbox"/> Yes	Please attach a full copy of the latest audited statement
		<input type="checkbox"/> No	Please attach a copy of your organisations latest treasurer's report covering the previous 12 months

Activity Details				
8	Project Title			
	Amount requested from Council	\$	In-Kind	\$
				Note Council's in-kind assistance will be included when assessing total grant contribution.
	Activity Start Date:			Activity End Date:
	Have you applied for any other funding programs in the past 3 years?	If so, please outline below amount and what funds used for:		
	What other projects has your organisation undertaken in the past 3 years?			
	Will your organisation be able to proceed with the project if Council	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide details why?	



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Promotional Activities		
14	How will you promote your activity in the community? Please specify what communication tools and media outlets you will be using	
15	How will Council's Contribution be recognised or promoted?(ie media releases, newspaper, radio, website, print)	
16	How will you know if you have achieved the aims and objectives of your activity? eg surveys, attendance, business trade	
17	It is encouraged that groups seeks funding/sponsorship from other sources. Will you be seeking funding from elsewhere?	<input type="checkbox"/> Yes (Please list details in the "Other Income" Budget Section) <input type="checkbox"/> No

**Please note that the section below is required to be completed for your application to be considered.**

**If you require assistance, please call our office**

18 Budget					
INCOME		Amount		EXPENSES	Amount
Activity Income (ie sponsors, grants, user fees)				Activity Costs (ie marketing, printing, hire fees, permits, equipment hire etc)	
Berri Barmera Council Contribution Requested		\$			\$
Your Organisations Contribution		\$			\$
User Fees (eg participation fees)		\$			\$
Other Income (Sponsorship/Grants/Donations)	Confirmed				\$
Sponsors	<input type="checkbox"/>	\$			\$
Other Grants	<input type="checkbox"/>	\$			\$
	<input type="checkbox"/>	\$			\$
	<input type="checkbox"/>	\$			\$
<b>TOTAL INCOME</b>		<b>\$</b>		<b>TOTAL EXPENSES</b>	<b>\$</b>
IN KIND CONTRIBUTION (including voluntarily labour – skilled voluntary labour \$45/hr; unskilled labour \$20/hr)		AMOUNT		PROFIT/LOSS (Income minus Expenses)	\$

Berri Barmera Council in kind support *(see below)	\$	If your activity will make a loss, how will this loss be funded?
	\$	
	\$	
	\$	
<b>TOTAL IN KIND</b>	<b>\$</b>	

Application Submission Agreement			
19	I hereby verify that:		
	<input type="checkbox"/> Yes		I have been authorised to prepare and submit this application on behalf of the above-mentioned group/organisation
	<input type="checkbox"/> Yes		The information contained in this application is true and correct
	<input type="checkbox"/> Yes		I have read and understood the Community Grant Program Guidelines and eligibility criteria
	<input type="checkbox"/> Yes		All sections of the application are complete
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Additional information has been attached
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Any Council in-kind assistance relating to your activity has been requested by the Request for Service Form (Form 6) and cost information added to the budget section
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Attached quotes for any equipment or equipment/services over \$500
	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Attached copy of financial statement or reports
	Name (Printed)		
Role in Organisation			
Signature			Date

Applications must be received by

**Round 1:**

N/A

**Round 2:**

5.00pm on Monday 15 April 2024

**All enquiries:** Andrew Haigh  
Community, Recreation and Events Manager  
Phone: 08 8582 1922  
or Email: [bbc@bbc.sa.gov.au](mailto:bbc@bbc.sa.gov.au)

**Return completed applications to:** Community Grants Program,  
Berri Barmera Council,  
5 Riverview Drive,  
BERRI SA 5343  
(or PO Box 229, BERRI SA 5343)