

General Activities Funded

Minor Support

Minor support funding (in kind, cash or a combination) is offered to provide a quick response to assistance for programs, events and capital improvements up to a value of \$500 (for larger amounts please apply using the relevant Community Grants Program application form).

Grants under this category are to:

- Assist with minor works to buildings, sports fields and other venues;
- Support community events;
- Develop the capacity of organisations; and to
- Support programs meeting the needs of local residents that may not be delivered without additional support.

A. Quick Response Donation

Local community groups and organisations are able to apply for support so that they may commit to a time sensitive program/activity that would otherwise not be able to be pursued within the normal Community Development Grant timelines.

Funding will be considered for similar activities as outlined below:

- Urgent equipment replacement where insurance and 'provisions for replacement' are still not adequate for the timely continuation of the organisations core activities;
- A time sensitive commitment to a project or opportunity that has unexpectedly presented itself.

B. Organisational Support Donation

The Berri Barmera Council has committed limited funds for the purpose of providing one-off donations to assist local organisations in providing a strong community service in their day to day operations.

- Emergency Relief where factors outside of the control of the organisations have impacted on the sustainability of the organisation;

Preference will be given to organisations that may not otherwise be able to function without this support.

Amounts above \$500 may be applied for, however; these will have to be considered by the Grant Assessment Panel and/or be subject of a report to a monthly Council meeting. Please note that this may extend the time period for notification.

C. Services Support Donation

Usually in the form of in-kind services, such as:

- Hire of rooms and/or from Council
- Equipment hire (such as chairs/trestles/bollards) for Small community events
- Request for minor building works

- A series of smaller activities listed above occurring across the year

Funding Detail

General Eligibility

Applicants must:

- Be a properly constituted not-for-profit organisation or be sponsored by an incorporated organisation;
- Have a valid public liability certificate to cover this program/project/event;
- Submit the organisation's most recent audited financial statement or a treasurer's report covering previous 12 months.

Preference will be given to Groups/organisations that:

- Have a majority of members of the group/organisation residing in the Berri Barmera area;
- Operate within the Berri Barmera Council boundaries;
- Have acquitted previous Berri Barmera Council grant satisfactorily;
- are free of debt with Berri Barmera Council;

Specific Eligibility

Quick Response

That the need is time sensitive in nature and requires assessment outside of the normal Community Grants Program timelines.

Organisational Support Sponsorship

- Specific project or activity criteria are not essential but applicants must prove that they provide a strong community service and have a limited capacity to raise funds in the provision of those activities.
- Applicants should indicate how they are attempting to ensure financial sustainability in the future.

Ineligibility

In general, support will not be provided in the following circumstances:

- For individuals;
- Commercial venture or political activities;
- Recurrent costs associated with day-to-day operations;
- Projects that do not target a large proportion of the Berri Barmera community;
- Retrospective funding. This includes activities that have already occurred, reimbursement for funds already spent, or items that have been invoiced prior to notification of the outcome of the application;
- For services that are a primary funding responsibility of either the State or Federal Government. For example, schools are generally ineligible as they are considered a primary funding responsibility of State Government (however; in kind support may be provided);

- Proposals that will lead to a dependence on Council funds;
- Unsatisfactory or incomplete reporting on any previous funding allocation received from Council;
- Where organisations are not fulfilling existing legal obligations with Council in regard to leasing, or any other financial obligation with Council;
- Fundraising or activities that have a primary aim of supporting a charity (however; in kind support may be provided);
- For sporting equipment (i.e. disposable items of low cost and a short life, unless integral to the activity applied for);
- For clubs/organisations that receive substantial income from other sources, such as commercial sponsorship(s) or ongoing government funding for their core activities;
- For organisations that have poker machines and/or hold a liquor licence.

Please Note

Applications received during the open phase of the Community Development Grants Program will be subject to the assessment process and timelines of that program.

Please allow up to 12 weeks for a response.

Check the seeking Council assistance brochure for timelines.

Processing Notes

Application Criteria

- Applications may be made throughout the year.
- Only one successful application can be submitted per group/organisation per 12 month financial year period (although applications of other types may be received).
- Other criteria at the discretion of Council.

No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Council reserves the right to set a total maximum amount of support per financial year for any organisation.

Application Form

1. All applicants should fill out the appropriate application form although a letter may be accepted if sufficient information is provided to enable an informed decision to be made.
2. Should attachments be necessary please number the pages and staple in the left hand corner.
3. Please do not bind applications.
4. Please include all information required.

Incomplete applications will be returned and will be subject to secondary deadlines for assessment.

GST NOTE- All amounts to be inclusive of GST

Processing

The Community Services Department oversee all aspects of the Minor Support Fund including the review, assessment and recommendations of applications, with a listing of supported organisations included in the Community Services Reports to Council.

The Community Services Department may request additional information to be supplied by the applicants to assist with assessment.

Council will attempt to notify applicants of the outcome of their application within 4 to 6 weeks of the receipt of the application. Successful applicants may have additional paperwork to complete to assist the processing of payments.

Lodgement Of Applications

Community Grants Program
Berri Barmera Council
5 Riverview Drive, Berri SA 5343
PO Box 229, Berri SA 5343

Please remove this information page before submitting your application.



FORM 1

Council has made provision for a limited allocation of funds to support organisations in need. Applications for funding will be received outside of the six-monthly rounds of the Community Development Grants in special circumstances only if urgency and/or need can be determined. These applications are limited to \$500.

Office Use Only			
All Criteria Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	Records Number	
If No, is further information to be requested	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Information Received	
Recommended for funding (Comments)			
Not Recommended for funding (Comments)			
Approved for Funding	<input type="checkbox"/> Yes <input type="checkbox"/> No	Final Amount Approved	\$
Signature of Authorising Officer		Date of Approval	

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

Organisational Status					
6	Is your organisation incorporated	<input type="checkbox"/> Yes	Incorporation Number		
		<input type="checkbox"/> No	You will require a sponsoring organisation to auspice your activity and complete Form 5 Funding Support 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		

Activity Details			
7	Name of Activity		
8	Anticipated start date		Anticipated completion date
9	Summary: Please write a description about the program for which funding is requested. (you may wish to include goals and aims, value to the community, how it will meet a need in the community, how many people will benefit and what specifically the funding will be buying etc)		
<input type="checkbox"/> Please tick if you require more space and ensure you attach additional information			

Funding Support			
10	How much support are you requesting?		Cash: In-kind: (Please tick if you require in-kind)
	Quick Response: For Local organisations to commit to a time sensitive program/activity that would otherwise not be able to pursued within the normal Community Development Grant timelines		\$ <input type="checkbox"/>
	Organisational Support: A one-off donation to assist local organisations who provide a high level of community service and may not be able to operate without the support of this Council (or for regional groups, the combined Riverland Councils).		\$ <input type="checkbox"/>
	Services Support Donation: Funds for local organisations to assist with activities such as; hire of rooms and/or from Council, equipment (such as chairs/trestles/bollards) for small community events, minor building works, a series of smaller activities listed above occurring across the year.		\$ <input type="checkbox"/>
11	Will your activity still be able to proceed if only partial funding was received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide details why:	
12	It is encouraged that groups seek funding/sponsorship from other sources. Will you be seeking funding from elsewhere?		<input type="checkbox"/> Yes (Please list details in Budget section) <input type="checkbox"/> No
13	If you are applying for a Quick Response or Organisational Support, please outline why you chose this category.		

14 Budget					
SECTION A - Activity Income <i>(ie sponsors, grants, user fees, ticket sales, merchandise)</i>		Amount		SECTION C - Activity Costs <i>(ie marketing, printing, hire fees, permits, road closures, catering, equipment hire etc)</i>	Amount
Berri Barmera Council Contribution Requested		\$			\$
Your Organisations Contribution		\$			\$
User Fees (eg spectators, participation fees)		\$			\$
Other Income (Sponsorship/Grants/Donations)	confirmed				
	<input type="checkbox"/>	\$			\$
	<input type="checkbox"/>	\$			\$
	<input type="checkbox"/>	\$			\$
	<input type="checkbox"/>	\$			\$
	<input type="checkbox"/>	\$			\$
	<input type="checkbox"/>	\$			\$
TOTAL SECTION A		\$		TOTAL SECTION C	\$
SECTION B - IN KIND CONTRIBUTION <i>(including voluntarily labour – skilled voluntary labour \$45/hr; unskilled \$20/hr from your members and other groups)</i>					
Berri Barmera Council in kind support (complete form)		\$		TOTAL EXPENSES (Section C)	\$
		\$		TOTAL INCOME (Section A)	\$
		\$		PROFIT/LOSS (expense – income)	\$
		\$			
TOTAL SECTION B		\$			

Note: If you require in-kind support from Council (ie road closures, extra bins, hall hire fees), please complete the “I want to request a service from Council” section of the event process (from our website) in order for Council to ascertain whether we have the resources available and also to calculate an approximate cost.

Application Submission Agreement			
15	I hereby verify that:		
	<input type="checkbox"/> I have been authorised to prepare and submit this application on behalf of the above-mentioned group/organisation		
	<input type="checkbox"/> The information contained in this application is true and correct		
	<input type="checkbox"/> I have read and understood the Community Grants Program Guidelines and eligibility criteria		
	<input type="checkbox"/> Yes <input type="checkbox"/> N/A All sections of the application are complete		
	<input type="checkbox"/> Yes <input type="checkbox"/> N/A If required, an authorised representative of the auspice organisation has completed the Auspice Authorisation Form .		
	<input type="checkbox"/> Yes <input type="checkbox"/> N/A That you have attached the additional information, if you have ticked the box for requiring more space (Q13)		
Name (Printed)			
Role in Organisation			
Signature			Date

Applications may be received throughout the year. Please allow up to 6 weeks for approval.

All enquiries: Andrew Haigh
 Community, Recreation and Events Manager
 Phone: 08 8582 1922
 or Email: 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)