Community Grants - Application Form - Round 2 2026/2027
Form Preview

Introduction

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Introduction

The City of Tea Tree Gully's Community Grants program consists of one-off financial grants and funding for community groups and not-for-profit organisations.

Grants are provided for activities, programs, events and initiatives that provide clear benefits for our community.

Community groups and organisations can apply for funding to improve wellbeing, encourage inclusion, celebrate cultural diversity, engage in the arts and improve the environment.

Please read the Community Grants Policy and Guidelines carefully before applying.

Assessment

There are two funding rounds per year with opening and closing dates listed on the website.

Both the eligibility and assessment stages will be undertaken by Council staff.

Applications will be assessed against the criteria outlined in the Community Grants Policy.

The decision of awarding grants will be made by Council.

Eligibility Checklist

Before commencing your application, please check that you meet the eligibility criteria - all boxes must be ticked for your application to be eligible for funding.

The applicant: *
☐ Is an incorporated organisation/group/club or auspiced by an incorporated body
☐ Is located within the City of Tea Tree Gully Council area and/or primarily serve City of Tea Tree Gully residents
☐ Has not received a Community Grant in the previous 12 months
☐ Has acquitted any previous successful funding from the City of Tea Tree Gully
☐ Has no outstanding debt owing to the City of Tea Tree Gully
☐ Has not had any significant capital works projects/developments funded by the City of Tea Tree Gully in the previous 12 months
☐ Is not applying for payment of ongoing salaries
☐ Is not applying for capital works projects/developments, work to make improvements to a building and/or surrounding grounds
☐ Is not applying for recurrent operating or maintenance costs for the day to day operations of the organisation/group such as building maintenance or replacements
☐ Is not applying for building running costs (electricity, gas etc)
☐ Is not applying for an activity or program that is considered to be primarily the responsibility of the State or Australian Government (applications for schools/kindergartens

must not be for curriculum based activities and must demonstrate a broader community outcome or benefit)
☐ Is not applying for items for private use (eg uniforms)
☐ Is not applying for activities, programs or projects where existing Council funding mechanisms are in place
☐ Is not applying for activities, events or initatives that celebrate an organisation's birthday or anniversary that are exclusive to group members and not open to the general public, that are political or religious in nature and may denigrate, excude or offend parts of the community
☐ Is not applying for events that require an entry fee or conditional entry (ie membership)
☐ Is not applying for reimbursements for travel allowances
☐ Is not applying for sponsorships or prize monies
☐ Is not applying for gift vouchers or purchase of items which will be donated to a third party

Have you reviewed the Community Grants guidelines, policy and spoken to a member of the Community Grants team to check your eligibility? *
☐ Yes ☐ No
If you answer NO please make contact BEFORE submitting this application at community.grants@cttg.sa.gov.au or phone 8397 7444.

Organisation/Group/Club Details

* indicates a required field

Applicant Details

Organisation/group/club Name *

Organisation Name

Note: Provide your registered organisation/group/club name (not your name).

Contact Person *

Title | First Name | Last Name

Main contact. Correspondence will go to this person - it is essential to inform us if this changes.

Position within the organisation/group/club *

Position within your organisation/group/club (e.g President, Treasurer, Board Member, Grants Officer).

Contact Phone Number *

Must be an Australian phone number.

Contact Email Address *

Information will be sent to this email, please remember to update this if main contact changes.

Organisation/group/club Physical Address *

Address

Note: The location of the organisation/group/club.

Organisation/group/club Website

Must be a URL.

How did you find out about the City of Tea Tree Gully Community Grants Program? *

☐ Previous applicant ☐ Facebook ☐ Q&A Information Session
☐ Council's website ☐ E-newsletter ☐ Other:
☐ Local signage ☐ Word of mouth

Your response will help us target our future marketing and communications.

Incorporation

Is your organisation/group/club Incorporated? *

☐ Yes ☐ No

If Yes - attach certificate below, If No - please complete the Auspice details on the next page..

Incorporated - please upload scanned Certificate of Incorporation.

Attach a file:

Organisation/group/club ABN

Does your organisation/ group/club have an Australian Business Number (ABN)? *

☐ Yes ☐ No

If Yes - add your ABN below, If No - please complete and attach a 'Statement by a Supplier' below.

Please enter in your organisation/group/club ABN and click Lookup.

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Is your organisation/ group/club registered for GST? *

☐ Yes ☐ No

Statement by a Supplier

If your organisation/group/club does not have an ABN, please upload a completed Statement by a Supplier form from the Australian Tax Office (ATO) website.

Statement by a Supplier form can be downloaded from the ATO website here

Please upload your completed Statement by a Supplier form

Attach a file:

Organisation/Group/Club Details Continued

* indicates a required field

Auspice Details

If you are not incorporated, you will need to arrange an eligible Auspice. The Auspice must be an incorporated not-for-profit organisation. Please fill in the details below.

Name of Auspice *

Organisation Name

Must be the organisation's name.

Auspice Address *

Address

Note: the physical location of the organisation.

Auspice Phone Number *

Must be an Australian phone number.

Auspice Email *

Must be a valid email address.

Auspice Website

Must be a URL.

Auspice Contact Person *

Title | First Name | Last Name

Auspice Contact Position *

Position within the organisation.

Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

If your Auspice does not have an ABN, please complete and attach a Statement by a Supplier form.

Attach a file:

Note: The Statement by a Supplier form can be found on the ATO website: www.ato.gov.au

Auspice Incorporation Certificate *

Attach a file:

Please upload a copy of your Auspice's Incorporation Certificate.

Is your Auspice registered for GST? *

☐ Yes ☐ No

Please attach a letter from the Auspicing body supporting the project and grant application. *

Attach a file:

Organisation/Group/Club Description

* indicates a required field

Is your organisation/ group/club located within the City of Tea Tree Gully? *

☐ Yes ☐ No
Note: To be eligible your activity/project/event must be located within the City of Tea Tree Gully Council area and/or primarily serve the residents.

If your organisation is located outside the City of Tea Tree Gully, please briefly describe how many members reside in the City of Tea Tree Gully and how they are involved.

For example: 50 of our active members reside in the City of Tea Tee Gully and they take part in activities weekly.

How many members are currently involved in your organisation/group/ club? *

Must be a number.

How many members have a regular volunteering role? *

Must be a number.

What are the aims and objectives of your organisation/group/club? *

Word count:
Must be between 20 and 100 words.

How does your organisation/group/club generate income? *

☐ Government funding ☐ Parent body funding ☐ Fundraising ☐ Memberships fees
Must be at least 1 choice selected.

Does your organisation/ group/club benefit from the use of Council facilities? *

☐ Yes ☐ No
This may include Council grounds and/or buildings through a lease or other hire arrangement.

If yes, please provide details

Does your organisation/ group/club receive in-kind support/ financial assistance from the City of Tea Tree Gully? *

☐ Yes ☐ No

If yes, please provide details of the arrangement(s)

Project Details

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For more information on the available funding categories and criteria, please refer to the grant guidelines and policy found on www.cttg.sa.gov.au/comgrants

Project Title *

For example: 'Training Equipment Upgrade' or 'Community Program'.

Which funding category is your organisation/ group/club applying for? *

- ☐ A - Community Development (Maximum $8,000)
- ☐ B - Equipment (Maximum $3,000)
- ☐ C - Community Events (Maximum $2,500)
- ☐ D - Community Environmental (Maximum $2,000)

Note: Only ONE category can be selected.

Project description *

Word count:
Provide a detailed (but succinct) description of your project. Must be between 20 and 200 words.

Where in the City of Tea Tree Gully will your activity/project/event be held? *

The actual location of the activity/project.

Estimated Start Date *

Note: funding requests for Category C - Community Events must be lodged at least three months prior to the event.

Estimated End Date *

Note: The project must be completed within 12 months of approval.

Total Amount Requested *

$

Note: Ensure it is the same amount that is in the budget section.

How was the need/ demand for the project identified? *

Word count:
Must be between 5 and 200 words.

Who will benefit from the project? *

Word count:
Must be between 5 and 200 words.

How will they benefit from the project? *

Word count:
Must be between 5 and 200 words.

What are the expected outcomes of the project? *

Word count:
Must be between 5 and 200 words.

How will you know if these outcomes have been achieved? *

Word count:
Must be between 5 and 200 words.

Attach any other supporting documentation

Attach a file:

For example: Letters of support or project support plans. Category C - Community Events applicants must attach a current Public Liability CoC to the value of $20 million and an Event Management Plan including a risk assessment.

Attach a file:

Attach a file:

Budget

* indicates a required field

Expenditure

Please list all expenditure items below and provide a dollar value for each item.

You must attach copies of quotes/evidence of all costs (photos of items with price tags are accepted).

Note: This grant program does not fund purchases that have already been made, or support venue hire fees if the venue is owned by the City of Tea Tree Gully.

Expenditure	$	Attach quotes for any expenditure

Expenditure Total

Total Expenditure Amount *

This number/amount is calculated.

Amount Requested

Total Amount Requested *

This number/amount is calculated.
Note: This is the total financial support you are requesting in this application.

Contribution

Please outline your project contribution in the budget table below.

It is important that you include all sources of your group's contribution to the project such as the value provided by volunteers, your group's cash contribution, projected fundraising and the value of materials your group can provide to the project.

In-kind support - Volunteer hourly rate is determined by Volunteer SA/NT and is updated twice per year (in August 2025 it was listed in South Australia as $50.50 per hour).

Note: Organisation/club/group contribution must be at least 50% of the amount of the grant.

Contribution Type	Contribution Amount ($)
Organisation cash contribution	
Fundraising	

Donations	
Other grants	
In-kind support - Volunteer hours, valued at $50.50 per hour (time spent on this project)	
Other	
Other	

Contribution Total

Total Contribution Amount *

This number/amount is calculated.

Contribution Check

% Contribution *

This number/amount is calculated.
Note: Organisation/club/group contribution must be at least 50% of the amount of the grant.

City of Tea Tree Gully Strategic Plan 2030

* indicates a required field

The City of Tea Tree Gully's Strategic Plan 2030 can be accessed by clicking here

How does the project/ activity/event support the objectives in Council's Strategic Plan 2030? *

Word count:
Must be between 20 and 200 words.

Does the project/ activity/event meet one or more of the following criteria? Tick all that apply: *

☐ Strengthen community groups, community based social activities, events and support programs
☐ Support and encourage volunteering
☐ Encourage participation in community life including taking part in leisure, arts and culture, learning, sport and recreation opportunities
☐ Support and promote healthy lifestyles within the community
☐ Support a safe living environment for our community
☐ Encourage and support learning opportunities that meet local community needs
☐ Support and celebrate cultural diversity
☐ Support and celebrate inclusivity

☐ Generate a positive image of the City of Tea Tree Gully
☐ Establish or expand a local environmental management activity, program or project
☐ Activities that support an ongoing community environmental management activity, program or project
☐ Encourage collaboration, partnership and sharing resources
☐ Attract new events and activities to be staged in the City of Tea Tree Gully including visual and performing arts, literature, markets and cultural festivals
Must be at least 1 choice selected.

Publicity and Promotion

How will you recognise and promote Council's contribution to the project? *

☐ Signage
☐ Newsletter/Flyer
☐ Official launch
☐ Advertising
☐ Social Media
☐ Other:

Note: You will need to provide evidence of this when acquitting the grant.

Evaluation and Acquittal

We recommend the final report (Acquittal) be completed as soon after the funds spent and benefit of the grant can be demonstrated. All grant money must be spent within 12 months of receipt and you have 1 month to acquit after this as per our policy. *

☐ If successful, I will acquit this grant within 13 months after receiving funds or as soon as possible when the benefit of the grant can be demonstrated as required by the Policy. I will ensure to provide receipts of purchases, a copy of the acknowledgement of Council's contribution to the project, and I will contact the City of Tea Tree Gully should all grant monies not be spent or for approval of any changes.