

**Grants, Sponsorship and Donations
Frequently Asked Questions**

Contents

1.	What grant, sponsorship and donations programs and services does council offer?	3
2.	What should we consider before starting our application?	4
3.	What are grant priorities?	4
4.	Can council advise if I am eligible to apply for any of the open funding rounds?	4
5.	What types of events and activities have been supported in the past?	4
6.	If we received funding in the past does this mean we will not be funded again?	5
7.	What is the minimum amount of money our organisation can apply for?	5
8.	What is the maximum amount of money our organisation can apply for?	5
9.	Can individuals apply for grants and sponsorship funding programs?	5
10.	Can individuals apply to the Sport and Active Recreation Donation Program?.....	5
11.	What does in-kind mean?.....	5
12.	What information needs to be included in the budget?	6
13.	Should I use local businesses to procure materials and services?.....	6
14.	Is GST paid on the grant?	6
15.	Is an ABN required?	6
16.	Can I check if my group has an ABN?.....	7
17.	Do I have to submit my application on the application form?	7
18.	Can someone help me with my application?.....	7
19.	Can I talk to someone about my application before I submit it?.....	7
20.	Do I have to submit my application by the close date?	7
21.	Are some grants open all the time without a close date?.....	7
22.	When can I apply for funding?	7
23.	Can we submit more than one application in the same year?	8
24.	Are we eligible to apply if we have received council funding in the past?.....	8
25.	Can we apply for funds to do maintenance for our equipment or building?.....	8
26.	Can we purchase equipment with a grant?	8
27.	Can we apply for fundraising?	8
28.	I am planning an event, where do I start?.....	8
29.	Do I have to submit an Event Application form?.....	9
30.	Can I put up signs and banners to promote my event, project or activity?.....	9
31.	When will I need a permit or development application?	9
32.	We are serving food, what controls do we need to put in place?.....	9
33.	How do we need to recognise the local Kurna people?.....	9
34.	Do we need to invite the mayor and elected members?.....	9
35.	Can I take photos in public places during my event?	9
36.	What is a risk plan?	9

37.	What is an event marketing plan?.....	10
38.	Is public liability insurance required?.....	10
39.	How can we minimise waste on our project?	10
40.	Can council help to promote our activity/event?	10
41.	What is an incorporated association?	10
42.	What does a <i>not for profit</i> organisation mean?.....	11
43.	Is there a difference between <i>not for profit</i> and <i>non profit</i> ?	11
44.	Can I check if my group has an Incorporation Number?.....	11
45.	Our group is not incorporated, can we still apply?	11
46.	What is an auspicing arrangement?	11
47.	How many attachments can we submit with our application?	11
48.	What type of attachments can I add to my application?.....	11
49.	How many applications can an organisation make?	12
50.	What happens once I submit my application?	12
51.	When will applicants be notified of an outcome?	12
52.	Can I find out if my application has been successful before it is officially announced?	12
53.	What happens if we are not successful in getting a grant?.....	12
54.	What happens if we are successful in getting a grant?.....	12
55.	Will we receive the full amount requested in the grant application?	12
56.	When will we get the cash and in-kind support?.....	12
57.	What are the conditions of funding?.....	13
58.	What does council expect from the sponsorship relationship?.....	13
59.	What do we need to do when we finish our event or project?	13
60.	Do we have to keep receipts of expenditure?.....	13
61.	Are there other grant programs that we may be eligible for?.....	14
62.	When are the grants information sessions?.....	14
63.	When are the free grants writing workshops?	14
64.	I have received an email from a business offering to assist in the development and submission of my grant application. Is this from council or from an external firm associated with council?	14
65.	Grant seeking basics.....	14

1. What grant, sponsorship and donations programs and services does council offer?

We offer a range of grants to support local not for profit community groups deliver a diverse range of initiatives that benefit our communities socially, economically, culturally and artistically.

Some grants may also be open to local businesses and schools.

Our community grants programs include:

- **Community Grants**
Funding is available for innovative projects and activities that foster community participation and inclusivity in the areas of arts and culture, community building or recreation. Funding is also provided for small equipment purchases or upgrades.
- **Public Place Improvement Grants** (*formally known as Community Streetscape Grants*)
Funding is available for projects that improve public land including streetscapes in front of parks and reserves.
- **Heritage Grants**
This program offers the owners of local heritage properties a subsidy for work associated with the conservation of their building(s).
- **Community Training and Development Fund**
Funding is available for volunteer training and conference attendance, where participation will help foster individual and group skill development and demonstrate community participation.
- **Minor Capital Works and Facilities Grants**
Grants are available for improvements or upgrades to facilities that will contribute to the development of sport and recreation within the city.
- **Environment Grants**
Funding is available to projects that provide an environmental benefit within our city and can range from services, activities or resources that encourage green behaviour.
- **Every Generation Onkaparinga (EGO) Grants**
Our EGO Grants Program aims to support community-based events and activities that are inclusive of different cultures, ages, interests and abilities and encourage seniors to actively participate in their communities. For events held in October.
- **National Youth Week Grants**
We offer funding opportunities to groups and organisations to deliver activities during National Youth Week in April each year. The activities must be delivered in line with the Onkaparinga Youth model and in collaboration with young people aged eight to 25 years.
- **Event Sponsorship: Community Events and Christmas Events and Carols**
These grants support local organisations to deliver events that focus on building community capacity and encouraging community participation.
- **Event Sponsorship: Regional Festivals and Events**
Funding and in-kind support is available for regional festivals and large events, which deliver social and economic benefits in creating active, diverse and vibrant destinations.
- **Sport and Active Recreation Donation Program**
This program recognises and supports individuals and groups who reside in our city and are participating in sporting and active recreation events.

Grant program guidelines, other special grants program announcements and grant program officer contact details can be accessed from the grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants

We also offer a project support and grant searching service to assist groups to develop and implement projects, events and programs that will benefit the City of Onkaparinga community.

Contact the Grants Officer on (08) 8384 0666 or email grants@onkaparinga.sa.gov.au for further information.

[Back to Top](#)

2. What should we consider before starting our application?

Be prepared and try to plan a minimum of 12 months ahead to maximise your chances of success. Be SMART - **S**pecific; **M**easureable; **A**chievable; **R**ealistic; **T**imely.

Ask yourself the following questions to define your activity and clearly articulate this in your application:

- Who - who are the people that will be responsible for successfully managing your project or activity (stakeholders)? Have all stakeholders agreed to apply for a grant? What experience does your management committee have to successfully deliver the project or activity?
- What - define and detail what your activity involves. How does this relate to the grant objectives and outcomes?
- Why - why do you want to implement the activity? Who will benefit from the grant? Who supports the project or activity? Consider including letters/emails of support to your application as evidence.
- How - how will you deliver the project or activity? What are the tasks involved and how much does each task cost (budget expenditure)? What income streams and partnerships are available (budget income)?
- When - when is the best time to hold the event or activity and does it compete with or complement other activities? Can we add value or partner with another organisation or group to maximise benefits?
- Where - where is the best location to host the event or activity? Do I need permits or planning approvals?

It's important to thoroughly read the guidelines of each grant program to assess your eligibility and determine the best fit for your project or activity.

For more information on council's grants and sponsorship programs, contact the Grants Officer on (08) 8384 0666 or email grants@onkaparinga.sa.gov.au for further information.

[Back to Top](#)

3. What are grant priorities?

Every council prepares a strategic plan which sets out the objectives and strategies that are important to their community.

[Onkaparinga 2035](#) (our Community Plan) sets the vision and priorities for the future of our city. Our grants and sponsorship programs have been aligned to support goals and strategies presented in the plan.

When planning for a project, think about how the project will fit into the grant program objectives and priorities and indicate on the application form which goals and strategies they align to.

[Back to Top](#)

4. Can council advise if I am eligible to apply for any of the open funding rounds?

Eligibility criteria is included in grant guidelines, which also includes all the information you will need to complete an application including what can be funded, key dates, and grant program officer contact details. It is up to individual applicants to determine whether they meet the eligibility requirements. Guidelines can be accessed from the grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants

If you are unsure or require further information, contact the Grants Officer on (08) 8384 0666 or email grants@onkaparinga.sa.gov.au for further information.

[Back to Top](#)

5. What types of events and activities have been supported in the past?

Each funding program (except the Community Training and Development Fund) provides a list of previously sponsored events and projects. It is worthwhile checking what has been successful in receiving funding in previous rounds as this may assist you in the development of your submission. Refer to grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants for more information.

6. If we received funding in the past does this mean we will not be funded again?

If you have received funding in previous years and have met the reporting obligations in line with the conditions of funding, then generally groups can apply for funding again. The Minor Capital Works and Facilities Grants program is an exception where groups are unable to apply in consecutive years if the program is over subscribed. Refer to the grants program guidelines for specific requirements.

[Back to Top](#)

7. What is the minimum amount of money our organisation can apply for?

The grants and sponsorship programs may have a minimum grant amount that can be requested. Refer to grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants for specific funding program details.

[Back to Top](#)

8. What is the maximum amount of money our organisation can apply for?

Some grant programs have a maximum grant amount that can be requested or a requirement for applicants to match the amount of funding requested (i.e. provide 25 per cent or \$ for \$). The group's contribution can be all cash or a combination of cash, materials and in-kind support including volunteer hours. Refer to grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants for specific funding program details.

[Back to Top](#)

9. Can individuals apply for grants and sponsorship funding programs?

No, with one exception. Only incorporated community groups or unincorporated groups auspiced by an incorporated organisation can apply. The exception is that individuals are eligible to apply for the Sport and Active Recreation Donation program. Business organisations are eligible for Regional events and festivals sponsorship and ON Business grants. Refer to grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants for specific funding program details.

[Back to Top](#)

10. Can individuals apply to the Sport and Active Recreation Donation Program?

Yes, individuals and groups are eligible to apply. Refer to the www.onkaparingacity.com/grants for specific funding program details.

[Back to Top](#)

11. What does in-kind mean?

In-kind refers to items, materials, equipment or services, other than cash, that are being donated or loaned for the purposes of the event. This refers to the cash value that the item or service would have cost if you had to pay for it. Some grant programs will enable you to request in-kind support in addition to cash support. Please check the grant guidelines for details.

For the purposes of the grants and sponsorship programs, the concept of in-kind falls into two categories:

1. In-kind contributions that are made by the applicant. These can include, but are not limited to:
 - donation of materials
 - provision of a venue (where hire fees are waived or discounted)
 - provision of volunteer hours to help with your event or project. Volunteer hours are generally valued at \$30 per hour unless they are for specialised services (check guidelines)
 - specialised services, which are services provided (either free or at a reduced cost) by an appropriately credentialed person to support the staging of an event or delivery of your project. Examples include an electrician providing electrical expertise or an accountant managing accounts. We value these services at \$45 per hour. The specialised services provided must be directly

related to their profession/trade and relevant to the event or project. An accountant laying pavers or hosting at a community event would be valued at \$30 for example.

- It is the responsibility of the applicant to ensure that a person is appropriately credentialed for any tasks they carry out relating to the event or project.
2. In-kind support that is provided by council to support program and events in addition to the cash support provided through sponsorship funding. This can include, but is not limited to:
- the loaning of rubbish/recycling bins, portable toilets and flag bunting. For a list of council provided in-kind support and costs, please refer to the [Planning Your Event](#) page on our website
 - services that can be provided at the discretion of council. These are usually subject to negotiation and dependent on available resources. Conditions will apply.
 - waiving of some/all permit fees relevant to the staging of the event.

As part of the application process, applicants are required to:

- clearly stipulate any in-kind contributions being made to support the event.
- calculate the value of in-kind support being sought from council. You can use the community event in-kind support list available at the [Planning Your Event](#) page to determine the costs.

The level of in-kind support requested will be taken into account when assessing your sponsorship application. Any approved in-kind support will be detailed in your conditions of funding.

[Back to Top](#)

12. What information needs to be included in the budget?

Refer to the grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants page for a budget example and template, and the grant guidelines for specific requirements.

Applicants should be aware of taxation requirements, including Goods and Services Tax (GST) and Australian Business Number (ABN). These may have implications for your projects. For information and advice on ABN or GST visit the [Australian Taxation Office](#) website or call their infoline on 132 866.

[Back to Top](#)

13. Should I use local businesses to procure materials and services?

Yes, where possible it is recommended that you use local businesses to procure materials and services. Discover our local business register on our [ON Business Partnership](#) web page.

[Back to Top](#)

14. Is GST paid on the grant?

GST will only apply to a grant if the organisation is registered with the Australian Taxation Office for GST. In these cases, 10 per cent will be added to the grant for GST. For information and advice on GST and any implications for your project, visit the [Australian Taxation Office](#) website or call their infoline on 13 28 66. Grants are considered taxable income and it is illegal to claim GST if you are not registered.

[Back to Top](#)

15. Is an ABN required?

To receive a grant, the organisation/group must be an incorporated association ([refer 38](#)) and it is preferred (but not required) that they be registered for an Australian Business Number (ABN). An ABN acts like a tax file number for an organisation. If the group does not have either, then they will need to find an auspice organisation ([refer to 40](#)).

If the group is incorporated but does not have an ABN, details about how to register for an ABN is at the [Consumer and Business Services](#) website at www.cbs.sa.gov.au/associations-and-cooperatives/

[Back to Top](#)

16. Can I check if my group has an ABN?

You can check online at [ABN Lookup](#). This site is the public view of the Australian Business Register (ABR). It provides access to publicly available information supplied by community groups and businesses when they register for an Australian Business Number (ABN).

17. Do I have to submit my application on the application form?

Yes. Applications will only be accepted on the relevant grant application form.

Please ensure you are using the correct grant program application form or your project may not be eligible. If you're unsure what grant program is the best fit for your project or activity, contact the Grants Officer on (08) 8384 0666 or email grants@onkapinga.sa.gov.au to discuss prior to starting your application.

[Back to Top](#)

18. Can someone help me with my application?

Yes, with general assistance and advice. To maintain fairness and the integrity of the application process, we cannot write grant applications for funding.

We offer free grants and sponsorship program information sessions in February for people to find out more about our programs and ask our grant program officers questions. The dates for these information sessions are listed on the application form and council website in January.

We also offer free grant writing workshops in February to assist local community groups and community members with the process of grant writing and development. The dates for these workshops are listed on the application form and council website. These workshops are open to people residing in the City of Onkapinga, however numbers at each session are limited so bookings are required.

For more information contact the grant program officer or the Grants Officer on (08) 8384 0666 or email grants@onkapinga.sa.gov.au for further information.

[Back to Top](#)

19. Can I talk to someone about my application before I submit it?

You are encouraged to contact the relevant grants program officer prior to submitting your application. Details are included in the program guidelines. Refer to the grants, sponsorship and donations page on our website at www.onkapingacity.com/grants

[Back to Top](#)

20. Do I have to submit my application by the close date?

Yes. It is your responsibility to ensure that your application has been received prior to the close date and time. Late or incomplete applications will not be considered. Please note the date, time, who sent it and who received it for your records. It is a good idea to insert a read receipt on your emailed applications so you have evidence that it was received.

[Back to Top](#)

21. Are some grants open all the time without a close date?

Yes, some grant programs remain open throughout the financial year to receive applications until the funding pool is fully expended. These include such the Community Training and Development Grant, Sport and Recreation Donation Program and Heritage Grants. Applications are assessed in the order in which they are received.

[Back to Top](#)

22. When can I apply for funding?

The majority of our grants and sponsorship programs open at the end of January and close six weeks later. There are a few programs that are open all year and do not have a close date. Refer to the grants, sponsorship and donations page on our website at www.onkapingacity.com/grants for information on opening and closing dates for funding rounds.

[Back to Top](#)

23. Can we submit more than one application in the same year?

Yes, you can submit more than one successful application to each funding program in the same year. Some programs will only allow one application per group, per annum and others may allow you to submit more than one but you will need to prioritise the applications and the committee will assess them in that order. Priority will be given to the application you have indicated as your first preference. If there are sufficient funds available the other applications may be assessed. Refer to the guidelines on our grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants

[Back to Top](#)

24. Are we eligible to apply if we have received council funding in the past?

Yes, as long as you have met (or are meeting) your responsibilities under the terms and conditions of your current and/or previous successful application. Please note that some grant guidelines will not fund, or will score lower, applicants in successive years when that program is oversubscribed. Refer to the guidelines on our grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants

[Back to Top](#)

25. Can we apply for funds to do maintenance for our equipment or building?

The purpose of the Community Grants is not for maintenance or ongoing operating costs. The Minor Capital Works and Facilities Grant program will allow improvements to buildings but not equipment. Contact the Grants Officer on (08) 8384 0666 or email grants@onkaparinga.sa.gov.au to discuss your project.

[Back to Top](#)

26. Can we purchase equipment with a grant?

The purpose of the Community Grants is to assist in the development of projects that encourage community participation and inclusivity by offering alternative approaches to meeting community needs. Grants may also be used to fund minor equipment upgrade or replacement to assist with continuation of core business, provided this does not relate to a recurrent operational cost. Recurrent costs are items purchased on a frequent basis (e.g. purchase of cricket balls by a cricket club).

Other grant programs may be used to fund minor equipment purchases if the equipment is a direct requirement of the event or project and this expenditure is detailed in the budget submitted as part of your application.

Refer to the guidelines on our grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants

[Back to Top](#)

27. Can we apply for fundraising?

Applications that are made to simply seek a donation or sponsorship to support an organisation's general operating costs will not be funded.

You can apply for funding for an event which is generating funds for a not for profit community organisation providing that you can demonstrate the economic or community benefit this will generate. Applications for equipment that supports your group's fundraising activities will be considered.

Any net profits generated from your event need to be clearly explained in your budget and shown as an expense, even if you are holding it over for the following event, directing funds to other projects, or donating some of the funds to another group.

[Back to Top](#)

28. I am planning an event, where do I start?

Refer to the [Planning Your Event](#) page on our website for information on planning and managing a successful event.

29. Do I have to submit an Event Application form?

The Event Application form can be found on the [Planning Your Event](#) page. You will be required to complete an Event Application form when requesting in-kind contributions, such as materials, portable toilets, road closures, road side banners etc. Additional information (forms) will be required to place temporary banners on council land and managing food safety.

[Back to Top](#)

30. Can I put up signs and banners to promote my event, project or activity?

Refer to the [Planning Your Event](#) page on our website for information. You will be required to complete an Event Application form and a Temporary Signs and Banners form to place temporary banners on council land.

[Back to Top](#)

31. When will I need a permit or development application?

Refer to the [Planning Your Event](#) page on our website for information on when you will require a permit or development application.

[Back to Top](#)

32. We are serving food, what controls do we need to put in place?

Refer to the [Planning Your Event](#) page and complete an Event Application. You may need to submit a Temporary Food Event Notification form. You can also visit our [Food Safety](#) page for further information.

[Back to Top](#)

33. How do we need to recognise the local Kaurua people?

Refer to [Planning Your Event](#) on our website for information on protocol to assist with acknowledgements, welcomes and flag flying.

[Back to Top](#)

34. Do we need to invite the mayor and elected members?

Refer to the [Planning Your Event](#) page on our website for information on protocol to assist with acknowledgements, welcomes and flag flying.

If your event is sponsored by Council, then refer to the conditions of funding as you may be required to provide tickets and/or invite the mayor to officiate if applicable.

[Back to Top](#)

35. Can I take photos in public places during my event?

There are many picturesque locations for holding ceremonies and taking photographs. Refer to the [Planning Your Event](#) page on our website for information on available public spaces and venues.

Refer to the [Australian Law Reform Commission](#) page which provides information on taking photographs and other images of people.

[Back to Top](#)

36. What is a risk plan?

Refer to [Risk Assessment and Event Safety](#) on our website for information. A copy of the risk plan should be submitted with your application, and any changes confirmed at least six weeks prior to the event. Visit our [Event Sponsorship](#) page for a generic template for use as a guide only. Include all tangible and safety issues, but also remember to include event/project management, time delays, sponsorship management, financial vulnerability (who will underwrite your activity if you go over budget?) etc.

[Back to Top](#)

37. What is an event marketing plan?

Refer to the internet to research some examples of event planning guides and checklists. Keep it simple but make sure you cover all relevant points, including site plans, emergency plans for example. Pick one that suits your event or festival. For guidance on how to prepare a marketing plan, refer to the [South Australian Tourism Commission](#) website.

[Back to Top](#)

38. Is public liability insurance required?

Yes, the majority of grants will require public liability insurance from both the applicant and/or auspicing body, and to cover an activity or event. Council requires grant recipients to have insurance due to the risk of being sued for negligence is unpredictable and potentially very costly.

Public liability insurance will protect the organisation and committee members against the financial risk of being found liable to a third party claim.

It is the responsibility of the applicant to ensure that a person and/or organisation are appropriately credentialed for any tasks they carry out relating to the event or project.

It is a condition of funding for all grants and sponsorship programs that a sponsored organisation will ensure that the City of Onkaparinga is indemnified against all actions, costs, claims, charges and expenses whatsoever in relation to the event.

It is important to note that organisations may not have an event or activity covered under their general public liability insurance and will need to obtain separate cover for a particular event. There is an insurance facility available through council and its insurance brokers to provide public liability cover for ad hoc hirers of our facilities for the period of the hire.

For more information on public liability insurance requirements refer to [Risk Assessment and Event Safety](#) on our website for information. To find out more information about organising public liability insurance speak to the grant program officer or visit [Our Community](#) website for a range of information.

[Back to Top](#)

39. How can we minimise waste on our project?

For ideas on how to minimise waste visit the [Waste and Recycling](#) page at www.onkaparingacity.com

[Back to Top](#)

40. Can council help to promote our activity/event?

Yes, if you are successful in receiving a grant and have entered into a legal agreement, we may be able to promote your activity or event on our website calendar and Facebook. Contact the grants program officer to discuss how council might be able to assist.

Events sponsored under our Regional Festivals and Events program will be included in our events calendar and promoted on our Facebook page. Events sponsored under our Community Events and Christmas Events and Carols, or any other local event, will be included in our events calendar and can be shared by your group on our Facebook page.

[Back to Top](#)

41. What is an incorporated association?

If a club or community group is incorporated then the word 'Incorporated' or the abbreviation 'Inc.' will likely be included after the name. An incorporated not for profit group will have rules which guide how they operate. Becoming incorporated is not compulsory. When incorporated the group becomes a 'legal person' where the members may change but the organisation stays the same. Being incorporated protects the individual members from legal liabilities. It also allows the club or community group to enter into contracts and apply for grants.

All South Australian incorporated associations are registered with Consumer and Business Services. For more information refer to the [Consumer and Business Services](#) website.

[Back to Top](#)

42. What does a *not for profit* organisation mean?

Not for profit describes a type of organisation that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organisation is used in pursuing the organisation's objectives and keeping it running.

Not for profit organisations often make money, but what they do with the money they make separates them from for-profit businesses. In other words, any profit a not for profit makes can't be returned to investors in the form of profits or dividends. Instead, the money is used to grow the organization and further support its mission.

[Back to Top](#)

43. Is there a difference between *not for profit* and *non profit*?

Generally, "nonprofit" and "not-for-profit" have the same meaning. The term "nonprofit" refers to an organization that is not intended to make a profit, like an adult literacy group.

[Back to Top](#)

44. Can I check if my group has an Incorporation Number?

You can check online on the [ASIC Register](#). This site is the public view of the Australian Securities and Investment Commission (ASIC). It provides access to publicly available information supplied when groups register for Incorporation or have a registered legal structure.

[Back to Top](#)

45. Our group is not incorporated, can we still apply?

Your group or organisation can apply but you will need to link with an incorporated body to auspice (host) your application. If your application is successful, the grant money will be paid to the incorporated body. They will be responsible for the finances, but your group will be responsible for the project. The incorporated organisation agreeing to auspice your application will need to complete our auspice form which must be attached to your application. The auspice form for grant applications is available on our grants, sponsorship and donations page on our website at www.onkapingacity.com/grants

For information on incorporation visit the [Consumer and Business Services](#) website.

[Back to Top](#)

46. What is an auspicng arrangement?

An incorporated body can auspice a not for profit community group by supporting them and acting as the legal body for which the grant funds can be managed. The auspicng body takes legal responsibility for financial management and insurance in partnership with the management committee.

[Back to Top](#)

47. How many attachments can we submit with our application?

Applicants must attach documents which are specifically requested in the funding program guidelines, failure to do so may have a negative impact on the assessment of an application and reduce the chance of success.

Please be mindful that we receive a large number of applications for our grants. We ask that you limit the number and length of attachments to what is necessary to answer the questions in the application form. If we need any further information to be able to assess your application we will contact you.

[Back to Top](#)

48. What type of attachments can I add to my application?

Acceptable formats are PDF, Excel and Word documents. Individual program guidelines will provide further advice on content requirements and how to submit your application.

[Back to Top](#)

49. How many applications can an organisation make?

Organisations/groups can submit one application in each grant category. Each grant program may have its own conditions so please read the grant guidelines carefully before applying for funding.

[Back to Top](#)

50. What happens once I submit my application?

Once an application has been received an acknowledgment email/letter will be sent to the nominated contact person on the application form. If you do not receive acknowledgement within two to three weeks of the close date you will need to contact the grant program officer to ensure your application has been received.

Eligible applications will be assessed and funding recommendations approved. Applicants will be notified of the outcome of their application for funding in writing as soon as possible after final approval.

[Back to Top](#)

51. When will applicants be notified of an outcome?

Depending on the grant program, the approval process may take up to four months.

Applicants will be notified of the outcome of their application in writing as soon as possible after final approval. Check the grant guidelines on our grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants

[Back to Top](#)

52. Can I find out if my application has been successful before it is officially announced?

No. All information will remain confidential until the assessment and approval process is complete.

[Back to Top](#)

53. What happens if we are not successful in getting a grant?

Once the grant recommendations have been endorsed, each applicant will be notified by mail of the outcome of their grant application. If you were not successful in receiving a grant, you can request feedback from the grants program officer on how you can improve your applications in the future.

[Back to Top](#)

54. What happens if we are successful in getting a grant?

Once the grant recommendations have been endorsed, each applicant will be notified by mail of the outcome of their grant application. Documentation will include a letter of offer and a Conditions of Funding agreement which will need to be signed and returned.

Grants are generally sponsored for the period of the financial year in which they are distributed. Check the conditions of funding.

[Back to Top](#)

55. Will we receive the full amount requested in the grant application?

Some grant programs fund the full requested amount whilst others offer a lower grant due to the significant number of applications received. You will need to consider if and how your event could proceed if only partial funding was received. If this may have an impact on your application please speak with the grant program officer.

[Back to Top](#)

56. When will we get the cash and in-kind support?

Depending on the grant program, cash sponsorship will be available after the signed conditions of funding agreement and requested documentation has been returned. A cheque presentation evening is held for the recipients of some grant programs and others are paid by direct deposit.

You may be requested to supply a tax invoice to generate the grant payment. Details are available in the conditions of funding.

[Back to Top](#)

57. What are the conditions of funding?

The successful applicant will be required to sign the conditions of funding and agree that:

- the funds provided must be used for the approved project
- any changes to the project that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval from us
- any events (e.g. project launches, celebrations) and other gatherings held as part of the project will consider our waste reduction guidelines
- provide a certificate of currency

- council's approved 'sponsored by' logo shall be used on all printed material relating to the funded project and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the project to the public. All promotion mentioning council must be approved by council's grants program officer prior to printing and distribution
- where council is the primary sponsor it is expected that the mayor, elected members or senior council staff be offered the opportunity to speak or make a presentation at key points in the event as negotiated with the grant program officer.

An evaluation report must be submitted after your activity is completed. A copy of the report template will be sent to you as part of the agreement. Conditions of funding may also include special conditions for individual projects or events.

[Back to Top](#)

58. What does council expect from the sponsorship relationship?

It is important to recognise and promote council sponsorship as specified on the application form and in the conditions of funding agreement. The use of council 'supported by' logos must be approved prior to use. Maintaining ongoing communication with the relevant grants program officer about all aspects of publicity associated with the event is important to establish the best way for the sponsorship relationship to be developed.

[Back to Top](#)

59. What do we need to do when we finish our event or project?

When the project or event has concluded, you will be required to complete and return an evaluation (acquittal) report in line with the signed conditions of funding by the agreed date. Failure to do so may jeopardise future success for funding. A copy of the evaluation report will be posted to you with the Conditions of Funding or contact your grants program officer if you require another copy.

If the project has not been completed by the agreed date, then the group should contact the program grant program officer and advise the anticipated date for completion. This will ensure that the group is eligible to receive further council grants.

[Back to Top](#)

60. Do we have to keep receipts of expenditure?

Receipts for items over \$100 should be submitted with the evaluation report and need to be itemised in the budget template on the report. Smaller items can be grouped together and shown as ancillary expenditure.

[Back to Top](#)

61. Are there other grant programs that we may be eligible for?

A list of popular external programs can be accessed from our grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants

To discuss your project in more detail or find out about other grant program opportunities contact the Grants Officer on (08) 8384 0666 or email grants@onkaparinga.sa.gov.au for further information.

[Back to Top](#)

62. When are the grants information sessions?

We hold grant information sessions during February each year to coincide with the grant programs that open in late January and close in March.

The purpose of the information sessions are to support the community in understanding what grant programs are available from council and provide advice to develop and submit their grant applications.

The information sessions are open to everyone, no bookings required. For more information including venues, dates and times, refer to our grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants or pick up a brochure from one of our council offices, or call council on 8384 0666.

[Back to Top](#)

63. When are the free grants writing workshops?

We conduct free grants writing workshops during the first two weeks in February each year to coincide with the grant programs that open in late January and close in mid March.

The purpose of the grant writing sessions is to impart knowledge and skills to the community on understanding the grant guidelines, and how to prepare and submit grant applications.

Bookings are required as sessions are limited to 15 participants.

Workshops are open to any one residing in the City of Onkaparinga. For more information including venues, dates and times, and online bookings, refer to our grants, sponsorship and donations page on our website at www.onkaparingacity.com/grants or pick up a brochure from one of our council offices, or call council on 8384 0666.

[Back to Top](#)

64. I have received an email from a business offering to assist in the development and submission of my grant application. Is this from council or from an external firm associated with council?

We do not solicit the services of any external firms to assist individuals with their applications. Applicants must be aware that if they pursue the services of external firms to develop their application they do so at their own risk and cost.

[Back to Top](#)

65. Grant seeking basics

For general information on grants including tips, tools and resources visit [Our Community](#). The Our Community Group provides advice, connections, training and easy-to-use tech tools for people and organisations working to build stronger communities. Our partners in that work are not for profit organisations and social enterprises; government, philanthropic and corporate grantmakers; donors and volunteers; enlightened businesses; and other community builders.

[Back to Top](#)