

TATIARA DISTRICT COUNCIL
COMMUNITY INFRASTRUCTURE
GRANTS GUIDELINE



Tatiara
the good country

**COMMUNITY STRENGTHENING
INFRASTRUCTURE GRANTS**
Guidelines and Application Forms

MAJOR GRANTS:
APPLICATIONS CLOSE AT MIDNIGHT
20 OCTOBER 2026

Nominated Council Officer:

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Manager Development & Economic Growth
(08) 8752 1044

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Grants Overview

Council's Community Grants program was first established in 2003 and allocates funding of approximately 1% of rate revenue, including a provision for in-kind services to eligible groups or projects. Funding is available to support our local community to undertake projects, improve facilities and host events that will make the Tatiara an even better place for all of us.

The Community Grants program is based on a philosophy of partnership. Council recognises the vital role that individuals, community groups and organisations play in contributing to the creation of a vibrant and sustainable region. In return, Council provides a range of grants to encourage and support individuals and community groups to engage in activities that enhance the quality of life in the Tatiara.

Our funding will not always be sufficient or appropriate for all projects.

Funding categories

Funding is provided through minor grants (\$2,000 and under) and major grants (above \$2,000). Three different funding categories are available and summarised in the table below:

Funding Stream		What		When	Who
Minor Grants					
1	Individual Achievement Grants	max. \$350 national event, max. \$500 international event	Max. one grant per individual or group per financial year	Open year round, assessed monthly	Individuals
2	Quick Response Community Strengthening Programs & Events	max. \$2,000 programs and events	Max. grant per group is \$2,000 over 2 financial years.		Community groups and organisations
Major Grants					
3	Community Strengthening Infrastructure=Grants	max. \$10,000 enhance, improve or renew social assets	Max. one grant per group every 2 nd financial year	Applications close on 20 October annually, assessed at November Council meetings	Community groups and organisations

The Community Grants Program aims to provide funding to not-for-profit community groups and organisations to undertake projects and/or activities in the areas of sport and recreation, youth, lifelong learning, culture and art, community development, welfare, as well as initiatives supporting vulnerable residents and people with different abilities.

Application and assessment process

1. All grant applicants are encouraged to contact the **Nominated Council Officer, Tracey Grosser**, at least 5 business days prior to the deadline if assistance is required.
2. Contact with other Council staff about grant proposals is not permitted.
3. Late and incomplete applications cannot be accepted.
4. Applicants seeking a major grant are encouraged to attend an information session to understand the process, eligibility and assessment criteria.
5. Applications may be submitted by email, post or in person at a Tatiara Council Office.
6. Applications must be on the Community Strengthening Infrastructure Grants Application Form at the end of these guidelines.
7. Applications will be in a single funding round in November of each year. If the fund is undersubscribed, Council may resolve to host a subsequent round.
8. Applications will be assessed for eligibility and against the assessment criteria.
9. Applications will be reviewed by an assessment panel comprising three (3) Council Officers, including at least one of the following, Chief Executive Officer, Director Corporate & Community Services and/or Finance Manager. The assessment panel will provide an assessment report and make recommendations for funding to a meeting of the Council.
10. Applicants will be advised of application outcomes within two months of applications closing.
11. Successful applicants will be required to submit a valid tax invoice to Council for payment within 30 days of funding being granted.
12. Grant recipients must:
 - a. Publicly acknowledge Council's contribution, for example in the media and on project signage; and
 - b. Provide a formal funding acquittal in the form required by Council within two (2) months of completion of their project/activity.

Eligibility - Project/Event

Funding Stream	What may be funded?
3 Community Strengthening Infrastructure Grants	Community Strengthening Infrastructure Grants, provide financial assistance to community groups for projects that: • Extend or improve the quality of existing facilities. • Increase accessibility to assist the aged, people with disabilities, prams, etc., to an existing facility. • Develop a new facility which does not duplicate an existing facility at the relevant venue. • Purchase plant or equipment or undertake major maintenance of existing facilities which is considered by Council to be of a capital nature. Examples of eligible projects include: • Construction of new buildings/facilities. • Alterations/renovations/extension to existing buildings • Connection of water and/or electricity to an existing or new building. • Installation of pop-up sprinklers. • Construction of access ramps. • Fencing of reserves. • Purchase of equipment that supports volunteers. • Re-surfacing of recreation areas, e.g. ovals, tennis courts, etc. The maximum funding available to any one organisation per every 2nd financial year in this category is \$10,000 (not including GST).

Eligibility – Applicant

To be eligible for a Community Strengthening Infrastructure Grant, applicants must meet the following criteria:

Be an incorporated community group or not for profit organisation, or auspiced by such a group. (submission of Auspice Agreement required)	
Applicants must be located within the Tatiara District Council area and/or primarily serve Tatiara residents	
Demonstrate direct economic or community benefit to the Tatiara	
Has not already received substantial support from Tatiara District Council.	
Applicants must apply in one (1) funding stream only for the same project.	
Applicants are only eligible for funding once every second financial year. Unsuccessful applicants are welcome to reapply.	
Recipients of previous Community Grants Program funding or loans must have completed all requirements including payments, funding acquittal forms, receipts and aligning with the purpose of the funding.	

Specific Exclusions for Community Strengthening Infrastructure Grants

Individuals or commercial enterprises/businesses are not eligible.	
Applicants that do not reside in, or provide direct benefit to the Tatiara.	
Projects that are considered to be the major responsibility of the State or Federal Governments*	
Projects that are clearly a duplication of an existing service.	
Applicants who have not completed a previous funded project or lodged an Acquittal Form for a previous grant or failed to meet Council loan requirements.	
Applicants who have an outstanding debt owing to Council (does not apply to compliant loan arrangements).	
Upgrading of Government or privately-owned buildings.	
Recurrent funding for operational costs will not be considered. Club administration costs, repair of equipment, rates, power, telephone and other recurring costs are not eligible for assistance under this Scheme.	
Retrospective funding where a project or activity has already commenced.	

*Note: This includes the core activities of primary, secondary and tertiary educational facilities. Potential applicants from the education sector are encouraged to reach out to Council's Nominated contact to discuss their project and eligibility, prior to applying.

Project co-contributions

While not compulsory, co-contributions are a component of the assessment criteria. Scoring of co-contributions is as follows.

Contribution	Score /10
50% or greater direct financial contribution (cash)	10
25-50% co-contribution with 25% or more direct financial (cash)	7
25-50% co-contribution with less than 25% direct financial (cash)	5
Less than 25% co-contribution (in-kind or financial)	3
0% co-contribution	0

Assessment criteria

Major Community Strengthening Grants

The evaluation of **Major Grants** applications is based on the **assessment criteria** described below. The Assessment Panel will consider the extent to which the proposed project meets these criteria.

Each criterion will be scored from 1 – 10. Infrastructure Grants applications may achieve a maximum score of 60. The minimum score an application will need to achieve to be considered for funding is 40.

Please consider the assessment criteria when completing your application.

Assessment Criteria	Max Score
Contributes to the social and economic benefit of the local and broader community and encourages community strengthening. <i>(*Note: Consideration may be given to the value of the project, existing infrastructure, economic return on investment etc.)</i>	10
Include detail on how the project increases access to those groups traditionally disadvantaged <i>(e.g. people with a disability, older adults, young people, women, language other than English, low income, rural remote)</i>	10
Demonstrates a significant degree of self-help and co-contribution <i>(Consideration may be given to previous funding, in-kind or cash contributions, external funding, number of volunteers etc, see scoring matrix in co-contributions section)</i>	10
Increases sustainable participation and improves multi-use of facilities.	10
Addresses preventative maintenance or renewal to preserve facilities or mitigate risk.	10
Support Council's Strategic Plan and/or community strategic plans.	10

Budget limitations may restrict funding approval even though a project may have great merit and meet all the eligibility and assessment criteria.

The Community Grants are a competitive funding program. The success and priority of an application and the quantum of allocation will be determined by how applications score against the assessment criteria compared to other applications. As the process of assessment is merit based, the full budgeted amount may not be spent.

For Community Strengthening Grants: Council Officers will review applications and provide recommendations to the Elected Members at a Council Meeting, in alignment with this policy. The decision regarding the allocation of funding is made by resolution of Council.

Providing supporting evidence is an important way of demonstrating not just the issue you are trying to address, but how the project or activity will be delivered.

Evidence may include participation numbers or demographic information, photographs, literature references, reports on past successful projects etc. A Strategic Plan supporting the proposed project and/or letters of support from other groups and organisations will be well regarded.

Applications must clearly identify in-kind, cash or voluntary contributions in the budget. They must include the latest financial statements/banks statements and demonstrate the financial need for the grant. Applications must also include at least one quote for products or works proposed.

A copy of the applicant's Public Liability Insurance Certificate of Currency must be provided upon request.

Application Form: Community Strengthening Infrastructure Grants

Applications close at midnight on 20 October Annually
Max. one grant per group every 2nd financial year.

Organisation information

Organisation Name: _____

Postal _____

Address: _____

ABN/Incorporation _____

Number: _____

Public Liability Insurance _____

Cover _____

\$ _____

Policy No.: _____

Amount: _____

GST- Yes ☐ No ☐

registered: _____

Auspiced by another _____

Yes ☐ No ☐

organisation*: _____

**Auspiced organisations must submit the auspice agreement form with their application.*

Head of organisation (must sign the application, Executive Officer, President, Chair, etc.)

Name: _____

Position held: _____

Phone: _____

Email: _____

Contact Name: _____

Position held: _____

Phone: _____

Email: _____

Number of members (please indicate numbers under each heading)

	Junior	Senior	Total
Male			
Female			
Total			

Project Information

Project title:

Grant amount requested (max. \$10,000 ex GST): \$

WHAT are you going to do? Describe the project. What are you going to do? When will the project happen?

WHY do you want to do this project? Explain the need for the project. Describe the problem/ opportunity, how the project will respond, and why the community needs it. How will it make the community stronger? To what extent will it increase people's involvement and participation? Is the project supported locally? Does it link to other plans (your organisation's strategic plans, community plans, Council plans etc.)?

WHO will be involved? Who will manage the project, who will be involved? Who are the partners? Will there be voluntary and in-kind contributions?

HOW will the project be delivered? How will you know if your project was successful? What will the outcomes/outputs be? (If possible provide measurable objectives e.g. 10 people/day will use the new equipment/ 100 people will attend the event, story in local paper etc.) Will it be sustainable? How will you pay for it?

HOW MUCH will the project cost?

(Please provide quotes and confirmation of any other sources of funding or support.)

Income		Expenditure	
Cash Contribution:	\$		\$
Grant Contribution:	\$		\$
Other Sources:	\$		\$
In-Kind*	\$		
<i>(who? what? number of hours? \$/hour)</i>			
Total	\$	Total	\$

*In-Kind contributions need to be provided as a form of income, and the expenditure should reflect that the cost is associated with the project. Details of the assumptions and commitments should be provided to support the claim.

For example: In-Kind contribution of labour to set up marquee.

Anticipated cost if labor was engaged for 5 people at \$50/hr for one hour = \$250.

In-Kind income of \$250

Expense of \$250 for marquee set up.

For general labour, the maximum for in-kind is \$50 per hour per person. A higher rate may be considered for volunteers who are using specialist skills or qualified labour eg. Qualified plumber installing plumbing, qualified electrician rewiring.

If a lesser amount of funding is awarded, will you be able to proceed? Yes ☐ No ☐
If your project will still proceed, how will you meet the funding shortfall?

Are any approvals needed eg. Development approval? Have these been obtained?
Provide details

Please provide any other detail here, or cross reference to supporting attachments:

Have any other Grants or Fundraising initiatives been sought/undertaken?
Please list any grant applications submitted below, if unsuccessful, please indicate why.

Application Checklist

- ☐ Our club/organisation meets the eligibility criteria.
- ☐ I have listed our ABN and Public Liability Insurance and provided a Certificate of Currency.
- ☐ I have answered every question in the application form and checked that the budget is correct.
- ☐ I have attached our club's/organisation's latest financial statements and bank statements for the last three months.
- ☐ I have attached at least one quote for products and services below \$8,000, two quotes for products and services below \$25,000.
- ☐ Where applicable, I have attached supporting evidence – i.e. letters of support, photograph and/or our Strategic Plan.

Please complete the below certification:

- ☐ Our club/organisation is an incorporated community group or auspiced by such a group
- ☐ I agree to inform Council if our organisation has a significant change in its financial situation.
- ☐ I agree to expend any funding provided only for the purposes outlined in this application and seek written approval from Council for any significant changes to the project scope, timing or budget.
- ☐ I agree to acknowledge Council's assistance in any material relating to the project and for Council to publish stories of grants funded.
- ☐ I agree to ensure that all relevant approvals (including development approval) are obtained prior to commencing work.
- ☐ I agree to complete a funding acquittal on the forms provided detailing outcomes and income/expenditure within three (3) months of completing the project and no later than 30 June
- ☐ I agree to return any unspent funding with the acquittal form.

Head of Organisation

Name: _____
 Signed: _____
 Position: _____
 Date: _____
 Organisation Name: _____

Other Member of Organisation

Name: _____
 Signed: _____
 Position: _____
 Date: _____
 Organisation Name: _____

Please submit your application via email, in person or post to:

Email: office@tatiara.sa.gov.au
 In Person: Bordertown or Keith Office

Post: Tatiara District Council
 PO Box 346
 Bordertown SA 526

Auspice Agreement

An auspice agreement is when an organisation assists a community group to fund a grant activity or event. The larger organisation is known as the auspice organisation. Your community group or organisation is known as the grant recipient.

Community Grants Program

This Auspice Agreement Form may be used by individuals/unincorporated organisations that are applying for funds through the Tatiara Council Grants Programs. An auspice agreement formalises the arrangement between an individual/unincorporated organisation (the auspicee – grant recipient) and an incorporated organisation (the auspisor- auspice organisation). The auspisor and auspicee are the parties to this auspice agreement.

This auspice agreement confirms the support provided by the auspice organisation and sets out the obligations of the auspisor and auspicee, including liability of the parties, insurance, indemnity, and other the legal and financial responsibilities associated with the funded project. Individuals or unincorporated applicants are responsible for finding an auspice organisation before starting the grant application process.

Auspicee Details [*Grant Recipient*] :

Auspicee Organisation :

Project Name:

Project Details (project description, milestones, and budget)	See attached grant application.
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Auspicee Contact Name:

Auspicee Phone Number:

Auspicee Email Address:

Signature:

Date:

Auspisor Details [*Auspice Organisation*] :

Auspisor Organisation:

Auspisor Postal Address:

Auspisor Incorporation No:

Auspisor ABN:

Declaration

If the Auspicee is successful, we (the Auspicor) understand that we will enter into the Grant Funding Agreement with Tatiara District Council.

We (the Auspicor) have discussed the nature of the proposed grant activities, and our role in how funds would be administered by us. We (the Auspicor) agree to be legally and financially responsible for the above project on behalf of the Auspicee.

We (the Auspicor) agree to:

- ☐ Monitor the funded project and ensure it meets the required timelines.
- ☐ Receipt, bank and administer all funds allocated to the project.
- ☐ Complete the financial acquittal process for the funded project.
- ☐ Provide the adequate level of insurance cover for the project.

The Auspicee have agreed that they will comply with the Terms and Conditions under the Funding Agreement, including by completing all identified activities, deliverables and reports that we will be accountable for on their behalf. If the Terms and Conditions of the Funding Agreement are breached, we understand that Tatiara District Council may request the return of funding.

Auspice Details [Auspice Organisation]:

Auspice Contact Person:

Position:

Email:

Phone:

Auspice agrees to auspice this project and provide relevant insurances

Signature:

Date:

The Auspice completed Agreement Form is required to be uploaded with the grant application, along with a copy of the Auspicor insurance certificate of currency before submitting the grant application.

Privacy Statement

The Tatiara District Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the PC012 Information Privacy Principles (IPPS) Instructions.

Clauses

1. TERM OF AGREEMENT:

1.1. This Auspice Agreement commences on the date on which it is executed by both parties and continues until compliance with the last date of acquittal for any funding secured for the Project.

1.2. The parties may extend the agreement by consent for whatever period is considered necessary, but the extension must be confirmed in writing.

2. FINANCIAL ADMINISTRATION:

2.1. The Auspicor agrees to receive and hold funds in a bank account for the financial accountability of the Project, and to distribute funds in accordance with this agreement for the exclusive benefit of the Project.

2.2. The parties agree to comply with all financial accountability requirements of the grant funding.

3. OBLIGATIONS OF AUSPICOR:

The Auspicor will:

3.1. Be the entity that will accept the grant funding the Project and administer the funding in accordance with this agreement and comply with all grant funding contractual obligations.

3.2. Disburse the grant funding to the Auspicee in accordance with this agreement and not unreasonably withhold funding for the implementation of the Project from the Auspicee.

3.3. Not represent in any manner that they are an agent for the Auspicee or that they have the capacity to bind the Auspicee in any respect.

4. OBLIGATIONS OF AUSPICEE:

The Auspicee will:

4.1. Provide sufficient information and take all reasonable steps to enable the Auspicor to comply with the grant funding contractual obligations.

4.2. Accept the grant funding from the Auspicor in accordance with this agreement and provide all accounts and receipts to Tatiara District Council at completion of the Project for project expenditure and acquittal reporting.

4.3. Not represent in any manner that they are an agent for the Auspicor or that they have the capacity to bind the Auspicor in any respect.

5. LIABILITY, INSURANCE & INDEMNITY:

5.1. The Auspicee has no liability to the Auspicor or any third parties [including, but not limited to, direct, indirect or consequential losses, liabilities, expenses, claims, fines and damages] in the event of any failure, inaction, or damage from or associated with the Project.

5.2. It is the responsibility of the Auspicor to ensure that it has current insurance policies in place with respect to workers compensation, public and products liability, professional liability, and personal injury (volunteers) insurance and to provide to the Auspicee valid Certificates of Currency for each policy at the time of funding application. The Auspicor must also provide written confirmation to the Auspicee that insurances will extend coverage to the Auspicee and to the Project. The Auspicor accepts liability for any premiums or excess to be paid in relation to any of the insurance policies specified in this clause.

5.3. The Auspicor indemnifies the Auspicee from and against all loss, damage or liability suffered, whether criminal or civil, and legal fees and costs incurred resulting from or in any way connected with this agreement and the Project, and any act, neglect, or default of the Auspicee or any claim made against it with respect to the Project. This indemnity is a continuing obligation, separate and independent from the other obligations of the parties and survives termination of this agreement.

5.4. Tatiara District Council accepts no responsibility for insurance, liability, and indemnity disputes between parties

6. DISPUTE RESOLUTION:

6.1. If a party considers that a dispute exists in connection with the agreement, both parties must use their best efforts to resolve any disputes. The parties must confer at least once in good faith to attempt to resolve the dispute. Failing such resolution, either party may commence mediation to resolve the dispute.

6.2. If a dispute has not been settled by mediation, either party may discontinue the mediation and, subject to any other terms of this agreement, commence legal proceedings.

6.3. Tatiara District Council accepts no responsibility for any dispute resolution between parties.

FAQ

Can I get some help in developing my project and completing the application form?

Yes. The Nominated Council Officer is happy to discuss your ideas and answer any of your questions.

Can I have an electronic version of the application form to type straight into?

Yes. You can download the application forms from Council's website www.tatiara.sa.gov.au

Can I submit my application online?

Yes, you can email your application to office@tatiara.sa.gov.au

Please include in the subject: Grant Application, Applicant Name.

Can individuals apply?

No. Individuals and businesses are not eligible for Community Strengthening Infrastructure Grants.

Can I apply if my group/organisation doesn't have an Australian Business Number (ABN)?

Yes, you can still apply. You will need to provide us with a copy of your group/organisation's Certificate of Incorporation together with a Statement by a Supplier form from the Australian Tax Office, confirming tax exemption status. The Statement by a Supplier form is available online at www.ato.gov.au/content/downloads/nat3346.pdf.

Can I apply if my group/organisation isn't registered for GST?

Yes. If your organisation is not required to be registered for GST, then GST will not apply to any grant allocated.

If my organisation is not located in the Tatiara District, can we still apply?

Yes. As long as there is a service/project/event being delivered in the Tatiara District and there is benefit to the Tatiara community, your organisation can apply for a Community Strengthening Infrastructure Grant.

Does my project need to benefit all residents of the Tatiara District?

No. As long as there is a service/project/event being delivered in the Tatiara region and there is benefit to communities within the Tatiara District. However, wider community benefits have more success.

Can a school apply?

Maybe. Reach out to the Nominated Council Officer. The application needs to be submitted by the School Association (i.e. P&F) and must be for a project/activity that is not the core responsibility of the school.

If my application is unsuccessful, can I apply for the same thing next round?

There is a limit of one grant per organisation, per category, per year. If you are unsuccessful in your application, you may reapply. However, we strongly advise that you seek feedback on why your application was unsuccessful in the first instance.

**TATIARA DISTRICT COUNCIL
COMMUNITY INFRASTRUCTURE
GRANTS GUIDELINE**

GST Considerations

The following information is provided to assist grant applicants to understand the impact of GST on grants.

The GST treatment on grants of financial assistance depends primarily on whether the grant represents consideration that has relevant connection with a taxable supply.

To determine whether GST applies, the following information is required:

- Is the recipient of the grant registered or required to be registered?
- Is there a supply of goods or services in return for the grant?
- Does the grant have conditions attached?
- What is the ABN of the recipient?

Registration

GST registration is compulsory for entities that carry on an enterprise and have an annual turnover of \$75,000 or more, or in the case of non-profit organisations, \$150,000 or more.

Registered Grantee

A registered grantee will be required to remit GST payable on the supply to the Australian Tax Office with the Business Activity Statement for the tax period in which the grant is attributable.

Registration for GST will be an advantage to a grantee as Council will “gross up” the grant by the amount of the GST.

Unregistered Grantee

If an organisation is not registered for GST purposes and is not required to be registered, it is not subject to GST. If the grantee is not registered, the grantee is treated as a consumer and GST is ultimately borne by consumers. Council will not be grossing up the grants to unregistered grantees.

Overview

If the organisation is registered for GST and provides an Australian Business Number (ABN), Council will provide the full value of the grant as approved, plus the relevant GST amount, therefore the organisation’s grant will not be affected in real terms.

If the organisation is not registered, only the approved grant amount will be provided.