2026/27 Community Assistance Grants Procedure

Applications close 11 September 2026

Applicants are strongly advised to read this document carefully before completing the Application Form.

Applications that do not meet the program criteria will not be considered.

Purpose

To support the implementation of the Community Assistance Grants Policy in distributing Community Assistance Grants, this Procedure provides clarity and guidance for potential applicants. It outlines the necessary criteria for grant eligibility, ensuring a fair, just, and transparent process for grant approval.

About Council's Community Assistance Grants Program

The District Council of Mount Remarkable (DCMR) administers an annual Community Assistance Grants Program (CAGP) aimed at supporting local community groups and organisations in implementing activities and projects that enhance the wellbeing and connectedness of our district's residents. The program is designed to achieve the following outcomes:

- Foster a sense of wellbeing among residents through a diverse range of activities and projects.
- Promote collaboration among key stakeholders and community groups to address challenges creatively and innovatively.
- Encourage residents to explore new ideas, projects and initiatives that have the potential to contribute to ongoing benefits within the district.
- Promote the development of arts, culture, sports, recreation, neighbourhood initiatives, services, environmental projects, and learning-based activities throughout the community.

Through the Community Assistance Grants Program, Council aims to create a vibrant and inclusive community by supporting initiatives that enhance residents' quality of life and promote community engagement.

Overview

- The CAGP will be promoted across the district encouraging eligible community groups to apply. Promotion will be via Council's website, social media and Council's newsletter.
- Preference will be given to groups applying for grants that:
    - do not duplicate existing services; and
    - respond to a demonstrated need.
- Not-for-profit Incorporated bodies only may apply for community assistance grants.
- Preference will be given to applicants who can demonstrate other sources of funding (cash or in-kind) are contributing to the overall cost of the project/event.
- Preference will be given to applications that benefit the wider community.
- The proposed project/event must be based within the District Council of Mount Remarkable area or primarily benefit residents from within Council's local government area.
- The proposed project must be completed, and the funds acquitted by 26 March 2027.
- If the project/event is cancelled all funding granted must be paid back to Council in full within 30 days of official cancellation. NOTE: application may be made for a review of this requirement based on extenuating circumstances only (e.g. extreme weather forces cancellation of event). A written request must be provided, and Council will consider each request on merit.
- If the project/event/activity is postponed longer than three months from original scheduled project commencement date/event date, all funding granted must be paid back to Council in full within 30 days of official postponement. NOTE: application may be made for a review of this requirement based on extenuating circumstances only (e.g. unexpected circumstance forces postponement). A written request must be provided, and Council will consider each request on merit.

Grant Details – Available Funds, Applicants, and Key Dates

The available grant pool for the 2026/27 Community Assistance Grants Program is $30,000 Eligible organisations have the opportunity to apply for a **maximum funding amount of $5,000 (GST is not applicable)**. Applicants may submit multiple applications as desired.

It is important to note that receiving an allocation of funds is not guaranteed for any application. The allocation of funds will be determined through a competitive, merit-based process, and Council retains the right to prioritise projects that offer the greatest benefit to the community.

To be eligible for the program, applicants must be incorporated not-for-profit organisations or community groups. Additionally, they should either be based within the District Council of Mount Remarkable local government area or demonstrate a significant contribution to the area's wellbeing and development.

Application Forms can be downloaded from Council's website here:

https://www.mtr.sa.gov.au/community/communityassistancegrantprogram

Applications for the 2026/27 Community Assistance Grants Program open on Monday 3 August 2026. **Completed applications must be received by Friday 11 September.** Applications can be submitted electronically or in hard copy using the following details:

By email (preferred):

postmaster@mtr.sa.gov.au

By Post:

Community Grants Coordinator
District Council of Mount Remarkable
PO Box 94
MELROSE SA 5483

Eligibility

To be eligible for funding, groups, organisations, and clubs must meet the following criteria:

- Be an incorporated, not-for-profit, volunteer-based community group.
- Be located within the District Council of Mount Remarkable area and/or primarily serve residents of the District Council of Mount Remarkable.
- Clearly demonstrate their own contribution to the project, which can be in the form of financial support, in-kind contributions, volunteer hours, or other means. This document provides details on calculating the value of in-kind support, including volunteer hours.
- Have limited capacity to secure funds from alternative sources.
- Agreement to acknowledge Council's funding by including a mention during the event, incorporating it into written materials or handouts, or using Council's logo in relevant materials or programs.
- Have no outstanding debts owed to Council unless otherwise approved by the CEO.
- Have acquitted any previous, successful grant funding received from Council.

Every application will be considered on its merits within the framework of this Procedure and Council's Community Assistance Grants Policy.

Conditions of Funding

- It is a requirement to provide audited financial statements from the previous financial year to ensure eligibility.
- Projects must have a clearly stated purpose and a practical plan for achieving that purpose.
- Funding is not recurrent.
- Applications for funding must be on the CAGP Application Form.
- The project or event must not be changed without written consent from DCMR.
- Where a project or event runs over budget, DCMR is not responsible for meeting any shortfall.
- All sections of the application form (where applicable) must be completed.

- Projects are to be completed and Acquittal Statement and Evaluation Form submitted to the District Council of Mount Remarkable by 27 March 2026, unless otherwise negotiated via agreement in writing between the grant recipient and DCMR.

Application Criteria

After the application submission period, a thorough evaluation of each application will be conducted by an CAGP Assessment Panel. The Panel will assess the applications based on a predefined set of criteria and assign scores reflecting how well each criterion is met. To ensure a concise and comprehensive application, it is recommended that applicants address each criterion effectively.

Following the assessment process, the applications will be ranked according to their scores, and funding will be allocated based on the available funds. Successful applicants will be notified, and the funds will be made available in November 2026.

How Applications Will be Assessed

Each criterion is weighted. The weighted scores for all criteria will be added together and a total score used to determine the applicant's ranking against the criteria.

	Available Score	Weighting
Meets Criterion: - Incorporation details - No excluded activities or funding requested - Overall application meets Community Assistance Grants Program outcomes	5	5%
Activity or Project Details:		
- Need/Outcomes	20	20%
- Aligns with strategies outlined in Council's Community Plan 2021-2031	20	20%
- Project Plan, Activity or Project Details clear and concise	15	15%
- Letters of support sourced and attached	5	5%
Activity or Project Budget:		
- Clear Income Details	15	15%
- Clear Expenditure Details and Quotes	15	15%
- Attachments Provided (e.g. 2025/26 audited financial statements)	5	5%
Total	**100**	**100%**

The CAGP Assessment Panel will make an overall assessment of all applications against the program's objectives on the basis of the assessment criteria set out in the table above. The Panel may recommend a funding offer to the applicant that is lower than the applicant's nominated amount. The Panel may also request further information from the applicant.

Activity or Project Details

This section will ask you to briefly describe your project or activity, and to demonstrate:

- The need for the project or activity within the community.
- The expected outcomes and benefits to the community.
- How you will evaluate or demonstrate these outcomes and benefits.
- Your capacity to deliver the project or activity within the proposed timeframe.

You will also be asked to provide a brief project plan, including a timeline, and further information to demonstrate how your project or activity will be facilitated or implemented.

Funded projects or activities must be completed and acquitted within 6 months of receiving funding.

You will need to demonstrate how your project or activity aligns with at least one of the strategies that Council seeks to achieve through its Community Plan 2021-2031. Aligning your project/activity with multiple strategies outlined in the Community Plan increases the likelihood of a successful application. The more strategies you can demonstrate alignment with, the stronger your application will be. It is

important to thoroughly review DCMR's Community Plan 2021-2031 and identify the relevant strategies that your project/activity supports. By showcasing this alignment, you can effectively convey the value and impact of your project or activity, enhancing your chances of securing funding.

Examples of What Can Be Funded

- Activities, festivals, events, programs, or services that encourage residents to actively participate in our community or support local industry.
- Sport and recreation initiatives.
- Sports lighting, benches, water bubblers.
- Community gardens.
- Community infrastructure projects such as community facilities upgrades.
- Developing community resources such as volunteer programs or providing access to training and skills development.

Examples of What Cannot Be Funded

Applications will not be considered if the organisation or group have any outstanding debts with Council not approved by the CEO, or if they seek funding for the following activities or items:

- Commercial, political, or religious activities.
- Recruitment or funding for positions or staff.
- Services or activities that are a primary responsibility of the State or Commonwealth Government (i.e. schools, health care etc.).
- Fundraising or general sponsorship.
- Reimbursement of funds already spent.
- Applications that lead to a dependence on ongoing funding.
- Equipment with a short shelf life.
- Salaries and honorariums.
- Events, activities or projects that encourage or support gambling or the use of tobacco, alcohol or other drugs.

Activity or Project Budget

You will need to provide a budget for the proposed activity or project. You will need to:

- Provide a detailed list of income and expenditure for the project or activity.
- Indicate if your project could move forward if only partial funding was received.
- Provide a copy of your organisation or group's most recent audited financial statements.
- Provide copies of any quotes for listed proposed purchases.
- Indicate income from other sources such as grants or donations.
- Provide details of all in-kind contributions towards the project or activity.
- Indicate if volunteers will be utilised as part of the activity or project.
- If the activity or project is an event, indicate where or not a fee will be charged to participants, including how much, and how this money will be utilised.

Income

Income describes all the funds and resources that will be required to support your proposed project. Make sure you list the requested amount of the Community Grant on the income column of your budget.

Depending on your project, you might list other sources of income including funds from:

- Other grants
- Fundraising
- Sponsorship
- Tickets and attendee or participant contributions
- Organisational/personal/private contributions

When you are listing income, please note if that money is confirmed (i.e. you already have it) or is to be confirmed (i.e. you are still in the process of securing or raising it).

Expenditure

Expenditure describes all costs related to the delivery of the project. When calculating your expenses, make sure to budget for any goods or services you will need to deliver your project. Make sure that you include details, either in the budget line or by supplying a quote with your application, to help CAGP Assessment Panel understand how you budgeted that amount.

In-Kind Contributions

An in-kind contribution describes the value of goods, services or support that is being donated to the project free-of-charge. Some common examples of in-kind support include:

- Unpaid staff or volunteer time working on the project (according to Volunteering SA&NT, a volunteer should be considered as providing $42.40 per hour support to a project)
- Donated materials
- Free venue or equipment hire
- Free advertising or marketing support

Balancing your budget

Your income and your expenditure should be the same amount (i.e. income $ minus expenditure $ equals $0). This should also include your in-kind contributions, so remember to list these in both the income and expense of your budget.

Sample/Example of Budget

Income Item	Income Amount (ex GST)	Expense Item	Expense (ex GST)
DCMR Community Grant (Unconfirmed)	$1,546.80	Advertising – Local Newspaper Ad x 2 (1/4 Page)	$600 (Quote attached)
In-Kind Support (Confirmed)	$739.20	Advertising – Flyers A4 x 300	$300
		Workbooks for Participant x 25	$150
		Art Teacher - $42.40 per hour for 7 hours	$296.80 (Quote attached)
		Art Supplies – Paint, Brushes, and Paper for 25 Participants	$200
		Venue Hire – Activity Room $50/h for 8 Hours (In-Kind)	$400
		1 x volunteer for 8 Hours at $42.40/h (In-Kind)	$339.20
TOTAL	**$2,286**		**$2,286**

Financial Reporting and Evaluation

An acquittal, in the context of grants and funding, refers to the formal process of reporting and demonstrating how the granted funds were used for the intended project or activity, ensuring transparency and accountability in financial management.

An Acquittal Statement and Evaluation Form are required to be completed and submitted to Council by Friday 26 March 2027. The Acquittal Statement verifies that the grant funding has been utilised in accordance with the Activity or Project Budget provided in the Application Form. The Evaluation Form provides valuable feedback to Council on how the community has benefitted from the Community Assistance Grants Program. If this documentation is not submitted to Council by the due date, then it may affect your organisation's eligibility to apply for funding from future grants programs operated by DCMR.

Acknowledgement of Funding

Funded projects and activities must acknowledge the support of DCMR. This should include one, or a combination of, the following:

- acknowledgement of Council's support (e.g. logo) on all printed materials related to the activity or project (including signage); or
- opportunities for a representative of Council (e.g. The Mayor) to speak at key activities, events or ceremonies; or
- opportunity to include Council message in any program related to the event or activity.

Questions or Further Information

If you have any questions regarding the Community Assistance Grants Program or require any further information, please visit DCMR's website or contact:

Ros Dunn
General Manager Community Connection
District Council of Mount Remarkable
Ph: 08 8666 2014
E: postmaster@mtr.sa.gov.au