



C I T Y O F  
TEA TREE GULLY  
*Naturally Better*

# Community Grants

Example application  
with tips

# Before you apply

Please read the Community Grants Guidelines and Policy then call us to check your eligibility ([cttg.sa.gov.au/comgrants](http://cttg.sa.gov.au/comgrants)).

Applicants **must** provide one of the following:

- ABN
- If you don't have an ABN, a completed 'Statement by a Supplier' form ([ato.gov.au](http://ato.gov.au)) stating that an ABN is not required
- If you are requesting funding through an auspice provider their ABN. If they don't have an ABN a completed 'Statement by a Supplier' form (download at [ato.gov.au](http://ato.gov.au)) stating that an ABN is not required.

If your organisation, group or club is incorporated you will need to provide a copy of your Certificate of Incorporation. An extract can be downloaded from [asic.gov.au](http://asic.gov.au)

Special conditions apply if the grant application is for a defibrillator. Refer to page 3 of Community Grants Guidelines ([cttg.sa.gov.au/comgrants](http://cttg.sa.gov.au/comgrants)).

If you experience difficulties completing your online application please contact the Grants and Community Engagement Team on let us know as we are able to provide support over the phone or face to face.

Before starting your application please contact us to check your eligibility and project idea on 8397 7444 or [communitygrants@cttg.sa.gov.au](mailto:communitygrants@cttg.sa.gov.au).

# Checklist

You will need:

- Certificate of incorporation (yours or your auspices)
- ABN or statement by a supplier form
- Quotes
- GST status of your organisation.

Community events please refer to guidelines and policy for funding conditions.

Contact us before applying.

## Important information about completing and submitting your online application

- Write down your Smartygrants password to allow you to log back in.
- Write down your application number that is assigned when you start your application.
- Keep saving as you progress your application.
- Have documents scanned and saved on your computer or storage device ready to attach to your application.
- Check you have responded to all mandatory questions (marked with a red asterisk \*). You will be unable to submit your application if any are left unanswered.
- Ensure all documents have been attached correctly.
- Once you have submitted your application you will receive an acknowledgement email with a copy of your application attached for your reference.

# First time applicants

Go to [cttg.sa.gov.au/comgrants](http://cttg.sa.gov.au/comgrants) and click on the 'Apply here' link

- Click on 'log in'
- Under 'register' add your name, organisation, email address and an 8-character password as per instructions
- Press 'register'.

Your registration is complete and you can start your application.

You can change or return to your application at any time until you submit or the grant round closes.

Ensure you save as you go. To resume your application, log in again using you previous registration and password.

Don't forget to click 'submit' when you have finished.

## Completing your application

Once you are logged on you can start your application by selecting the round and then start a submission or preview or download the form to review.

### Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with ★ must be completed.

#### Login

If you're already registered or have started an online form log in here.

Email Address: ★

Password: ★

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Log In

#### Register

If you haven't registered or started filling in a form, register here.

Register

CITY OF  
TEA TREE GULLY  
*Naturally Better*

Not logged in: [Logout](#)

City of Tea Tree Gully

Rounds

There are no rounds available for City of Tea Tree Gully at the moment.

---

You are now in a SmartGrazzle website.

Grant Enquiries  
Telephone (08) 8387 7444  
Email: [community.grants@cttg.sa.gov.au](mailto:community.grants@cttg.sa.gov.au)

[Back to City of Tea Tree Gully Website](#)

# Organisation/ Group/Club details

## Page 1

The applicant will be the contact person so please ensure the correct details are provided and emails are monitored for communication regarding your application. Please notify us if the applicant contact changes.

### **Q1 – Have you contacted Council to check your eligibility and project?**

This is a Yes or No question.

If you answered 'No' please call us on 8397 7444 or email [community.grants@cttg.sa.gov.au](mailto:community.grants@cttg.sa.gov.au) to discuss.

### **Q2 – Organisation/Group/Club name\***

The name of the organisation/group/club applying for the grant, not the name of the individual completing the application.

### **Q3 – Organisation/Group/Club physical address\***

Number, road name and suburb where the organisation/group/club is situated – should **not** be a PO box.

### **Q4 – Organisation/Group/Club website**

If the organisation/group/club has a website, please supply the address (URL).

### **Q5 – Applicant\***

The name of the person completing the application who will become the main contact person. Please inform us if there is a change in contact person for any reason.

### **Q6 – Applicant position\***

The applicant's role in the organisation – eg Grants Officer, Treasurer, President, Board Member.

### **Q7 – Applicant phone number\***

The best contact phone number for the applicant.

### **Q8 – Applicant email\***

The email address for the applicant. It is recommended that a generic email and password that is relevant to your organisation is used and not a personal email and password.

### **Q9 – Is your organisation/group/club incorporated (eg Community Group/Club/Not-for-profit)?\***

This is a Yes or No question. If you answer 'Yes' you will need to attach your Incorporation Certificate. If you answer 'No' you will need to complete the 'Auspice' section on page 2 of the application.

# Organisation/ Group/Club details

## Page 1

### continued

You must ensure you follow the current emergency management directions at the time of the activity/event.

#### **Q10 – Does your Organisation/Group/Club have an Australian Business Number (ABN)?\***

This is a Yes or No question. If you answer 'Yes' you will need to include your ABN later in the application. If you say 'No' you will be required to complete and attach a 'Statement by a Supplier' form on page 2 of the application.

#### **Q11 – Is your Organisation/Group/Club registered for GST?\***

This is a Yes or No question. If you answer 'Yes' you must include GST in your budget and quotes later in the Budget section on page 6 of the application.

#### **Q12 – How did your Organisation/Group/Club find out about the City of Tea Tree Gully Community Grants Program?\***

Some options include Council's website, Gully Grapevine, friends, colleagues or some other way.

#### **Q13 – Events, programs and equipment purchases for activities must comply with the Emergency Management Direction at the time the event or activity will be held. Please ensure you have a COVID-Safe Plan in place and are aware of current restrictions and responsibilities.\***

You must tick the box to agree to the directions detailed on the SA Government COVID-19 Emergency Management Directions - [covid-19.sa.gov.au/emergency-declarations/public-activities](https://covid-19.sa.gov.au/emergency-declarations/public-activities) and COVID Restrictions - [covid-19.sa.gov.au/restrictions-and-responsibilities](https://covid-19.sa.gov.au/restrictions-and-responsibilities) at the time of the event to ensure you have appropriate plans in place.

# Organisation/ Group/Club details

continued

## Page 2

For more information and the definition of an auspice please refer to the Community grant guidelines on page 8 ([cttg.sa.gov.au/comgrants](http://cttg.sa.gov.au/comgrants)).

### **Q1 – Organisation/Group/Club ABN**

Based on your answer to page 1 – Question 10, if you answered ‘Yes’ to that question you are required to include your ABN.

Insert your number and click ‘Lookup’ to verify.

### **Q2 – Statement by a Supplier**

Based on your answer to page 1 – Question 10, if you answered ‘No’ to having an ABN, please complete and attach a ‘Statement by a Supplier’ form available on the Australian Tax Office (ATO) website - [ato.gov.au](http://ato.gov.au)

You will need to have this document completed and signed, scanned and saved to your computer or storage device ready to be electronically attached to your application. Question 3

### **Q3 – Incorporation – If your Organisation/Group/Club is incorporated, please upload a copy of your Certificate of Incorporation.**

Based on your answer to page 1 – Question 9, if you answered ‘Yes’ to this question you are required to attach a copy of your organisation’s Certificate of Incorporation.

Please ensure you have this document saved to your computer or storage device ready to be electronically attached to your application.

If you are an incorporated body this will be in your Constitution and may be titled ‘Rules of the Organisation’. Should you not be able to locate a copy an extract can be downloaded from [asic.gov.au](http://asic.gov.au)

### **Q4 – Auspice details**

Based on your answer to page 1 – Question 9, if you answered ‘No’ to this question you will need to have an auspice organisation arranged for your project/grant application to be eligible for a Community Grant and are required to complete the auspice section.

Your auspice can be any organisation that is incorporated or is a recognised not-for-profit.

- If your auspice has an ABN insert the number and click ‘Lookup’ to verify.
- If your auspice does not have an ABN a completed ‘Statement by a Supplier’ form will need to be attached. The form is available on the Australian Tax Office (ATO) website - [ato.gov.au](http://ato.gov.au)
- Please upload a copy of the Certificate of Incorporation of the auspicing body.
- If your auspice is registered for GST you will need to ensure you include GST in your budget.
- Please attach a letter from the auspicing body supporting the project and grant application.

# Organisation/ Group/Club description

## Page 3

Your organisation/group/club must be located within the City of Tea Tree Gully area and/or primarily serve City of Tea Tree Gully residents. If you are unsure you can [view a map of the area](#).

### **Q1 – Is your Organisation/Group/Club located within the City of Tea Tree Gully?\***

This is a Yes or No question. Your organisation must be located within the City of Tea Tree Gully area and/or primarily serve City of Tea Tree Gully residents.

If you are unsure you can view a map of the area at [cttg.sa.gov.au](http://cttg.sa.gov.au)

It is acceptable to answer 'No' to this question, however it is important that your project directly benefits the City of Tea Tree Gully community.

### **Q2 – If your organisation is outside the City of Tea Tree Gully please briefly describe how many of your members/participants reside in the City of Tea Tree Gully and how they are involved.**

To be eligible for a grant your activity/project must be located within the City of Tea Tree Gully area and/or primarily serve City of Tea Tree Gully residents.

Example – 50 of our active members reside in the City of Tea Tree Gully and they take part in activities weekly.

### **Q3 – Where in the City of Tea Tree Gully will your project/activity be held?\***

The actual address or location of the activity/project.

### **Q4 – Number of members currently involved in the organisation/group/club?\***

The number of people who hold membership or are regularly involved with your organisation/group/club.

You must type a number in this field - eg 52.

### **Q5 – How many members have a regular volunteering role?\***

The number of people who regularly volunteer with your organisation/group/club?

You must type a number in this field – eg 52.

### **Q6 – What are the aims and objectives of the organisation/group/club?\***

Please give a brief description of the organisation's aims and objectives. Must be between 20 and 100 words.



# Organisation/ Group/Club description

## Page 3

### continued

Please feel welcome to contact us if you are unsure how to answer any of these questions 8397 7444.

#### **Q7 – How does the organisation generate income?\***

This is a multiple-choice question, you can select more than one option from:

- Government funding
- Parent body funding
- Fundraising
- Membership fees
- Other (please provide details).

#### **Q8 – Has the organisation/group/club previously received a grant from the City of Tea Tree Gully?\***

This is a Yes or No question. To be eligible you must **not** have received a community grant in the past 12 months. If you are unsure please contact us.

#### **Q9 – If yes, please provide the project details, including the year it was funded.**

Details should include the year the funds were received and the grant amount. Please contact us if you are unsure.

#### **Q10 – Does the organisation/group/club benefit from the use of Council facilities?\***

This is a Yes or No question.

#### **Q11 – If yes, please provide details of the arrangement(s).**

This may include Council grounds and/or buildings through a lease or other hire arrangement.

#### **Q12 – Does the organisation receive in-kind support or financial assistance from the City of Tea Tree Gully?\***

This is a Yes or No question.

#### **Q13 – If yes, please provide details of the arrangements.**

Provide details of the in-kind support or financial assistance your organisation has received from the City of Tea Tree Gully.

#### **Q14 – Does your organisation/group/club owe any money to Council?\***

This is a Yes or No question.

#### **Q15 – If yes, please provide details of the amount owing and what it is for.**

Eg \$100 overdue lease or hire payment. Please contact us if you are unsure.

# Project details

## Page 4

For more information about the categories please read page 1 of the Community Grants Guidelines [cttg.sa.gov.au/comgrants](http://cttg.sa.gov.au/comgrants)

### Q1 – Project title\*

The name of your project. Please don't include too much detail.

Eg 'Training equipment upgrade' or 'Community Garden open day'. You will have the opportunity to include details later in the application under 'Project description'.

### Q2 – Which funding category is your organisation/group/club applying for?\*

After reviewing the Guidelines, choose **only one** from:

- Community Development (maximum \$8,000)
- Equipment (maximum \$3,000)
- Community events (maximum \$2,500 – must have public liability insurance)
- Community environmental (maximum \$2,000)

### Q3 – Project description\*

Provide a detailed (but succinct) description of your project.

This response must be between 20 and 200 words.

This information is used to assess your grant application. Therefore it is important to use this opportunity to 'sell' your project.

### Q4 – Estimated start date\*

The estimated date your project will commence.

Requests for Category C – Event grants must be made at least four months prior to the event being held.

### Q5 – Estimated end date\*

The estimated date your project will be completed.

The policy stipulates projects must be completed within 12 months.

### Q6 – Total amount requested\*

The total dollar amount being sought from Council. Please include GST in the amount requested.

### Q7 – How was the need/demand for the project identified?\*

This information will be used to assess your grant application.

This response must be between 5 and 200 words.

# Project details

## Page 4

### continued

You may attach supporting documentation for example a letter of support or photos.

#### **Q8 – Who will benefit from the project?\***

Please ensure you answer the ‘who’.

This information is used to assess your grant application. If possible, try and use the numbers of people who will benefit.

This response must be between 5 and 200 words.

#### **Q9 – How will they benefit from the project?\***

Please ensure you answer the ‘how’.

This information is used to assess your grant application. If possible, try and use the numbers of people who will benefit.

This response must be between 5 and 200 words.

#### **Q10 – What are the expected outcomes of the project?\***

This will be specific to each project.

This information will be used to assess your grant application.

This response must be between 20 and 200 words.

#### **Q11 – How will you know if these outcomes have been achieved?\***

This will be specific to each project.

Try and link this back to your project description.

This response must be between 10 and 200 words.

#### **Q12 – Attach any other supporting documentation.**

This may include letters that support your project or plans of your project.

# City of Tea Tree Gully Strategic Plan 2025

## Page 5

Please only select the criteria that directly applies.

Please contact us if you need a copy of our logo for your acknowledgment of funding.

### **Q1 – How does the project support the objectives of Council’s Strategic Plan 2025?\***

We suggest you review our current Strategic Plan. It can be found [here](#)

This response must be between 20 and 100 words.

### **Q2 – Does the project meet one or more of the following criteria?\***

Refer to the City of Tea Tree Gully’s Strategic Plan 2025. Choose one or more of the following:

- 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
- 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.

### **Q3 – Publicity and promotion How will you recognise and promote Council’s contribution to the project?\***

Please select how you will recognise/ acknowledge the City of Tea Tree Gully for the grant. These options may include:

- Signage
- Newsletter/flyer
- Official launch
- Advertising
- Social media

or add any other promotion methods.

# City of Tea Tree Gully Strategic Plan 2025

## Page 5

### continued

If you are successful with receiving funding make sure you hold on to your receipts as you will need them for the evaluation and acquittal.

### Q5 – Evaluation and acquittal\*

The final report (acquittal) should be completed as soon as the money has been spent and the benefit of the grant can be demonstrated. You will need to log back into your account where you made your application, fill out the on-line form and submit.

All grant money must be spent within 12 months of receipt and the policy states you have one month to acquit after this.

Tick the box to agree to acquit the grant within 13 months of receiving funds and attach receipts (or invoices with a balance of zero) or a copy of the bank transaction and how you acknowledged (recognised and promoted) the Council for the funding – eg newsletter article or social media post (options in section 5, question 3).

# Budget

## Page 6

Please provide official quotes from the supplier

Club contribution strengthens the application and demonstrates the commitment to the success of the project.

If you need clarification please call 8397 7444 and ask for a member of the Community Grants team.

### **Q1 – Expenditure – list expenditure (provide copies of any quotes etc.)\***

**Must include GST if applicable.**

This is a list of the individual costs that will be incurred for your project.

For equipment receipts you **must** attach quotes from suppliers, photos of items with price tags are accepted, web links are not. Council will not fund purchases that have already been made.

If your application is for an event you can (in addition) attach an event plan with estimated costings for hire, catering, etc.

### **Q2 – Proposed budget for project\***

Detail your proposed budget for the project including this grant and other funding sources – eg donations, other grants (if applicable).

Other categories can be added. Try to be as accurate as possible, however you may use an estimated figure.

### **Q3 – Organisation/group/club contribution**

Demonstrate the organisation's contribution to the project – cash, materials already received for the project, in-kind contribution and or/volunteering to the project.

This could be cash for funds that are proposed to be raised or in-kind contributions such as free venue space, donated materials or volunteer hours (volunteer hours are valued at \$45.10 per hour unless they are for specified/technical services).

**Once you have completed the questions click on 'Next page' at the bottom and review your application.**

**Once reviewed click 'Submit'**