

# Quick Response Grant - Application Form

## Form Preview

### Introduction

\* indicates a required field

The Quick Response Grant program aims to support not-for-profit groups and organisations with emerging or unexpected needs and opportunities that will make a positive difference to the PAE community.

**Please read the [Quick Response Grant Information Sheet](#) carefully before applying.**

Please note:

- 1. Applicants must complete all sections of this application form and attach relevant documentation to this application to be eligible to be funded.**
- 2. All grants are subject to availability of funds, eligibility and assessment requirements.**
- 3. A submission of an online application for the City of Port Adelaide Enfield's grants programs is an acknowledgement that applicants will abide by the conditions of any grant approval.**

### Who can I talk to?

PAE Grants Team

8405 6600

[grants@cityofpae.sa.gov.au](mailto:grants@cityofpae.sa.gov.au)

### Assessment

Online applications will be assessed as they are received and applicants will be notified of the outcome of their application within 2 weeks of submission date.

Applications will be assessed by City of PAE staff against the criteria outlined in the [Quick Response Grant Information Sheet](#).

The decision of awarding grants will be made by City of PAE staff with appropriate delegations.

### Eligibility Checklist

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

\*

- The applicant is a not-for-profit organisation, incorporated group, social enterprise or nonincorporated group
- The proposed initiative will provide benefits to the PAE community

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- The proposed initiative is related to an unexpected or unforeseen need/opportunity for the organisation/group
- The applicant does not have gambling facilities
- The applicant is not applying for retrospective payments, fundraising activities, or budget deficit payments
- The applicant does not have any outstanding debts (such as rates, fees, or charges) to the City of PAE
- The applicant does not have any outstanding acquittals for any previous funding received from the City of PAE
- The applicant is not applying to cover ongoing costs associated with the running of the organisation (eg. administration costs or overheads, salaries/wages, operational costs, utility bills, etc)

## Applicant Details

\* indicates a required field

### Organisation / Community Group \*

Organisation Name

### Contact Person \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Position within the Organisation \*

### Contact Phone Number \*

Where the number is not a mobile please put "08" at the beginning to help with validation.

### Contact Email \*

### Organisation Postal Address \*

Address

<input type="text"/>
<input type="text"/>

### Organisation Website

### Is your organisation or group not for profit? \*

Yes

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No

Only not for profit organisations are eligible to apply for funding.

### Is your organisation or group incorporated? \*

Yes

No

If your organisation or group is not incorporated it is essential that you confirm that you understand the risks associated with being an unincorporated group and wish to submit without an auspicing body

### Does the Applicant organisation have an Australian Business Number (ABN)? \*

Yes

No

If you answer no to this question you must complete and attach a copy of a Statement by a Supplier form.

## Australian Business Number

### Applicant ABN \*

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

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main Business Location	

## Statement by a Supplier form

[Statement by a Supplier form can be downloaded from the ATO website here](#)

### If applicant does not have an ABN please upload a completed Statement by a Supplier form the Australian Taxation Office (ATO) \*

Attach a file:

## Unincorporated groups

An unincorporated group is not recognised as a separate legal entity and is considered to be just a group of individuals acting on a common interest. This means that members of the group, and in particular the committee members, are **personally liable** for the group,

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including the group's debts, contracts and insurance claims. The individual members may still remain liable for the group's actions after a member resigns if their name still appears on any contract, lease or bank records.

**Please confirm that you understand the risks associated with being an unincorporated group and still wish to submit this grant application \***

Yes, I understand the risks and would like to proceed as an unincorporated group

## Proposed initiative

\* indicates a required field

**What is the proposed initiative? \***

Word count:

Must be no more than 10 words.

This is the name of your project/initiative.

**Brief description of proposed initiative \***

Word count:

Must be no more than 200 words.

Provide a short description of your initiative - what are you proposing to do?

**Start date \***

The initiative must start at least two weeks after this grant application's submission date.

**End date \***

The initiative must be completed within three months from its start date.

**Where will the initiative happen? \***

Address

  

**Who are the expected primary beneficiaries of this project/program? \***

Please select from the list who the main group is that will benefit from the purchase. You can select more than one if applicable.

**Demonstrate why and how the proposed initiative relates to an unexpected or unforeseen need or opportunity for the organisation/group \***

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Word count:

Must be no more than 200 words.

Please note that this question carries an assessment weighting of 50%.

**Describe the specific community wellbeing benefit and/or impact of the proposed initiative \***

Word count:

Must be no more than 200 words.

Please note that this question carries an assessment weighting of 30%.

## Let's talk dollars

\* indicates a required field

### Initiative Costs

**What is the total cost for the proposed initiative?**

\*

**Please upload quotes for expenses related to the proposed initiative \***

Attach a file:

**How much do you need from Council? \***

You can apply for up to \$500

**Do you need additional money to Council's grant? \***

- No, Council grant will cover all costs
- No, our organisation will cover remaining costs
- Yes, we have submitted a grant application to another funding provider
- Yes, a grant application to another funding provider is yet to be submitted

Please note that this question carries an assessment weighting of 20%.

### Other grants

**How much have you applied for OR how much will you apply for? \***

\*

**Has it been approved? \***

- Yes
- No

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**Date of approval OR when do you expect to be notified? \***

**Please upload the approval letter they sent to you \***

Attach a file:

If you have not been approved as yet, please upload your application form that you submitted to the other funding body. Please ensure to give the document a name so we know what it is.

## Bank details

Council's payment method is only by Electronic Funds Transfer (EFT). **Council will not provide cheques.** Grant funds will be automatically deposited into the following nominated account and must be in the name of the **applicant organisation** who accepts the Terms and Conditions section of this application form.

**Bank or Credit Union Name \***

### Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Terms & Conditions

\* indicates a required field

I, being the authorised officer of the organisation making this declaration, confirm and agree to the following:

1. That failure to comply with these conditions may preclude our organisation from accessing further grant funds in the future.
2. To abide by the conditions under which the City of Port Adelaide Enfield may approve funding of this request.
3. To submit an evaluation report and acquittal to Council, no more than **four weeks** after the completion of the initiative.
4. I certify that the statements and information provided (including attachments) in this application are true and correct in every particular.
5. I confirm that I have read and understood the conditions for funding as outlined within and accept and agree to abide by the conditions.
6. I also agree to acknowledge Council's funding of the project in any publicity or promotion.
7. I further agree that monies received from the City of Port Adelaide Enfield will be expended within 3 months as outlined in this application and in accordance with

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Council's approval letter. Any monies not expended will be returned to the City of Port Adelaide Enfield.

8. I agree that should my application for funding be approved, Council may provide any information contained herein to the public in any form and/or use this information to promote their grant and sponsorship programs.

9. Any changes to the agreed expenditure of Council's grant funds must be negotiated in writing with Council's Grant Team.

10. I agree to abide by any Terms and conditions as outlined in the [Quick Response Grant Information Sheet](#).

**On behalf of the applicant organisation I agree to accept the terms and conditions within \***

Yes, I agree

A submission of an online application for the City of Port Adelaide Enfield's Grants & Sponsorship program is an acknowledgement that applicants will abide by the conditions of any grant approval.

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in the City of Port Adelaide Enfield's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles City of Port Adelaide Enfield's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.