



**City of Salisbury**  
**Community Grant Program**  
**Sustainability Community**  
**Grant Guidelines**



# Acknowledgement of Country

The City of Salisbury acknowledges the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationship with the land.

We acknowledge that they are of continuing importance to the Kurna people living today.

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# About the program

The City of Salisbury Community Grants program aligns directly to Council's City Plan. Council's City Plan has three directions that capture the social, environmental and economic influences on the City of Salisbury. The Community Grants Program exists to provide financial support to eligible clubs, groups, organisations and residents to help deliver the below outcomes as per Council's Strategic objectives. The Community Grants are open and assessed year-round.

The Community Grants Program is separated into three priority areas - Active and Connected, **Sustainability** and Economic Growth. The below information relates to the Sustainability Community Grant stream.

If you're unsure which area your application sits in or if you have any questions, please don't hesitate to reach out to Council on **8406 8340**, via email: [CommunityGrants@salisbury.sa.gov.au](mailto:CommunityGrants@salisbury.sa.gov.au) or by visiting the Salisbury Community Hub at 34 Church Street, Salisbury.

## What the Sustainability Community Grants aim to achieve:

### A Sustainable City:

- Encourage our community to be actively involved in caring for our environment
- Support the establishment of a circular economy
- Help the community and businesses reduce waste, water and energy and associated costs
- Increase the climate resilience of our community and business
- Support community and business to reduce carbon emissions.

# Priority Areas

Applications for a Sustainability Grant should include the below desired outcomes.

Priority Areas	Desired Outcomes
<b>Greenhouse Gas Emissions Reduction</b>	<p>Completion of energy audits to identify priority initiatives.</p> <p>Installation of appliances or equipment that reduces the energy use and greenhouse gas emissions of the organisation.</p> <p>Development of greenhouse gas inventories and emissions reduction strategies.</p>
<b>Climate Resilience</b>	<p>Installation of rainwater tanks or Water Sensitive Urban Design (WSUD) interventions (e.g. permeable paving, rain gardens, tree inlets).</p>
<b>Resource Recovery and Circular Economy</b>	<p>Completion of waste minimisation audits to identify priority actions.</p> <p>Installation of resource recovery systems including food and garden organics separation, co-mingled recyclable.</p> <p>Trialling or purchase of commercial rapid composters, commercial dehydrators or similar systems to divert green waste from landfill.</p> <p>Signage and education materials.</p> <p>Other initiatives that assist to avoid and reduce waste including achievement of circular economy outcomes.</p>

# Grant sizes available

## **Mini Grant: Up to \$2k**

- Mini Grants are to the value of \$2,000 (incl. GST)
- Community Groups, Incorporated Groups, Entrepreneurs and Local Business are all eligible to apply.
- Eligible groups may be eligible to apply for a Mini Grant and a Small Grant in the same year\*
- Mini grants are able to be applied for every year.

## **Small Grant: \$2k - \$7k •**

- Small Grants are to the value of \$7,000 (incl. GST)
- Community Groups, Incorporated Groups, Entrepreneurs and Local Business are all eligible to apply.
- Eligible groups may be eligible to apply for a Mini Grant and a Small Grant in the same year\*
- Small grants are able to be applied for every year.

\*Eligible groups are able to apply for a Mini and Small Grant in the same year, up to a maximum value of \$7k.

# Who can apply

The below table identifies who is eligible to apply for a Sustainability Grant. Further information about eligible groups can be found below.

Sustainability Community Grant		
What's Included:	Desired Outcomes	Grant Sizes Available
Energy Audits	<ul style="list-style-type: none"> <li>• Community Groups</li> <li>• Sporting Clubs</li> <li>• Not for Profit Organisations</li> <li>• Businesses</li> </ul>	✓ Mini Grant
Installation of appliances or equipment that reduces the energy use and greenhouse gas emissions of the business		
Completion of waste minimisation audits to identify priority actions		
Installation of resource recovery systems		
Signage and education materials		
Initiatives that assist to avoid and reduce waste including achievement of circular economy outcomes		
Development of greenhouse gas inventories and emissions reduction strategies	<ul style="list-style-type: none"> <li>• Community Groups</li> <li>• Sporting Clubs</li> <li>• Not for Profit Organisations</li> <li>• Businesses</li> </ul>	✓ Mini Grant ✓ Small Grant
Trialling or purchase of commercial rapid composters, commercial dehydrators or similar systems to divert green waste from landfill		
Installation of rainwater tanks or Water Sensitive Urban Design (WSUD) interventions (eg permeable paving, rain gardens, tree inlets)		

# Example of eligible activities for Mini to Small Grants

## What can be funded ✓

- Energy audits to identify priority initiatives
- Solar photovoltaic systems (new only, not replacement systems)
- Energy battery storage systems connected to a solar photovoltaic system
- Replacement of gas appliances with energy efficient electric or solar powered (eg hot water, heating, cook tops or ovens)
- Energy efficiency upgrades recommended in an energy audit
- Greenhouse gas inventory developed by a qualified consultant
- Greenhouse gas emissions reduction strategies developed by a qualified consultant
- Rainwater tanks and plumbing of the tank to an appliance, fixture or irrigation
- Water Sensitive Urban Design (WSUD) interventions (eg permeable paving)
- Completion of waste minimisation audits to identify priority actions
- Installation of resource recovery systems including food and garden organics separation
- Trialling or purchase of commercial rapid composters, commercial dehydrators or similar systems to divert green waste from landfill
- Other initiatives that assist to avoid and reduce waste including achievement of circular economy outcomes.



## What can't be funded X

- Activities, events or programs occurring outside of the [City of Salisbury boundary](#)
- Maintenance costs
- Travel or accommodation costs
- Requests for reimbursement of funds already spent
- Works undertaken on residential properties (including home based business)
- Applications from organisations who have outstanding debt with Council or have previously not submitted required grant acquittal documentation.
- Activities that have not received development approval (if required)
- Activities that have not received property owner consent (if required)
- Activities for which the requested supporting documentation has not been provided
- Staff wages.

## How will my application be assessed?

Each application will be assessed by the Community Wellbeing and Sport Committee, who meet on the third Tuesday of every month. In order to give the Administration time to review your grant application, you will need to submit your application on the 15th day of the month prior.

Prior to submitting your application to the Community Wellbeing and Sport Committee, the Administration will review your application and it will be weighed against the below criteria.

The Community Wellbeing and Sport Committee will then be able to review your documentation and the recommendation provided by the Administration, prior to considering your grant application. As your application and the recommendation will be in the public agenda (able to be accessed on Council's website), it is important that any information provided is able to be released to the public. Personal information (names and contact details) and all quotes provided in your application will be withheld from the public agenda.

The Community Grants Program has a limited budget; therefore, your application may be deferred to a subsequent funding round, even if eligible. The Community Wellbeing and Sport Committee have delegation to authorise funding and make the final decision on all grant funding.

## Mini and Small Grants

Criteria	Consideration	Weighting
1	Demonstrates how each activity addresses the Sustainability Grants priority areas and desired outcomes.	20%
2	The extent of expected environmental sustainability improvement to the operations of the organisation.	15%
3	Cost effectiveness of the proposed activities (value for money).	15%
4	Experience of suppliers or contractors nominated to undertake activities.	10%
5	Use of local City of Salisbury, Adelaide or South Australian suppliers and products (where possible).	10%
6	Demonstrates a clear alignment with and delivers outcomes based on Council's City Plan and Sustainability Strategy 2035.	10%
7	Demonstrates the organisation's ability and capacity to successfully deliver on the proposed activities.	10%
8	Contribution (in kind, material and financial) by the business.	10%

# Funding Conditions and Acquittal Reporting

Successful applicants will be required to::

- Sign a funding agreement detailing the grant terms and conditions
- Where relevant, provide financial records, relevant insurance and any other key documentation
- Provide to Council relevant details for Electronic Funds Transfer of grant monies.
- Provide a detailed written report on all outcomes of the project funded by Council in the form of an acquittal report document (a template will be provided)
- Submit an acquittal report within 6 weeks from the conclusion of each project, providing all tax invoices and receipts – if these are not provided, the outstanding grant funding are required to be returned to Council.
- Applicants are required to spend the community grant funds within 6 months of receiving the grant funding. Any outstanding funds are required to be returned to Council.
- If the acquittal documentation is not provided, your group or organisation will be deemed ineligible for any future funding.
- Applicants may also be required to present, promote, and share their successful grant projects with the local community/other grant recipients

## More information

Council is here to support you through this process. For more information or assistance with your grant application, visit our [website](#) or please contact the Coordinator, Grants Program on **8406 8340**, via email at [CommunityGrants@salisbury.sa.gov.au](mailto:CommunityGrants@salisbury.sa.gov.au) or by visiting the Salisbury Community Hub at 34 Church Street, Salisbury.



34 Church Street, Salisbury, South Australia 5108  
Telephone: 8406 8222  
Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au) [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)  
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