

Activation Grant Guidelines



Program overview

The City of Salisbury Community Grants Program aligns directly with the Council's [City Plan 2040](#). Council's City Plan 2040 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, businesses, organizations and residents to help deliver the outcomes below within the City of Salisbury 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.

If you're unsure which area your application falls under or if you have any questions, please don't hesitate to reach out to Council on 8460 8222, via email:

CommunityGrants@salisbury.sa.gov.au or by visiting the Salisbury Community Hub at 34 Church Street, Salisbury.

It is recommended that you discuss your grant application with the Community Grants Team before submitting.

Economic Growth Community Grants objectives

A growing city that creates new opportunities

The Economic Growth Community Grants aim to:

- support and deliver initiatives to create jobs and increase investment
- be business-friendly
- provide services and infrastructure that support business owners, entrepreneurs and emerging industry sectors
- ensure Salisbury's activity centres are interesting places to visit, attractive places to invest in, and great locations to work.

Activation Grant

Purpose

The Economic Growth Activation Grant is offered under the Economic Growth Community Grants and is designed to support initiatives that stimulate local economic activity, enhance community vibrancy, and showcase the unique identity of the City of Salisbury through activations such as live performances, creative experiences, pop-up exhibitions, markets, and events.

Desired outcomes

- Our businesses offer vibrant and dynamic experiences that embrace the diverse offerings and culture of Salisbury
- Demonstrate collaboration between businesses, the community and the Council
- Businesses or shop owners coming together to activate local places and spaces with creative programming to support the development of our region as a destination for culture and shopping.

Grant funding

The City of Salisbury will provide eligible businesses and organizations up to \$2,000 (incl. GST) for activations.

Who can apply

The table below identifies who is eligible to apply for an Economic Growth Activation Grant.

Eligible	Ineligible
Local entrepreneurs	Sporting clubs
Not-for-profit organizations	Schools
Businesses	
Business associations	

What is funded and not funded

What will be funded	What won't be funded
Activations that promote and raise the profile of the City of Salisbury	Activations occurring outside of the City of Salisbury boundary
Live music performance or DJs	Maintenance costs
Pop-up exhibitions	Travel or accommodation costs
Creative workshops or sessions	Requests for reimbursement of funds already spent
Events	Works undertaken on residential properties (including home-based business)
Markets	Applications from organisations who have outstanding debt with Council or have previously not submitted required grant acquittal documentation.
	Activities for which the requested supporting documentation has not been provided
	Staff wages (wages paid to an employee of the organization)
	Activities or projects applied to be led by schools or other formal educational institutions.

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.

In some instances, partial funding may be recommended based on the assessment. It is, therefore, important to consider if the proposed activity / project can proceed should this occur.

Criteria	Consideration	Weighting
1	Demonstrates how each activity addresses the Economic Grants priority areas and desired outcomes.	20%
2	The extent of increase activity in the local area.	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 the Council's City Plan 2040	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%

What is the timeline for approval?



Funding condition and acquittal reporting

Successful applicants will be required to:

- sign a funding agreement detailing the grant terms and conditions
- provide financial records, relevant insurance and any other key documentation (if applicable)
- provide to Council relevant details for Electronic Funds Transfer of grant monies
- acknowledge support from the City of Salisbury on promotional materials (logos will be provided)
- 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 is required to be returned to Council
- spend the community grant funds within 6 months of receiving the grant funding. Any outstanding funds are required to be returned to the Council
- receive written approval from the City of Salisbury for any changes that would result in funding being expended other than as detailed in the application.

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

General requirements

- Applicants must hold or should be willing to obtain the appropriate insurance for the implementation of their grant-funded project.
- The entity involved in execution of activation is also required to hold appropriate insurance.
- Applications must be completed in full, or they will not be accepted.
- Council will not be responsible for any expenses incurred by an applicant in preparing their application, or because of an applicant anticipating approval of their application
- The City of Salisbury's logo may be used on promotional material to acknowledge sponsorship. Applications for logo usage must be submitted to the City of Salisbury's Marketing Department via email Communications@salisbury.sa.gov.au. The logo must not be acquired for use from elsewhere (e.g., downloaded from website, scanned/photographed from a document, etc).

Frequently asked questions (FAQs)

How do I apply?

Only applications submitted through the online application form will be accepted.

You will receive an acknowledgement email confirming the submission of your application; however this does not mean that your grant has been approved.

Can we submit more than one application?

No, you can submit only one application.

Do I need a quote for all individual items?

Yes.

What is considered as an acceptable quote?

A formal quote which clearly describes the items/scope of work and cost is required.

If I have already purchased equipment prior to this start date, can I claim back this money?

No, you can only submit invoices after the start date of the grants to be approved.

What other assistance is available?

The City of Salisbury assists local businesses with access to business advisory services through the Polaris Business Development Centre. Assistance is provided via workshops, individual meetings and mentoring programs.

Contact Polaris Centre on 8487 1842 or visit www.polariscentre.com.au to find out more.