



**City of Salisbury**  
**Community Grant Program**  
**Sustainability Community**  
**Grant Application Form**



Please ensure you have read and understood the [City of Salisbury Community Grants Program Guidelines and Eligibility Criteria document](#) prior to completing an application.

## Part 1 - Applicant Information

### CONTACT DETAILS

Name:	
Title (your role with the group/organisation):	
Address:	
Phone:	
Email:	

### GROUP / ORGANISATION / BUSINESS / SCHOOL / INSTITUTION DETAILS

Name:	
Registered Address:	
Suburb:	Postcode:
Phone:	
Website:	

### GROUP / ORGANISATION / BUSINESS / MANAGEMENT DETAILS

ABN:	
Registered for GST:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Not For Profit Deductible Gift Recipient (DGR) status by the Australian Taxation Office:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or your organisation previously received funding from the City of Salisbury?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please advise when, amount granted and what it was for:

### BANKING INFORMATION

Account Name:	
BSB:	
Account Number:	

### Program Priorities

<p>What program priorities will your application best align to? <i>(please tick which is applicable)</i></p>	<p><b>Greenhouse Gas Emissions Reduction</b></p> <p><input type="checkbox"/> Completion of energy efficiency audits to identify priority initiatives.</p> <p><input type="checkbox"/> Installation of appliances or equipment that reduces the energy use and greenhouse gas emissions of the organisation.</p> <p><input type="checkbox"/> Development of greenhouse gas inventories and emissions reduction strategies.</p> <p><b>Climate Resilience</b></p> <p><input type="checkbox"/> Installation of rainwater tanks or Water Sensitive Urban Design</p>
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	<p>(WSUD) interventions (e.g. permeable paving, rain gardens, tree inlets).</p> <p><b>Resource Recovery and Circular Economy</b></p> <p><input type="checkbox"/> Completion of waste minimisation audits to identify priority actions.</p> <p><input type="checkbox"/> Installation of resource recovery systems including food and garden organics separation, co-mingled recyclable.</p> <p><input type="checkbox"/> Trialling or purchase of commercial rapid composters, commercial dehydrators or similar systems to divert green waste from landfill.</p> <p><input type="checkbox"/> Signage and education materials.</p> <p><input type="checkbox"/> Other initiatives that assist to avoid and reduce waste including achievement of circular economy outcomes.</p>
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<b>Part 2 - Application Summary</b>	
<p><b>What is the funding for?</b> <i>(please tick which is applicable)</i></p>	<p><input type="checkbox"/> Energy efficiency audit to identify priority initiatives.</p> <p><input type="checkbox"/> Solar photovoltaic systems.</p> <p><input type="checkbox"/> Energy battery storage systems connected to a solar photovoltaic system.</p> <p><input type="checkbox"/> Replacement of gas appliances with energy efficient electric or solar powered (eg hot water, heating, cook tops or ovens).</p> <p><input type="checkbox"/> Energy efficiency upgrades recommended in an energy efficiency audit.</p> <p><input type="checkbox"/> Greenhouse gas inventory developed by a qualified consultant.</p> <p><input type="checkbox"/> Greenhouse gas emissions reduction strategies developed by a qualified consultant.</p> <p><input type="checkbox"/> Rainwater tanks and plumbing of the tank to an appliance, fixture or irrigation.</p> <p><input type="checkbox"/> Water Sensitive Urban Design (WSUD) interventions (eg permeable paving).</p> <p><input type="checkbox"/> Completion of waste minimisation audits to identify priority actions.</p> <p><input type="checkbox"/> Other: please describe:</p>
<b>Name of the Application</b>	
<p><b>Proposed date(s)</b> (Commencement to completion)</p>	<p>From _____ to _____</p>
<p><b>Location of activity</b> (Activities must occur <a href="#">within the City of Salisbury</a>)</p>	
<p><b>Are you the property owner or tenant?</b> (Note that some activities such as installation of solar photovoltaic panels will require property owner consent)</p>	<p><input type="checkbox"/> Property Owner                      <input type="checkbox"/> Tenant</p>

<p><b>Does your activity require development approval?</b></p> <p>If development approval is required you must obtain approval prior to grant monies being provided.</p> <p>Please review <a href="#">Frequently Asked Questions</a> to check if development approval is required for your project.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Don't know</p>
<p><b>Provide a brief description of the proposed activity</b></p> <p>(Please refer to supporting documents including preferred quote etc. as listed in Part 4)</p>	<p><i>(max 100 words)</i></p>
<p><b>Describe how the activity will align with the program priorities as outlined on previous page</b></p>	<p><i>(max 100 words)</i></p>
<p><b>Which grant size are you applying for?</b></p>	<p><input type="checkbox"/> Mini Grants are to the value of \$2,000 (incl. GST) - Fill in funding details below</p> <p><input type="checkbox"/> Small Grants are from \$2,000 and to the value of \$7,000 (incl. GST) - Go to Part 3</p>
<p><b>Mini Grants - Amount of Funding Requested and for what purpose</b></p> <p>(e.g. the purpose could include equipment purchase, energy audit, signage etc.)</p>	<p>Funding requested \$</p> <p>Total activity budget \$</p> <p>Purpose of funding:</p>
<p><b>If successful, please describe how the support from the City of Salisbury will be acknowledged.</b></p>	<p><i>(max 100 words)</i></p>
<p><b>NEXT STEPS:</b></p>	
<p><b>MINI GRANTS (UP TO \$2K)</b> - please sign the declaration page in Part 6 of this application, save a copy in your personal files and send to <a href="mailto:communitygrants@salisbury.sa.gov.au">communitygrants@salisbury.sa.gov.au</a> for consideration with relevant supporting documents listed in Part 4.</p> <p><b>FOR ANY SMALL GRANT APPLICATIONS REQUESTING MORE THAN \$2K, PLEASE CONTINUE</b></p>	

## Part 3 – Further Information - Small Grants ONLY (\$2k - \$7k)

<p><b><u>Environmental sustainability improvements</u></b></p> <p><b>What are the expected environmental sustainability improvements to the operations of your organisation due to the proposed activity?</b></p> <p>(e.g. amount of solar power to be generated, amount of energy use reduction, reduction in greenhouse gas emissions, quantity of waste to be diverted from landfill)</p>	<p>(max 200 words)</p>
<p><b><u>Operating Costs</u></b></p> <p><b>Do you expect the proposed activity to reduce your operating costs and by how much?</b></p>	<p>(max 100 words)</p>
<p><b><u>Organisation and supplier experience</u></b></p> <p><b>What experience do you and your suppliers have in successfully delivering similar activities?</b></p>	<p>(max 100 words)</p>
<p><b><u>Suppliers</u></b></p> <p><b>To complete the proposed activity, approximately what percentage of purchases by cost will be local City of Salisbury, Adelaide or South Australian suppliers and products?</b></p>	<p>City of Salisbury based: ..... %</p> <p>Adelaide based: ..... %</p> <p>South Australian based: ..... %</p>

## Part 4 – Supporting Documentation – Mini and Small Grants

Please list and attach any relevant and supporting documentation including but not limited to:

- Preferred quote for new appliances/equipment/development of greenhouse gas inventory/energy audit
- Photos of appliance/equipment to be replaced
- Design of water sensitive intervention or other proposed installations
- Property owner consent
- Organisation and supplier capability statements

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## Part 5 - Budget Breakdown – Small Grants ONLY

Amount Requested

\$

Total Budget

\$

Itemised Breakdown of Costs:

*An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.*

\$

\$

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\$

<b>TOTAL (including GST):</b>	<b>\$</b>	
<b>Quote Attached:</b> <i>A detailed, current quote <u>must be provided</u> with the application.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Part 6 - Application Declaration – Mini and Small Grants

This declaration must be completed by an authorised representative of the applicant (or, if this application is a joint/consortium application, authorised representative of the lead organisation).

The authorised representative should be a person who is legally empowered to enter contracts and commitments on behalf of the applicant.

*For groups or organisations, 2 signatories from senior office holders will be required.*

*Please read, tick the boxes and sign below*

- I/We acknowledge that I am authorised to make this application on behalf of the Organisation.
- I/We acknowledge that the information provided in this application is true and correct.
- I/We acknowledge that application needs to be acquitted within 6 months of receipt of funds as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria as set out
- I/We acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
- I/We acknowledge that any changes in circumstances regarding this Application must be notified in writing, and the City of Salisbury Community Grants Program may request more information.

On behalf of \_\_\_\_\_ (Group/Organisation)

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Position)*

\_\_\_\_\_  
*(Position)*

\_\_\_\_\_  
*(Signature 1)*

\_\_\_\_\_  
*(Signature 2)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date)*

