



Community  
**Grants**

# GUIDELINES



[marion.sa.gov.au/grants](http://marion.sa.gov.au/grants)

## Introduction

The purpose of the Community Grants Program is to assist local not-for-profits to establish and undertake projects or activities that are beneficial for the community.

Applications should support and align with [The City of Marion Strategic Plan](#).

Applications should ensure programs, activities and events are inclusive and as accessible as possible for all groups, including people of various genders, ages, sexuality, cultural backgrounds, religious beliefs and those living with disability. The City of Marion recognises particular programs may be implemented to support vulnerable populations and/or specific demographic groups within our community.

## Support with your application

Applicants are strongly encouraged to refer to this document and the Strategic Plan link before considering or commencing an application.

If you require further information please contact Ashley Lambourne, Grants Officer on phone 08 8375 6600 or email [ashley.lambourne@marion.sa.gov.au](mailto:ashley.lambourne@marion.sa.gov.au).

All information relating to City of Marion grants including eligibility, key dates and previously successful recipients can be found on the City of Marion [website](#).

Applications need to be submitted [online](#).

## To be eligible

- Applications are required to be from incorporated, not-for-profit organisations and groups.
- **NOTE:** Groups that are not incorporated need an incorporated body willing to accept the funds on your behalf and accept responsibility for the funding of the project. Applications must include completed financial information and necessary quotations.
- Activity or Project must demonstrate that at minimum 50% participants/beneficiaries are City of Marion residents and/or community group members.

## The following will make an application ineligible

- Funding for individual, private, political or commercial enterprises or activities.
- Fundraising or sponsorship.
- Ongoing operational costs, core business, salaries or costs not directly related to project delivery.
- Payment for facilitators/instructors (unless it is clearly demonstrated that required expertise cannot be sourced internally).
- If applicants have already applied within other City of Marion grant streams for the same project within the same round.
- Projects implemented outside of the City of Marion council boundaries (unless the activity clearly demonstrates significant benefits to the participants, being City of Marion residents).
- The project has commenced or retrospective funding (money spent before a grant is approved).
- Funding for academic research or conference costs, interstate or overseas travel.
- Funding for once off events.
- Projects that duplicate a community need that is already being met.
- Schools are not eligible to apply. External organisations conducting activities within schools, during school hours, are also ineligible.
- The organisation has an outstanding acquittal or debt owing to Council. *Please note this does not apply to organisations that have a loan with Council and are complying with the repayment terms.*

**Ineligible applications will not progress to the assessment stage.**

## Funding and additional criteria

- Each funding round may include one grant up to \$10,000.
- The remaining funding pool has a \$5,000 limit per application.
- Applicants must declare any current and/or ongoing in-kind or financial support received from the City of Marion eg subsidised rent, funding agreements.
- Only one application per community group/organisation per round will be accepted.
- Where relevant, applications may be approved subject to additional criteria being met (eg: subject to development approval, landlord approval etc).
- Grants should generally not be used for site improvements on private property.

## Grant Objectives

Applicants should consider the following:

- Establish and undertake activities that align with relevant areas of City of Marion Strategic Plan 2024-2034.
- Activities that focus on the following will be highly considered:
  - Demonstrate a strong benefit to City of Marion residents.
  - Demonstrate inclusivity and accessibility to the wider community, where possible.
  - Encourage community led projects/activities, including opportunities for volunteers.
  - Create opportunities for increased social connections and increased community participation.
  - Demonstrate how the outcomes of the funding includes giving back to the community.

**Examples of funding areas could include:** recreational/community programs, workshops/series of events, eg: health & wellbeing and/or skill development, equipment, arts and cultural activities, facility upgrades and minor capital works.

## How are applications assessed?

- Applications will be assessed and scored against grant guideline criteria.
- Applications will be assessed and scored against community grant objectives.
- A reduction of 10% is applied to the application total assessment score if the organisation has been funded within the last 3-4 rounds, and a reduction of 20% applied if funded within the last 1-2 rounds.
- Additional assessment information to be included as per endorsed Council processes eg: Community Grants Assessment Matrix 2026, Grants Committee.

Please note that meeting the eligibility criteria alone does not guarantee funding. The Community Grants Program is highly competitive with a budget limit. The decision to award a grant is made by Council and the decision of Council is considered final. This decision may take into account other matters that Council deem reasonable and relevant to the decision-making process.

## Financial reporting and acquittal

Applicants will be required to complete an acquittal form online. We advise applicants to acquit their project within one month of project completion, acquittals must be received by City of Marion within 13 months of distribution of grant funding. Evidence of expenditure is required – **all receipts must be attached to the acquittal.**



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The acquittal form verifies that the grant funding has been spent in accordance with the project budget provided in the application form. Final acquittal of the grant requires a statement of income and expenditure for the project as well as feedback documentation. The feedback provides valuable insight for Council on how your project and the community have benefited from the Community Grants Program. (where applicable please include photos of your project/activity).

**Successful applicants are required to comply with terms and conditions included in the application form.**