

	‘TOWNSHIP CHRISTMAS FESTIVE CELEBRATION’ SMALL GRANT APPLICATION FORM	Form No:	CD014
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		Last Updated:	21 October 2025
		Form Ownership:	Manager HR & Community
		Relevant Policy/Act:	FINPOL09 Community Funding & Support Policy

PURPOSE

Council is offering a grant under its ‘Townships Christmas Festive Celebration’ small grant program, to assist townships celebrate the festive season. Community Groups are invited to apply for support to host local Christmas events, whether adding festive cheer to an existing event or starting something new. This is an opportunity to bring people together and celebrate Christmas.

DETAILS OF GRANT- SUMMARY

- Small grant of up to \$250 per township towards community led Christmas celebrations.
- Applications open from 27 October to 14 November 2025.
- Community Group/organisation must be a legal entity, not for profit, and preferred to be an incorporated body (example groups are Progress Associations, Hall Committees)
- It is envisaged there will be one event per township and Council encourages groups to collaborate and submit one application locally. If more than one received, Council will liaise with applicants with a view to supporting one central event.
- The event must be inclusive to all residents of the township with invitations extended broadly.
- Examples of funding use and/ or activities; food such as sausages for a sausage sizzle, face painting, entertainment. Strictly no alcohol purchases with funds.
- Acknowledgement of Council's contribution at the event with invitation to Council representative.

Please complete the following details about your Community Group/Organisation and proposed activity. If you have any questions or need assistance, feel free to contact us.

Contact Details			
Name of Community Group /organisation:			
Contact Person:		Position:	
Daytime Phone Number:		Mobile:	
Address:			
Email:			
Type of Organisation			
Is the Community Group/Organisation a non-profit organisation?	Yes ☐	No ☐	ABN: _____
Is the Community Group/Organisation incorporated?	Yes ☐	No ☐	Incorporation Number: _____
Is the Community Group/Organisation registered for GST?	Yes ☐	No ☐	
Event/ Particulars			
Date of Event:		Number of people expected to attend:	
Physical address of where event will be held:			
What is the name of the event:			
What are the benefits of the event to the community?			
Is this a new event?	Yes ☐	No ☐	
Is there a cost for people to attend?	Yes ☐	No ☐	How much? \$ _____
What promotional material will be produced that the District Council of Grant logo will appear on (posters, flyers)			

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What promotion of the event will occur locally to encourage community participation.		
Project Funding		
Community Group/ organisations cash contribution	\$	
Grants from other sources	\$	
Value of any in-kind contributions	\$	
Value of grant requested from Council	\$	
Total Funding	\$	
Confirmation of application		
I/we certify that all details supplied in this Application and in any attached documentation is true and correct to the best of my knowledge, and that the Application has been submitted with the full knowledge and agreement of the Community Group /Organisation. I/we also confirm that the Community Group/Organisation applying does not have any outstanding debts with Council. I/we understand that all small grants are subject to the discretion of the District Council of Grant. We agree to abide by the guidelines and conditions of this application, and understand that each township can only receive one small grant from Council for a Township Christmas Festive Celebration per year.		
Signature: _____ Name: _____ Date: _____		

Sponsorship & Grants Terms and Conditions
Objective: To process requests in a consistent manner for small grants to be utilised towards a local township Christmas festive celebration that is of direct social benefit to the local community.
Eligibility: One event per township, organised by nonprofit Community Group/organisation located within the District Council of Grant.
Key Dates: Applications open from 27 October until 14 November 2025.
Terms and Conditions: - Application for a Council Township Christmas Festive Celebration small grant must be lodged on this form. Additional information may be attached. - Community Groups/organisations must be a legal entity, not for profit, and preferred to be an incorporated body. - Requests for a small grant must be inclusive of all expenses and taxes (GST) and must be spent as indicated in the grant application and within the current financial year. In accordance with Legislation, Council will deal with inclusive costs only. - The small grant funds will; be paid directly to the Community Group/Organisation bank account, with the Community Group/Organisation accepting the legal responsibility for appropriate expenditure of the public funds. - Only one allocation will be considered for any township in any one financial year. - Manager HR and Community will consider application in accordance with Council's current budget, planning priorities and the principles contained in Council's Community Funding and Support Policy (FINPOL 09). - It is a condition of receiving funding that the Community Group/Organisation assume all responsibilities including public risk/or any other insurance cover applicable to the event. - The Community Group/Organisation agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the Small Grant. - Manager HR & Community may, if the Application complies with the criteria contained within this Policy, approve and pay the small grant in accordance with Guidelines. - It is a condition of this application that any small grant made be acknowledged as a contribution by the District Council of Grant towards the staging of the event, and that a Council representative be invited to attend the event. - Council would appreciate photos of the event to be forwarded for promotional purposes.
Application Submission: Applications should be submitted on this form to Manager HR & Community, District Council of Grant, PO Box 724, Mount Gambier SA 5290 or email to info@dcgrant.sa.gov.au.
Enquiries: Enquiries can be made to Council on 08 8721 0444; or email: info@dcgrant.sa.gov.au.