

26 January Community Event Grant Application Guidelines

Welcome to the Adelaide Hills Council Community Grants Program

Council provides Community Event Grants in order to support local community groups to run events on or around 26 January.

The aim of the grant program is to support events which align with Council's strategic objectives, and that focus on community connection and participation, community benefit, civic pride, Australian heritage and history, Reconciliation and/or local identity.

How much can be applied for?

The amount available under this program is \$1,500 per organisation for any one event.

A total funding pool of \$7,500 is available.

Applications will open annually in October for events the following January.

How to apply

Online grant applications are completed by accessing the Adelaide Hills Council website at: <https://www.ahc.sa.gov.au/community/community-grants>

The online grants system is easy to use, however support is available if you require culturally appropriate or accessible options.

Timeframes

Applications Open	1 October 2026
Applications Close	31 October 2026
Recommendation Report to Council	November 2026
Applicants Notified	Late November / Early December
Project evaluation and acquittal due	31 March 2027

We are here to help.

For information, assistance or to discuss your application contact Stephanie Pongraz, Events and Grants Officer on 8408 0441 or email spongraz@ahc.sa.gov.au

Who can apply?

- Applications will only be considered by groups who are resident in the Adelaide Hills or provide a significant benefit to the Adelaide Hills community
- Applicants must be (or apply under the auspice of) an incorporated, not for profit community group or voluntary association.

Who can't apply?

- Applications from religious institutions will not be considered unless there is clear, far reaching community benefit from the project proposed
- Applications will not be considered if the applicant has an outstanding debt owing to Council (excluding agreements where terms and conditions are being met) or an outstanding grant acquittal from a previous funding round

What events can be funded?

Grant funding will be provided for events on or around the 26 January. Events must be held within the Adelaide Hills Council area.

In providing details of the proposed event describe your event as clearly as possible including the intent of the event and outcomes that you hope to achieve.

Applications must demonstrate alignment with Council's Strategic Plan 2024 - Your Place, Your Space.

What events will not be funded?

Grant funding will not be provided for:

- Commercial or political activities
- Religious activities
- The employment of staff
- Services or costs that are the funding responsibility of either the State or Federal Government
- The reimbursement of funds already spent prior to receiving approval (applicants cannot seek funds retrospectively)
- Proposals that will lead to a dependence on Council funds (ongoing operational expenses such as public liability insurance)
- Fundraising or general sponsorship

Council may deem an application ineligible where there are reasonable grounds to believe the applicant or proposed event would undertake activities that are unlawful, discriminatory, exclusionary, or inconsistent with the aim of the grant program.

How are applications assessed?

Applications will be assessed by a panel of Council staff to ensure that funding decisions align with grant guidelines and assessment criteria. Recommendations will then be presented to Council for consideration and approval in November.

Applications will be accepted from organisations that have received grant funding in previous years, but please be aware that if the total number of eligible applications received exceeds the amount of funds available, priority may be given to organisations that did not receive funding the previous year.

Assessment Criteria

Applicants will be assessed against the following criteria:

- Alignment with Council's Strategic Plan (40%)
- Demonstrated capacity to deliver the event (20%)
- Alignment with the below preference areas (40%)

Preference will be given to projects that focus on one or more of the following:

- Community connection and participation
- Community benefit
- Civic pride
- Australian heritage and history
- Reconciliation
- Local identity

Applicant Details

In addition to the name, address and contact details for your organisation you are also required to provide:

- Your Incorporated Association (IA) number or Australian Company Number (ACN) that confirms that your group is an incorporated body
- Details of your GST status and your Australian Business Number (ABN)
- The bank account details that you wish the grant to be paid into should your application be successful

In nominating a contact person for your application ensure that they are available to be contacted during business hours.

Sponsoring Organisation

Groups that are not incorporated are still eligible to apply provided applications are made through an appropriate incorporated body that is willing to sponsor the project. The sponsoring body will need to provide their incorporation number, ABN and bank account details. It is this organisation that the grant payment will be made to.

Conditions for successful applicants

Events must comply with all relevant legislation and regulations.

Grant funding may only be used for the purpose approved by Council. The recipient must notify Council of any material change to the event, activities or organisation following grant approval. Council reserves the right to require reimbursement of grant funds where funding conditions have been breached.

Grant recipients must complete a basic event evaluation and acquittal report including an expenditure statement (with a copy of receipts) within the allocated timeframe.