



DISTRICT COUNCIL OF CLEVE

2023 - 2024

**COMMUNITY GRANTS PROGRAM
GUIDELINES AND APPLICATION FORM**

Contact Us

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 council@cleve.sa.gov.au

COMMUNITY GRANTS PROGRAM

Guidelines 2023 - 2024

The District Council of Cleve strongly supports and encourages not-for-profit community groups in achieving their goals, developing infrastructure and investing in the district.

Council receives many requests for financial assistance from community groups and organisations. The purpose of the Community Grants Program is to provide funding in an effective and equitable manner. This is based on the individual merits of each request to address priority community needs.

The aim of these grants is to encourage, develop and support local projects of a community, cultural, environmental, recreational, or sporting nature which demonstrate broad-based benefit to all the residents of the district.

Since the commencement of the Grants Program in 2008, \$322,449 has been awarded to community groups through the Community Grants Program. These grants are available on an annual basis.

Community Grant Funding of up to \$5,000 is available to not-for-profit groups within the District Council of Cleve. Please see eligibility and application requirements below.

Who is eligible?

- Not-for-profit and non-government entities
- Incorporated groups
- Club or group operating / conducting business in the District Council of Cleve

How do I apply?

- Fill out the required information in the application form (application form is part of this document)
- Two quotes (from local businesses where possible)
- Please check that your project meets the eligibility criteria – contact the District Council of Cleve if you are unsure or have any questions
- Ensure all questions are answered clearly. If not, your application may be ineligible
- Make reference to Council's Strategic Plan
- One application per group

How do you submit your application?

- Email a copy to council@cleve.sa.gov.au
- In person at the Council Office - 10 Main Street, Cleve
- Mail a copy to PO Box 36, Cleve SA 5640
- Your application must be received by close of business Friday 8 September 2023.

What projects are more favourable?

- New Infrastructure
- Marketing & Promotion

- Regional Events

What projects are unlikely to be funded / ineligible?

- Projects that have already commenced, we do not pay retrospectively
- Maintenance materials or equipment
- Items that are not fixed and may be used for personal use

What is the difference between a good and great application?

- Letters of support from other organisations or clubs directly involved in your project or event
- Answering the application questions in their entirety
- Making reference to the District Council of Cleve Strategic Plan 2020-2025

So you have received confirmation of your successful application – now what?

- You will be asked to attend an ordinary Council meeting where all cheques will be presented to the recipients.
- Recognise and acknowledge the District Council of Cleve in contributing financially to your project. This can be done in the following ways (DCC logo can be supplied):
 - Eyre Peninsula Advocate
 - Signage
 - Social media
 - Radio notices
- You need to ensure all monies are spent before the end of the financial year, 30 June 2024.
- The acquittal form is completed once the project is complete and given to the District Council of Cleve. Please include any photos, and proof of Club acknowledging that Council contributed to your project through the Community Grants Program.
- Any media relating to the project needs to acknowledge the funding received from the District Council of Cleve Community Grants Program.



COMMUNITY GRANTS PROGRAM

Application Form 2023 - 2024

COMMUNITY GRANT FUNDING OF UP TO \$5,000

Before you begin your application, please read the Community Grant Program Guidelines & Information Sheet.

Before submitting your application, please ensure you are/have completed the following:

- You are a not-for-profit, non-government entity
- The project you are submitting your application for has not already commenced
- All questions within the application have been answered
- Your application makes reference to the District Council of Cleve Strategic Plan 2020 - 2025
- You have attached two quotes from local suppliers (where possible)

Completed applications can be submitted by email council@cleve.sa.gov.au, via mail to Council at PO Box 36, Cleve, SA, 5640 or in person at the Council Office.

Applications must be received by close of business Friday 8 September 2023.

APPLICANT / ORGANISATION INFORMATION

Is the organisation a not-for-profit and non-government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Organisation: <input type="checkbox"/> Incorporated Association <input type="checkbox"/> Incorporation Pending <input type="checkbox"/> Other
Australian Business Number (ABN): <input type="checkbox"/> Yes <input type="checkbox"/> No ABN (if answered yes):
Are you registered with the Australian Taxation Office for GST purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you obtained consent from the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you receive any state or federal government funding to operate your organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No

NAME OF ORGANISATION:	
CONTACT PERSON:	Name: Title: Phone: Email:
STREET ADDRESS:	
POSTAL ADDRESS: (If different from organisation Street Address)	
WHAT IS THE ORGANISATIONS MAIN PURPOSE AND/OR ACTIVITY?	

PROJECT INFORMATION

TITLE OF PROJECT: (short title)	
TOTAL FUNDING REQUEST FROM COUNCIL: (Maximum \$5,000)	
PROJECT SUMMARY OR DESCRIPTION: <i>(a broad overview of the project is required including objectives, process and activities to be undertaken. The description should describe concisely what the project will do and how it will be undertaken)</i>	

WHAT ARE THE OBJECTIVES AND EXPECTED OUTCOMES OF YOUR PROJECT?

Including: ongoing community or district benefit (i.e. what difference will the project make to the local community? For example - improving the skills base of the community, tackling disadvantage in the community, infrastructure support, cultural awareness)

DOES THE PROJECT RELATE TO THE COUNCIL'S STRATEGIC PLAN?

Approved projects should support the goals outlined in the Council's Strategic Plan. A copy of this plan can be obtained from www.cleve.sa.gov.au (Council – Plans & Performance – Management Plans – Strategic Plan) or in the Council office.

WILL YOU NEED ANY SUBSEQUENT FUNDING AND HOW WILL IT BE OBTAINED?

Detail what is required to sustain the project financially at the end of the funding period and where ongoing financial support will come from. Will project be self-sufficient/viable on an ongoing basis?

<p>PROJECT MANAGEMENT: <i>(Who will be responsible for ensuring the project is completed)</i></p>	
<p>MONITORING AND EVALUATION PROCESS: <i>Detail the monitoring (i.e. who will monitor the project, who will you report to; what reports will be produced)</i></p>	

FUNDING AND BUDGET DETAILS

<p>FUNDING SOUGHT:</p> <p style="padding-left: 40px;">GST-exclusive: \$</p> <p style="padding-left: 40px;">GST amount: \$</p> <p style="padding-left: 40px;">Total amount: \$</p>	
<p>OTHER CONTRIBUTIONS: <i>(listed below)</i></p>	\$
<p>WHAT IS THE TOTAL COST OF THE PROJECT INCLUDING FUNDING:</p>	\$

ASSISTANCE FROM OTHER SOURCES

(Identify all direct and indirect funding including existing or intended applications to other funding sources – detail what money has been committed to the project from your own or other organisations. List cash allocations and provide \$ values for in-kind contributions.)

Organisation	Item provided	Cash	\$ value of In-kind	Confirmed Yes/No (date)

❖ Please attach a copy of two quotes obtained to support application.

❖ Note: Where possible, quotes must be from local suppliers.

INSURANCE

Type of Cover	Insurer	Expiry Date	Amount of cover
Public Liability			

DECLARATION BY APPLICANT

I, _____,

_____ at _____

(Position)

(Organisation)

Declare that I am duly authorised by the above organisation to sign this declaration;

Signed _____

Date _____

Applications must be submitted to Council by close of business Friday 8 September 2023.

Please submit your Application Form to the Council via email council@cleve.sa.gov.au, in person at the Council office on 10 Main Street Cleve, or via post to PO Box 36, Cleve SA 5640.

Council will be in contact with the outcome of your application after the Ordinary Council meeting held on 19 September 2023.