

2024 - 2025

MAIN STREET RENEWAL PROJECT

ACTIVE
COMMERCIAL



**NOW
OPEN**



FUNDING AGREEMENT

To improve the presentation and appearance of buildings within the District Council of Cleve



10 Main Street, Cleve SA 5640



08 8628 2004



www.cleve.sa.gov.au

| APPLICATION GUIDELINES

Introduction

The Main Street Renewal Project aims to improve the presentation of the Cleve and Arno Bay towns in the District Council of Cleve. The project is open to active commercial buildings.

The renewal project provides a grant from Council on a \$1:1 basis up to \$2,500 for operating businesses to complete improvements to the building façade.

Scope

All commercial buildings located along Main Street (Ramsey Bros to Masters Road) and Fourth Street (Institute building to South Terrace) in the Cleve township are eligible to apply for the grant. All commercial buildings along Tel El Kebir Terrace in the Arno Bay township are eligible to apply for the grant.

Works that can be completed as part of the program include:

- Painting of the façade
- Cleaning of the existing façade
- Minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing façade
- Minor repairs to structural façade elements and awnings
- New repair and replacements of verandahs
- Installation of new business signage
- Removal of redundant signage, air conditioning units and hoardings
- Graphic design or rebranding for visible application
- Other works not listed above, only where plans are provided and can prove improvements to be made are in line with the overall Main Street Renewal concept.

Information to be provided with application

You will need to provide the following documentation as part of your application:

Description of works to be completed as part of the application form.

- A quote for the proposed works.
- Where the application is proposing painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the buildings existing condition will need to be provided, including close ups of the affected areas. Photographs will also need to be provided following the completion of works if the application is successful.
- Planning & Development Approval may be required for the proposed works that need to be completed. The permit process (if required) can run in tandem with this application.
Council will not grant funds for works where Planning & Development approval is required and has not been granted.
- If your building is heritage listed, you will be required to undertake research to provide Council with evidence including photographs or other documentation. Council will be able to assist with this research or provide information on whether your commercial building is located within a heritage building.

Application Details

To apply for funding as part of the Main Street Renewal Grant, applicants will need to consider the following:

- Council will not grant funds from the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project.

APPLICATION GUIDELINES

- Council will not provide funds for equipment purchasing (e.g. ladders, gurneys, scaffolding etc.). Hiring equipment is permitted when related directly to the project and is included in the quote.
- Council will not grant funds for works where Planning & Development Approval has not been granted.

Level of Funding Available

Applications for Active Commercial Buildings can apply on a \$1:1 basis to complete improvements to their facades with the amount capped at \$2,500 per building.

An example of funding to a successful applicant would be:

Applicant	\$2,500
Council	\$2,500
Total Works	\$5,000 (exc GST)

Applicants may choose to spend more than \$2,500 to complete a project, but Council's contribution will be capped at \$2,500.

Assessment of Applications

Applications will need to be submitted to Council by 1 September 2024.

How do I find out if my application was successful?

Applicants will be notified of the outcome of their application in writing.

How do I receive funding?

Payment will be made by direct deposit into your nominated bank account. A presentation will be made to grant recipients to acknowledge successful applications.

Successful applicants have until 31 May 2025 to complete all proposed works.

All associated acquittal documentation including invoices, proof of works and a copy of granted Planning & Development Approvals (if required) are to be received by 14 June 2025 to avoid being invoiced by Council. The acquittal form is completed once the project is complete and sent by mail or email to the District Council of Cleve.

All claims must be submitted by this date for the grant to be acquitted in the current financial year.

Applicants may be required to reimburse Council if actual project expenditure is less than stated in application, or in the event the acquittal process is not completed.

How do I apply?

To apply for the grant, simply complete the Main Street Renewal Grant Application Form, include all supporting documentation and return to:

Main Street Renewal Grant
District Council of Cleve
PO Box 36
Cleve SA 5640

council@cleve.sa.gov.au

Council Contact

For further information on the Main Street Renewal Grant, please contact the Economic Development Support Officer on 08 8628 2004. They will be available to answer any enquiries and provide support regarding the application process.

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Applicant Details

Business/Shopfront: _____

Applicant name: _____

Building Address: _____

Postal Address: _____

(If different to Building
Address)

Phone number: _____

Email: _____

Grant amount: _____

(Excluding GST)

Property Owner's Details

(If different to Applicant Details)

Property Owner: _____

Address: _____

Town: _____

Postcode: _____

Phone number: _____

Email: _____

Property Owner's Consent

Without the property owner's consent Council cannot accept this application. If you are unsure who owns the building, you may contact Council's Administration Officer either in person, letter or email, stating the building address and your intent for the information.

Are you the property owner? Yes ☐ No ☐

If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach relevant documentary evidence of your status (e.g. power of attorney, executor, trustee, company director etc.). The following section must be completed by the owner(s):

I/We _____
(print name)

Consent to the making of this application for funds under the District Council of Cleve Main Street Renewal Grant, and the undertaking of proposed works detailed in this application.

Signed: _____

Date: _____

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The Proposal

Is the facade improvement for a heritage listed building?

Yes ☐ No ☐

Are the works visible from the Main Street?

Yes ☐ No ☐

Have you sourced local contractors for quoting works where possible?

Yes ☐ No ☐

Have you enquired if planning approval is required for your proposal with the Economic Development Officer?

Yes ☐ No ☐

Type of works to be completed:

- ☐ Painting of the facade
- ☐ Cleaning the existing facade
- ☐ Removal of redundant signage, air conditioning units and hoardings
- ☐ The minor repair, maintenance or reinstatement of missing elements
- ☐ Minor repairs to existing facade tile or stone accents
- ☐ Minor repairs to structural facade elements and awnings
- ☐ New, repairs and replacements of verandas
- ☐ Installation of new business signage
- ☐ Graphic design or rebranding for visible application

Other ☐ (please describe below)

Quotes

Please attach a quote of the works from a licensed contractor. (If more than one, please complete all). If using more than one contractor, please provide all relevant information below.

Contractor name: _____

Quote number: _____ Date: _____

Contractor name: _____

Quote number: _____ Date: _____

Contractor name: _____

Quote number: _____ Date: _____

Total Cost (ex GST): \$

Documentation Checklist

- ☐ Copy of quote(s)
- ☐ Photographs of current building state
- ☐ Proposed colour scheme and/or design plan
- ☐ Confirmation of heritage listing (if applicable)
- ☐ Planning & Development approval application (if applicable)
- ☐ Signage or rebranding design (if applicable)

| APPLICATION FORM

Next Stages

Submit your Main Street Renewal Grant application and all other required documentation by 1 September 2024.

A report will be prepared for Council to consider all applications submitted.

Council may contact the applicant if further information is required.

Decision of successful applicants will be made by Councilors at August Council Meeting.

Council will notify all successful and non-successful applicants.

Applicant to carry out works by 31 May 2025 as per application and agreement letter.

Applicant must submit the acquittal form together with copies of invoices and photographs.

Acknowledgement

- ☐ I understand my grant application must be submitted by 1 September 2024.
- ☐ I understand the works must be completed by 31 May 2025.
- ☐ I understand my acquittal must be submitted to Council by 30 June 2025.
- ☐ I have sourced local contractors for the works where possible.
- ☐ I understand I may be required to reimburse Council if actual project expenditure is less than stated in application, or in the event the acquittal process is not completed.

Applicant Signature:

Print name:

Date:

| ACQUITTAL FORM



To be completed by 30 June 2025. Council requires evidence, including photographs, to show the project has been completed by this date.

Contact Details

Name of Organisation	
Contact Person	
Position	
Postal Address	
Contact Number	
Email Address	
Project Address	
Grant Amount Received	
Total Project Cost	

Please outline how the grant funding was spent and attach copies of tax invoices/receipts as proof of purchase.

Expenditure

Total	

*Any unused Main Street Renewal Grant Funds will be invoiced by Council

| ACQUITTAL FORM

**Declaration**

I declare that the Main Street Renewal Grant for 2024/2025 of \$ _____ provided by the District Council of Cleve has been spent in accordance with the purpose and conditions (*refer to grant application*) for which it was granted, and that the financial documents are a true and accurate record of the transactions for the project/event.

I, _____, holder of the office of

_____ at _____
(Position held) (Organisation)

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

Signed

Date

To complete the acquittal process, simply complete this form, include all supporting documentation and return to:

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