

2026/27

District of Cleve **COMMUNITY GRANTS**



DISTRICT COUNCIL OF
CLEVE

☎ (08) 8628 2004

✉ council@cleve.sa.gov.au

🌐 www.cleve.sa.gov.au



GRANTS OPPORTUNITY GUIDELINES

COMMUNITY GRANTS PROGRAM 2026/27

10 Main Street, Cleve SA 5640 | council@cleve.sa.gov.au | 08 8628 2004

Standard maximum grant	Standard maximum grant
Eligible applicants	Eligible not-for-profit, non-government organisations, including eligible auspice arrangements

The District Council of Cleve Community Grants Programme is established under Section 132 of the Local Government Act 1999 (SA) and operates in accordance with Council's Strategic Plan 2025-2030. The programme provides financial assistance to eligible community organisations for projects that demonstrate measurable community benefit and align with Council's strategic priorities.

The programme is funded through net profits from the Community Cropping Program, with annual funding availability subject to Council budget approval. Since programme commencement in 2008, over \$470,000 has been awarded to community groups, supporting infrastructure development, community services, and regional events that enhance quality of life for district residents.

LEGAL FRAMEWORK AND COMPLIANCE

All programme operations comply with relevant legislation including the Local Government Act 1999 (SA), Privacy Act 1988 (Cth), and Freedom of Information Act 1991 (SA). Grant recipients enter into legally binding agreements with Council specifying deliverables, timelines, reporting requirements, and compliance obligations.

Delegation of Authority: The Chief Executive Officer is delegated authority for programme administration, application assessment coordination, and compliance monitoring. Council retains decision-making authority for funding approvals and policy amendments.

Privacy and Information Management: Personal and organizational information collected through applications is managed in accordance with Council's Privacy Policy. Information may be disclosed for assessment purposes, compliance monitoring, and public reporting of programme outcomes.

PROGRAMME OBJECTIVES AND STRATEGIC ALIGNMENT

The programme supports projects that:

- Create lasting community infrastructure and assets
- Enhance community capacity and organizational capability
- Provide broad-based community benefit across multiple demographic groups
- Demonstrate alignment with Council's Strategic Plan 2025-2030
- Build partnerships and collaborative relationships within the community
- Contribute to economic development and regional competitiveness

ORGANISATIONAL ELIGIBILITY

Mandatory Requirements

Applicants must be:

- be an incorporated, not-for-profit and non-government organisation;
- operate within the district, or propose a project whose principal benefit will accrue to district residents;
- have operated for at least 12 months, unless Council accepts exceptional circumstances;
- hold an Australian Business Number or provide any declaration required by Council for payment;
- hold a bank account in its legal name; and
- maintain public liability and any other insurance reasonably required for its activities and proposed project.

PROJECT ELIGIBILITY

Eligible Projects

An eligible project must:

- have clearly defined activities, outcomes, budget and completion date;
- deliver a genuine community benefit principally within the Council area;
- commence only after written approval and acceptance of Council's grant conditions;
- be completed and acquitted by 30 June 2027;
- obtain all required consents, permits, approvals and certifications;
- be appropriately planned, insured, supervised and risk managed;
- have a credible and complete funding plan; and
- ensure funded assets or equipment remain available for the approved community purpose.

Ineligible Projects

Funding will not be provided for:

- projects commenced before the application was submitted, or costs incurred before written approval;
- routine maintenance, repairs or operating expenses;
- personal equipment or items not permanently available for community use;
- debt repayment, accumulated deficits, loan servicing, cash prizes, donations or gift vouchers;
- projects primarily benefiting an individual, closed membership, private property owner or commercial operator without sufficient community benefit;
- costs already fully funded from another source; or
- volunteer labour claimed as reimbursable cash expenditure.

FUNDING PARAMETERS

- Council may approve all or part of an application, approve a reduced amount, impose conditions, defer consideration or decline funding.
- Funding is not allocated on a first-come basis, and past funding creates no entitlement or expectation of future support.
- Council may reduce the final payment where costs fall, scope is reduced, other funding increases or approved items are not delivered.
- A grant may not be transferred, assigned or applied to another project without Council's prior written approval.

APPLICATION SUBMISSION

Application Period: August 1 - September 7

SUBMISSION REQUIREMENTS

Required Documentation:

- Completed application form with all sections addressed
- Two written quotations from suppliers (local suppliers preferred)
- Current financial statements as specified in eligibility criteria
- Evidence of insurance coverage and organizational registration
- Letters of support from partner organizations (where applicable)

Submission Methods:

- Email: council@cleve.sa.gov.au
- In person: 10 Main Street, Cleve
- Mail: PO Box 36, Cleve SA 5640

DECISION-MAKING

Council administration will undertake an initial compliance check and may verify information, request clarification, identify proposed conditions or recommend where an application is ineligible. Eligible applications will be presented to Council for determination in the relevant decision round.

In exercising its discretion, Council may have regard to:

- compliance with these Guidelines and consistency with Council's adopted plans and budget;
- the nature, scale and distribution of the public or community benefit;
- evidence of need, project readiness, delivery capacity and completion by 30 June 2027;
- the reasonableness of the budget, quotations, applicant contribution and other funding;
- legal, financial, safety, reputational, asset-management and ongoing operating risks;
- previous Council funding, grant performance and acquittal history;
- the amount of funding available and the relative merits of all applications before Council; and
- any other matter Council considers relevant and lawful.

Decisions will be made by Council resolution, subject to meeting, voting and conflict-of-interest requirements under the Local Government Act 1999. Council may decide an application in a public meeting, and the applicant's name, project, amount requested, recommendation and decision may appear in a public agenda or minutes.

Applicants will be advised of the outcome in writing. Council is not required to fund every eligible application or provide funding in the amount requested.

PAYMENT PROVISIONS

Grant funding is paid to recipients following successful project completion and submission of satisfactory final acquittal documentation by June 30.

PRESENTATION AND CELEBRATION

Award Ceremony:

- All recipients attend mandatory presentation ceremony receiving formal recognition certificates and community acknowledgment of project achievements.

Community Promotion:

- Council promotes funded projects through website features, newsletter articles, and social media content highlighting community benefits and successful outcomes.

APPROVAL AND VARIATIONS

Grant offer and commencement

- A successful applicant will receive a written conditional grant offer setting out the approved scope, amount, conditions and acquittal requirements
- The offer must be accepted in writing by the stated date. Council may withdraw an unaccepted offer.
- The recipient must not commence the funded project or commit funded expenditure before written approval and acceptance, unless Council expressly authorises otherwise in writing.

Variations

- Any material change to scope, location, budget, supplier, timing or funding must be approved by Council or its authorised delegate before it occurs. Unapproved changes or costs may be excluded from the final payment.
- Approval of a variation does not increase the grant unless Council expressly resolves to increase it.

SUCCESSFUL APPLICATIONS AND GRANT CONDITIONS

Successful applicants will receive written notice setting out the approved amount, eligible project scope and any conditions of funding. Approval does not take effect until the applicant accepts those conditions in the manner required by Council.

Recipients must:

- complete the approved project and submit a satisfactory final acquittal by 30 June 2027;
- use the funding only for the approved project and obtain Council's prior written approval for any material change to its scope, budget or delivery;
- retain invoices, receipts, proof of payment and other records required to verify eligible expenditure;
- provide the completed acquittal form, project photographs and any other evidence reasonably requested by Council; and
- acknowledge the District Council of Cleve's contribution in relevant publicity, signage, social media and media communications.

Council's logo may be used only in the form supplied or approved by Council.

RECORDS, INFORMATION AND PUBLICATION

Applications and supporting documents are Council records. Council will collect, use, retain and disclose information for administering, assessing, deciding, auditing and reporting on the Program. Information may be disclosed where required or authorised by law, including under public-meeting, records and freedom-of-information requirements.

Applicants should clearly identify genuinely confidential commercial information and avoid providing unnecessary personal information. Council cannot guarantee that any part of an application will remain confidential. Bank details and other sensitive administrative information will not ordinarily be included in a public Council report.

COMMUNITY GRANTS PROGRAM APPLICATION FORM

Community Grant Funding of up to \$10,000

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

- ☐ You are an eligible applicant under the eligibility criteria
- ☐ All questions within the application have been answered
- ☐ Your application refers to the District Council of Cleve Strategic Plan 2025-2030
- ☐ You have attached two quotes from local suppliers (where possible)

Completed applications can be submitted by email to council@cleve.sa.gov.au, via mail to Council at PO Box 36, Cleve, SA, 5640 or in person at the Council Office at 10 Main street, Cleve

Applications must be received by close of business 7 September 2026

APPLICANT / ORGANISATION INFORMATION

Name of Organisation	
Australian Business Number	
Contact Person	Name Title: Phone: Email:
Street Address	
Are you registered with the Australian Taxation Office for GST purposes? Have you obtained consent from the property owner? Do you receive any state or federal government funding to operate your organisation?	

What is the organisation's main purpose and/or activity?	
Title of Project:	
Total funding request from council:	
Provide a concise summary of the project Describe what the project will deliver, where it will occur, who will benefit, the main activities involved and how the project will be completed.	
What are the objectives and expected outcomes of your project: Describe what the project will achieve, who will benefit and the lasting benefit to the community or district. Include any expected social, cultural, economic, environmental, recreational or infrastructure outcomes.	

How does the project align with Council's Strategic Plan? Identify the relevant Strategic Plan objectives or actions and explain how the project will contribute to them. The Strategic Plan is available on Council's website or from the Council office.	
Will the project require ongoing funding or support? Describe any ongoing operating, maintenance or replacement costs, who will be responsible for them and how they will be funded. Explain whether the project is expected to become self-sustaining.	
Who will manage and deliver the project? Identify the person, committee or organisation responsible for managing the project and ensuring it is completed within the approved scope, budget and timeframe.	
How will the project be monitored and evaluated? Explain how progress, expenditure and project outcomes will be tracked, who will be responsible, and what records or reports will be produced.	

Total funding sought	GST-exclusive: \$ GST amount: \$ Total amount: \$
What contributions will be provided by other sources? State the total value of any confirmed or proposed cash funding and in-kind support from sources other than your organisation and the Council grant.	
What is your organisation's contribution to the project? State the value of your organisation's cash contribution and any in-kind support, including donated materials, equipment or volunteer labour.	
What is the total cost of the project? State the full project cost, including the amount requested from Council and all applicant, external and in-kind contributions.	

Assistance from other sources

List all confirmed or proposed contributions from other organisations or funding bodies. Include cash funding, donated goods or services, in-kind support and any applications awaiting a decision. Assign a reasonable dollar value to each in-kind contribution.

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

- Please attach a copy of two quoted obtained to support application.
- Note: Where possible, quotes must be from local suppliers.

Insurance

Type of Cover	Insurer	Expiry Date	Amount of cover

Declaration by authorised representative

I, _____
(Representatives Name)

of _____
(Organisation Name)

in my capacity as _____, declare that:
(Position Name)

- I am authorised to submit and sign this application on behalf of the organisation;
- the information and supporting documents provided are true, complete and accurate; and
- the organisation has read and agrees to comply with the Community Grants Program Guidelines and any conditions attached to approved funding.

I acknowledge that false, misleading or incomplete information may result in the application being declined or approved funding being withheld or recovered.

Signature: _____

Date: _____

Submission of applications

Applications must be received by Council by close of business on Tuesday, 8 September 2026.

Applications may be submitted:

- by email to council@cleve.sa.gov.au;
- in person at the Council Office, 10 Main Street, Cleve; or
- by post to PO Box 36, Cleve SA 5640.

Posted applications must be received by Council before the closing time.

Notification of outcome

Council intends to consider eligible applications at its Ordinary Council Meeting on Tuesday, 15 September 2026. Applicants will be notified in writing following Council's decision.