



Community

ASSET GRANT

Application Form
2026/27



CLARE & GILBERT
VALLEYS COUNCIL



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VALLEYS COUNCIL

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CGVC Community Asset Grant for CGVC Community groups *ONLY*



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1. APPLICATION FORM

CAG ID	CAG2027
Close Date & Time	5pm, Friday 9 October 2026
Primary Category	Community Development
Description	The Clare and Gilbert Valleys Council is inviting CGVC community organisations to apply for a Community Asset Grant.

- The application form is totally fillable
- Ensure you have completed all fields before clicking on 'Submit'
- Please ensure you have read the Guidelines.
- **Assistance is available at 8842 6400 or email admin@cgvc.sa.gov.au**



2. COMMUNITY GROUP/ORGANISATION

Details

Community group or organisation name

Address

Postal address (if different to above)

Mobile

Australian Business Number (ABN)

Is the organisation registered for GST?

☐

Yes

☐

No

Liaison officer

This is the person who completes this application form and who will be Council's contact in relation to all aspects of the application

Name

Phone

Position

Mobile

Email

Other

President/chairperson

Name

Phone

Email

Other

Secretary

Name

Phone

Email

Other

Treasurer

Name

Phone

Email

Other



3. AUSPICING ARRANGEMENTS

If your project is being auspiced by another organisation, please complete the information below. If not, please move onto the next section.

1.	Is your group or organisation a not for profit, non-government organisation or a community group?	☐ Yes	☐ No
2.	Is your group incorporated under the Associations Incorporation Act, 1985? If you answered YES, please proceed to question 4.	☐ Yes	☐ No
3.	For the purpose of this grant have you arranged for an incorporated organisation or Association who will take legal and financial responsibility for any grant monies received?	☐ Yes	☐ No
4.	Are you a new group formed for less than a 12-month period?	☐ Yes	☐ No
5.	Are you unable to submit a copy of your most recent audited/certified financial statement or a copy of the minutes of your last AGM together with a copy of your treasurer's report?	☐ Yes	☐ No

Declaration by auspicing body

I declare that I received full details of this application prior to providing my letter of support (which is now attached). I agree that the organisation stated below will act as the auspice body for this grant funding and will ensure that the funding is used for the purpose as per this application.

Auspicing organisation name

Address

Postal address (if different to above)

Name

Position

Signature

Date

Mobile

Phone



4. ASSESSMENT CRITERIA

1. Need for the project 25%

- The degree to which the project need has been clearly demonstrated.
- Community/social impacts if the project does not proceed.
- Evidence of community support (e.g. letters of support).

2. Strategic Alignment 25%

- Demonstrate how your project contributes to meeting your organisation/group's strategic plan/objectives, action-plan, business plan or similar.
- Show how your project aligns with any of the following CGVC plans Strategic Plan; Economic Development Plan; Open Space and Recreation Strategy; Disability Access and Inclusion Plan; and/or Cultural Tourism Strategy - These plans can be found via the following link <https://www.claregilbertvalleys.sa.gov.au/council-documents>

3. Community benefit of the project 50%

- The level of benefit to the applicant.
- The level of benefit to the broader community.
- If others will benefit from the project, an explanation of their benefits.



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5. ASSESSMENT

Project Title

Location of Project

1. Need for your project 25%

How will your project meet your organisation/group's needs/purpose and is the project supported by your community?

- The degree to which the need has been clearly demonstrated.
- Community/social impacts if the project doesn't proceed.
- Evidence of community support (e.g. letters of support).

Please ensure evidence:

- is dated within 4 months of this application,
- is provided by an external person/organisation, and
- identifies clearly the supporter's name and organisation

Provide your response here (and you may also attach documents at the end of the application):



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2. Strategic Alignment 25%

**How does your project align with your organisation/group's relate to your strategic plan/purpose?
How does your project align with CGVC's strategic plans?**

- What is your organisation's strategic plan(s)/goals(s)/purpose(s)? How does your project contribute towards meeting these objectives?
- Indicate how your project aligns with any of the following CGVC plans: Strategic Plan; Economic Development Plan; Open Space and Recreation Strategy; Disability Access and Inclusion Plan and/or Cultural Tourism Strategy – These plans can be found via the following link:
<https://www.claregilbertvalleys.sa.gov.au/council-documents>

Provide your response here (and you may also attach documents at the end of the application):



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3. Community benefit of the project 50%

How will your organisation benefit from this project? How will your community and possibly those beyond your community benefit from this project?

- The level of benefit to the applicant.
- The level of benefit to the broader community.
- If others will benefit from the project, ensure letters of support are included, explaining the advantages.

Provide your response here (and you may also attach documents at the end of the application):



6. ALIGNMENT WITH CGVC STRATEGIES

Please indicate where your application aligns with Council strategies and plans

Clare and Gilbert Valleys Council		
Key Document	Please identify the number/s where application aligns	
<u>Disability Access and Inclusion 2020-2025</u> <i>Ensure access, inclusivity.</i>	Promote/improve access Strengthen communities	
<u>Open Space and Recreation Strategy 2020</u> <i>Provide active/ passive opportunities.</i>	Leisure and Wellbeing Open Space Sport and Recreation Play Spaces	
<u>Strategic Plan 2026 – 2030</u> Our Valleys, Our Vision <i>Invest and deliver.</i>	Our Sustainable Lifestyle Our Connected Community Our Vibrant Economy	
<u>Cultural Tourism Strategy 2020-2025</u> <i>Arts, heritage experience, Celebrate local character, Attract visitors</i>	Build skills/capacity - individuals, groups, business Build arts, heritage, and tourism networks Improve marketing reach, attract investment Develop creative products	



7. PROJECT LOCATION AUTHORISATION

The location of your Project is important. Please work through 1-5 and tick the relevant response.

1. Council Land Please tick the box if your Project is to be located on Council land	Please proceed to 4. ☐
2. Leased Council Land Please tick the box if your Project is to be located on a leased plot of land on Council land.	Please proceed to 4. ☐
3. Private Land Please tick the box if your Project is to be located on Private land.	Please proceed to 5. ☐
4. Council Land You are required to complete and submit a map and Community Managed Infrastructure Form or approval from Council to undertake the project on Council land.	Map of area showing the location of Project attached Council approval attached ☐
5. Private Land A letter from the landowner must be provided	Letter is attached. ☐
6. Not Applicable	No Land / No Lease ☐ Comment:



8. ABOUT THE FUNDS YOU ARE APPLYING FOR

A maximum grant of \$10,000 is available per project. For projects, up to \$3,000 in total value, the applicant requires no contribution. For projects \$3,001 and above in value, a minimum contribution of 1/3 of the value of the project costs is required by the applicant.

A. Total Project Costs (transfer to bottom page 14)	\$
B. Amount of grant funding being requested	\$

Will your project proceed if you receive less funding?

☐

Yes.

Please indicate how will you make up the shortfall?
Provide your response here

☐

No.

Please explain why the project will not proceed.
Provide your response here



Please provide an itemised budget for the project and mark the items you wish council to fund with an asterisk (Your budget must include full details of all expenses plus all sources of income for the project/activity).

2. EXPENDITURE – list all items		COST
Please align to an asterisk * the items funded by this grant application		
*		\$
*		\$
*		\$
*		\$
*		\$
*		\$
*		\$
*		\$
*		\$
*		\$
*		\$
Funded by the applicant/committee – co-contribution		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total expenses		\$
TOTAL PROJECT COSTS		COST
1.Income		\$
2. Expenditure		\$
Must equal Page 13 A. - Total Project Cost \$		\$



10. ADDITIONAL BUDGET INFORMATION

Please show calculations of any volunteer/in kind contributions associated with this project, eg labour provided, loan of equipment, donated professional services.

For the purposes of this application, the value for voluntary unskilled labour is \$25 per hour and \$50 per hour for skilled voluntary labour.

Demonstrate own contribution to the project by referring to Section 7 in the Guidelines – Financial Guide and match the amount of the grant with cash (if applicable)		
Has the project for which this application is lodged received funding from other State, Federal or another source?	Yes ☐	No ☐
Is your organisation currently receiving operational funding from any State, Federal or another Local Government body (including applications which are currently being considered)	Yes ☐	No ☐
*If NO, please move to 'Checklist for supporting documentation'.		

Have you previously received a Community Asset Grant from council in the past 2 years	Yes*	No
*If YES, please advise details below		
year 20____	Summary description of community project and outcome	
Community Asset Grant		
Acquittal		
Have all previous Community Asset Grants from Council been satisfactorily acquitted	☐ Yes	☐ No*
*If NO • you are ineligible for funding until you have acquitted the previous grant OR • a request for an extension has been approved – documentation supports extension		



11. CHECKLIST FOR SUPPORTING DOCUMENTATION

Before submitting your application, please ensure that you have completed the following checklist and attached the required documents. If you fail to submit the information as detailed below your application will be viewed as incomplete and will be ineligible for funding.

Checklist		
I have read the Community Assets Grants guidelines?	☐ Yes	☐ No
I have completed all sections of the application form, including the auspicing arrangements (if applicable)?	☐ Yes	☐ No
I acknowledge the requirements of my application has been approved, as identified in The Guidelines, section 6-Submission of Application.	☐ Yes	☐ No
Letters of Support are included	☐ Yes	☐ No
Have you submitted an acquittal or documentation for any previous Clare and Gilbert Valleys Council grants?	☐ Yes	☐ No



12. DECLARATIONS

Declaration by applicant organisation

Two signatures are required and must be completed by the responsible officer, i.e. President/Chairperson or Treasurer/Secretary, and one other, i.e. Treasurer/Secretary.

Please ensure that you have read and understood the Clare and Gilbert Valleys Council Community Asset Grant Guidelines before submitting this form.

We, the persons making this application, declare that

1. The information contained in this application is true and correct in every detail.
2. We have been authorised by the applicant organisation to prepare and submit this application.
3. The application adheres to the Clare and Gilbert Valleys Council Community Asset Grant Guidelines.
4. All successful funding applications will be submitted to Council for consideration and on Council's recommendation, successful applicants will be notified.

President/Chairperson

Signature

Name

Position

Date

Treasurer/Secretary

Signature

Name

Position

Date

Need more information?

For more information on the Clare & Gilbert Valleys Council Community Asset Grant, please contact the Community Development Coordinator on (08) 8842 6400 admin@cgvc.sa.gov.au