



# Community

## ASSET GRANT

*Guidelines*



CLARE & GILBERT  
VALLEYS COUNCIL



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CGVC Community Asset Grant for CGVC Community Groups **Only**





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## INTRODUCTION

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The Community Asset Grant Scheme provides community groups within the Clare & Gilbert Valleys Council region with financial assistance, to help support the Council in meeting its strategic objectives.

The Community Asset Grant Scheme is a way of empowering communities to progress and improve their local area, through planned assistance and equitable distribution of allocated Council funding.

Please note this grant scheme is competitive. It is important to give your application every chance of success, through understanding the following guidelines, and addressing each requirement. Council staff are available to discuss your project ideas, and to provide any clarifications required.



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## 1. KEY INFORMATION

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- A maximum grant of \$10,000 is available per project.
- For projects less than \$3,000 in total value no contribution is required by the applicant.
- For projects greater than or equal to \$3,001 in value, a minimum co-contribution of 1/3 of the project costs is required (please see Section 7 – Financial Guide).
- Projects are sought which will have long-term benefits to communities of the Clare & Gilbert Valleys Council Region.
- Application forms are available from the Clare & Gilbert Valleys website or hard copies of the Community Asset Grant Guidelines are available from the Clare and Saddleworth Libraries.
- Projects are to be completed by 30 June the following year, unless an exemption has been requested and approved.
- Permission from Council must be sought if the project is located on Council property without a lease in place.



## 2. ELIGIBILITY REQUIREMENTS

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Applicants must meet or provide the following eligibility requirements:

1. ☐ Not-for-profit, non-government organisations, and/or incorporated organisations are eligible. Applicants who are not incorporated must demonstrate that they are auspiced by an incorporated organisation, who will manage responsibility for the grant.
2. ☐ Applicants must be based within the Clare and Gilbert Valleys Council region.
3. ☐ Applicants must have and provide appropriate governance structure and processes to effectively manage financial and project management requirements.
4. ☐ Projects on Council land require a Community Managed Council Infrastructure Approval (request form available from Council).
5. ☐ All relevant statutory approvals need to be in place before making an application.
6. ☐ Provision of your Business/Strategic/Action Plan or similar to highlight your Project is required.
7. ☐ Site Plan/room layout must be provided
8. ☐ Detailed quotes, operating procedures, ongoing maintenance schedules
9. ☐ Letter of Support referring your project, name and signature present, date is current and with a 6-month window. NO PHOTOCOPIES
10. ☐ June 30 Financial Statement from independent Auditor
11. ☐ 30 June Financial Bank Statement

If you have any queries regarding your eligibility criteria, please contact Council. - [admin@cgvc.sa.gov](mailto:admin@cgvc.sa.gov). Attn: Community Services



### 3. ASSESSMENT CRITERIA

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The Community Asset Grant is designed to support communities, and the application will be assessed against the following criteria. A maximum of 100% is available.

**NOTE:** To assist the Assessment Team, please ensure your responses are focused on your identified Project.

#### 1. Need for the project: 25%

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

#### 2. Strategic Alignment: 25%

- Demonstrate how your project contributes to meeting your organisation's strategic plan/objectives, action-plan, business plan or similar.
- Identify 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 is beneficial.



## 4. INELIGIBLE APPLICATIONS

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Funding will not be provided for:

1. Section 41 Committees.
2. Volunteer groups associate with Council run facilities.
3. Community groups who have previously failed to provide an acquittal form from previous CGVC Community Asset Grant rounds.
4. Applicants who reformat or change the Application Form in anyway.
5. Projects that have commenced prior to or have been finalised prior to application.
6. Projects for other Government organisations, e.g. Local, State or Federal.
7. Projects for private organisations.
8. Applications for interstate or overseas travel.
9. Applications for gift vouchers or purchase of items which are then donated to a third party.
10. Deficit funding – for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue.
11. Recurring operating costs.
12. Previously purchased items.
13. Wages, management or administration costs.



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## 5. AUSPICING

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If you are not incorporated, if you have not been audited, or you are unable to submit a copy of your most recent audit/certified financial statement, or copy of the minutes of your last AGM together with a copy of our treasurer's report, you will need to be auspiced by an Incorporated Body who will take legal and financial responsibility for any grant monies received from the Clare & Gilbert Valleys Council.



## 6. SUBMISSION OF APPLICATION

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Your application will be viewed as incomplete, and will be ineligible for funding, if you fail to submit all information as detailed below with your application:

1. All sections of the application form must be filled in using the Fillable Application (including auspicing arrangements, if applicable).
2. Copy of the most recent audit or certified financial statement, or copy of the minutes of the last AGM, together with a copy of the treasurer's report.
3. Copy of email to Council via [admin@cgvc.sa.gov.au](mailto:admin@cgvc.sa.gov.au), requesting permission to operate on council land/infrastructure. – if indicated.

Applications **must be submitted** using the Fillable online Application form and returned via Email.

Email: [admin@cgvc.sa.gov.au](mailto:admin@cgvc.sa.gov.au)

Subject: CAG2027

All applicants will be informed of outcomes within one week of Council's resolution.

If your application is successful, your organisation will be informed via email. You will be invited to submit the following:

1. Declaration by Applicant Organisation through receipt of the email entitled 'Letter of Success.'
2. Tax Invoice to CGVC for the amount shown on your 'Letter of Success'. Please include your ABN or 'Statement by a Supplier'. Please include your incorporated registration number on your invoice
3. Copy of public liability insurance or certificate of currency
4. Letter of support from auspicing body (ONLY if you are not incorporated, or you have not been audited due to being a new group formed for less than a 12-month period).

Failure to submit this information in a timely manner will cause council to withdraw approval.

Clare & Gilbert Valleys Council is to be formally acknowledged as a sponsor on all publicity and promotional material for the project, activity or event. Successfully funded organisations, on request, will be provided with a copy of the logo and a style guide to ensure appropriate application.



## 7. CO-CONTRIBUTION & CGVC STRATEGIES & PLANS VERIFICATION

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

Please indicate where your application aligns with Council strategies and plans

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



**EXAMPLE OF FUNDING AND CONTRIBUTION AMOUNTS**

| <b>Project</b>      | <b>Min Applicant Contribution</b> | <b>Maximum Grant</b> | <b>Total Grant plus Contribution</b> |
|---------------------|-----------------------------------|----------------------|--------------------------------------|
| <b>PROJECT COST</b> |                                   |                      |                                      |
| \$1,000             | \$0                               | \$1,000              | \$1,000                              |
| \$2,000             | \$0                               | \$2,000              | \$2,000                              |
| \$3,000             | \$0                               | \$3,000              | \$3,000                              |
| \$4,000             | \$1,000                           | \$3,000              | \$4,000                              |
| \$4,500             | \$1,500                           | \$3,000              | \$4,500                              |
| \$5,000             | \$1,667                           | \$3,333              | \$5,000                              |
| \$6,000             | \$2,000                           | \$4,000              | \$6,000                              |
| \$7,000             | \$2,333                           | \$4,667              | \$7,000                              |
| \$8,000             | \$2,667                           | \$5,333              | \$8,000                              |
| \$9,000             | \$3,000                           | \$6,000              | \$9,000                              |
| \$10,000            | \$3,333                           | \$6,667              | \$10,000                             |
| \$11,000            | \$3,667                           | \$7,333              | \$11,000                             |
| \$12,000            | \$4,000                           | \$8,000              | \$12,000                             |
| \$13,000            | \$4,333                           | \$8,667              | \$13,000                             |
| \$14,000            | \$4,667                           | \$9,333              | \$14,000                             |
| \$15,000            | \$5,000                           | \$10,000             | \$15,000                             |



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## 8. COMMUNITY ASSET GRANT APPLICATION INSTRUCTIONS

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Determining your Community Project through the Community Asset Grant application is critical to ensuring your application for funding is accepted for consideration.

You are required to complete ALL areas in the application.

Failure to address all Key Reference Points will result in your application being rejected.

Ensure you have all the relevant documentation to submit your application.

### Key Dates – 2027 is a Local Government election year

Opening Date – August 2026 – once the annual budget is approved

Closing Date – Friday 9 October 2026

### Submission

All submissions must be made by 5pm, Friday 9 October 2026

Email your electronically completed application to [admin@cgvc.sa.gov.au](mailto:admin@cgvc.sa.gov.au) by 5pm Friday 9 October 2026. No late application will be considered.

### Important Project Information

**Applications MUST be written online.** You may not have an update Adobe program on your computer, allowing access to the online form, our libraries in Clare and Saddleworth are here to help and support your application.

- **PLAN EARLY** with your project and online access to avoid disappointment and frustration.

### Project Correspondence

All applicants will be advised of the outcome via email. This correspondence is only possible after an Ordinary Council Meeting, where the outcome has been determined - due to the election and 'caretaker mode of council' could be December or January.

Successful applicants will be provided with additional information including a Financial Acquittal form, and the funding timeline.

Projects are to be completed by 30 June the following year unless an exemption has been requested and approved.