

Lower Eyre Council

Community Project Grant

Application form



“Working with our Rural & Coastal Communities”

	CS-APP-01 - GUIDELINES – COMMUNITY PROJECT GRANT – 2025/2026	Version No:	1.2
		Issued:	July 2026
		Next Review:	July 2027

Responsible Department:	Corporate Services
Policy Adopted:	18 June 2025
Minutes Reference:	OCM/25/105
Applicable Legislation:	Local Government (Financial Management) Regulations 2011
Related Policies/Procedures/Codes:	FIN-POL-02 – Loans to sporting bodies & community groups CS-APP-05 – Guidelines and Application Form - Small Donations and Events Grant CS-APP-02 - Guidelines and application Form - Community Halls Support Program CS-APP-04 – Guidelines and Application Form - Community Volunteer Support Grant CS-APP-06 – Guidelines – Small Business Grants Program
Review Frequency:	Annually for release after adoption of budget

1. INTRODUCTION

In recognition of the work contributed to our communities by community groups and clubs, Council provides a budget allocation annually for improvements to community infrastructure and / or assets by local clubs and bodies.

Please read these guidelines carefully before completing the application form, as applications not meeting the stated funding criteria will be deemed ineligible.

The closing date for applications is **5pm Monday, 10 August 2026**.

If you require advice to complete the application form, please contact Council on 8676 0400 or email: mail@lec.sa.gov.au

2. POLICY OBJECTIVES

The Community Project Grant guidelines meet Council's Strategic Plan directions to:

- Build on the strengths of our communities.
- Address our built and social infrastructure challenges.
- Activate opportunities for economic growth.
- Implement township and location improvements.

The Community Project Grant aims to:

- Support community groups and clubs to improve community infrastructure and / or assets.
- Stimulate community development through support of projects occurring within the Lower Eyre Council boundaries.
- Foster initiatives within the Lower Eyre Council's boundaries which address the needs of the local community.
- Build a greater sense of community connection and pride.

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3. APPLICANT ELIGIBILITY

3.1 Organisations / Clubs must meet the following criteria:

- Be Incorporated.
- Based within the Lower Eyre Council area.
- Must be community based and not for profit.
- Organisations / Clubs must demonstrate:
 - effective management
 - financial sustainability
- Do not have a commercial or political purpose.

3.2 Projects or community groups in areas which have not received funding in recent years may be prioritised for balance.

3.3 Each application will be considered on its own merits within the framework of these guidelines and Council policy with no guarantee of approval.

4. CONDITIONS

4.1 APPLICATIONS

4.1.1 Applications received after the closing date cannot be accepted.

4.1.2 Applications for funding must be on the official application form.

4.1.3 All applications must include supporting documentation, including quotes, relevant designs or plans, and evidence of insurance.

4.1.4 Applications will only be accepted from community organisations with an established management structure.

4.2 ELIGIBLE PROJECTS

4.2.1 Grant funding under this program will only be provided for infrastructure and / or asset-based projects. Ongoing maintenance works will not be considered.

4.2.2 The project must have a clearly stated purpose and a practical plan for achieving that purpose, (including plans or sketches where appropriate).

4.2.3 The project should be a response to a clearly demonstrated need and be appropriate to that need.

4.2.4 The project should encourage the involvement of volunteers where appropriate.

4.2.5 The project is to be completed within twelve months of the date of application.

4.2.6 Where grant assistance is provided, the project must not be changed without the written consent of Council.

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4.3 INELIBIBLE PROJECTS

4.3.1 The Lower Eyre Council does not provide Community Project Grants for:

- Individuals.
- Projects that would rely on recurrent funding from the Lower Eyre Council.
- Projects that directly contravene any existing Council policy.
- General donations to charities.
- On-going operational costs.
- Retrospective projects or programs, or for budget deficits of existing projects or programs.
- The repair or replacement of facilities damaged by explosion, vandalism, flood, storm, fire, or other natural disaster that would normally be covered by insurance are ineligible unless there is a demonstrated improvement to facilities beyond what was previously available.

4.3.2 Generally, the Lower Eyre Council will not accept applications from:

- Commercial organisations operating on an expected profit basis unless there is a significant evidenced-based benefit to the community within the Lower Eyre Council.
- Previous grant recipients who have not fulfilled the conditions of their particular grant.
- Non-conforming applications (where applicants have not signed the application or not provided all of the required supporting documentation).
- Applications for funding considered to be the responsibility of the State or Federal Government.

5. FUNDING

- 5.1 The maximum grant for any project is \$15,000. Grant requests cannot exceed 50% of total project costs. Funding is allocated annually from Lower Eyre Council's Sport and Recreation – Grants and Donations budget.
- 5.2 Council will consider large projects more favourably with preference given where the total project costs exceed \$10,000 (GST exclusive) including in-kind contributions.
- 5.3 Unsolicited requests for funding will be directed to this annual grant program, or the loans for community groups policy, in the first instance. Large value projects led by community groups with demonstrated direct benefits to the community will be considered by elected members at the next available Council meeting or as part of Lower Eyre Council's annual budget discussions.
- 5.4 Where a project or program runs over budget, Council is not responsible in any way for meeting any shortfall.
- 5.5 Recipients must only use the funding as outlined in the Community Project Grant application form.
- 5.6 Projects should be completed within 12 months of approval of funding.
- 5.7 If the applicant needs an extension of time to complete the project, or the project as described in the Community Project Grant application form changes, the applicant must advise Council in writing and seek approval for the changes.
- 5.8 A completed Project Acquittal Form, including an income and expenditure statement and copies of receipts, must be submitted to Council within thirty days of the completion of the project. Organisations which fail to complete this will be ineligible for future funding.

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- 5.9 On lodging the Project Acquittal Form, any grant recipient which is considered to have not completed the project as agreed to by Council may be required to repay the funds.

6. GENERAL CONDITIONS

- 6.1 Council's assistance must be acknowledged where appropriate.
- 6.2 If successful with the application, the process from close of round to receipt of financial assistance can take approximately six weeks.
- 6.3 Organisations need to provide evidence (Certificate of Currency) to demonstrate they are insured.

7. ASSESSMENT

Applications will be assessed by Elected Members at the next available ordinary Council meeting. Applicants will be advised of Council's determination following the Council meeting with the decision of Council being final. This is a competitive grant program, and no application is guaranteed of approval.

8. PROBITY

To ensure funding processes are fair and transparent, elected members and Council staff;

- Are not permitted to apply for Council funding (grants, sponsorship, or donations).
- Can not be named in an application for Council funding.
- Must not sign an application for Council funding.
- Must declare any conflict of interest with a funding application (including being a member of an applicant organisation) and remove themselves from approval processes.
- Not profit from Council grant funding or donations.

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.0	July 2024	Date changed to reflect grant round opening.
1.1	July 2025	Adopted with changes to eligibility, assessment and probity criteria.
1.2	July 2026	Change to closing date. Minor grammar corrections. Application form removed – available via Council's website.