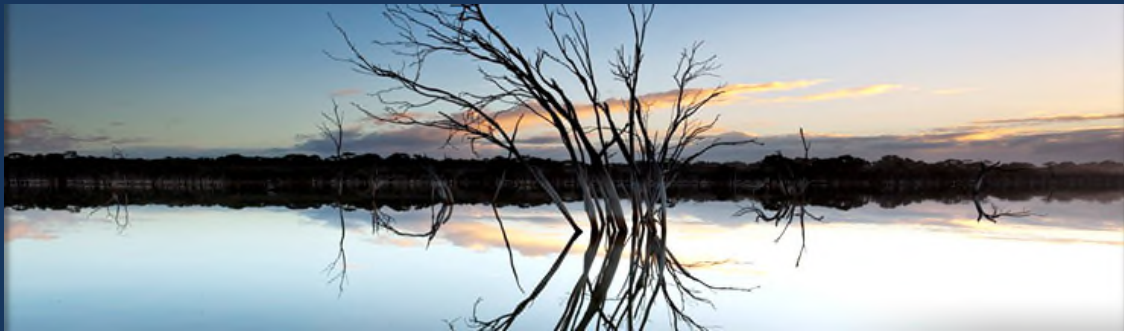




LOWER EYRE  
COUNCIL

# Small Community Project Grant

## Guidelines



*“Working with our Rural & Coastal Communities”*

|                                                                                  |                                                                   |              |           |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------|-----------|
|  | <b>CS-APP-06 – GUIDELINES - SMALL<br/>COMMUNITY PROJECT GRANT</b> | Version No:  | 1         |
|                                                                                  |                                                                   | Issued:      | Nov 2025  |
|                                                                                  |                                                                   | Next Review: | July 2026 |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Responsible Department:            | Corporate Services                                                                                                                                                                                                                                                                                                                                                                  |
| Policy Adopted:                    |                                                                                                                                                                                                                                                                                                                                                                                     |
| Minutes Reference:                 |                                                                                                                                                                                                                                                                                                                                                                                     |
| Applicable Legislation:            | Local Government (Financial Management) Regulations 2011                                                                                                                                                                                                                                                                                                                            |
| Related Policies/Procedures/Codes: | FIN-POL-02 – Loans to sporting bodies & community groups<br>CS-APP-01 - Guidelines and application form Community Project Grant<br>CS-APP-02 - Guidelines and application form Community Halls Support Program<br>CS-APP-04 – Guidelines and Application Form - Community Volunteer Support Grant<br>CS-APP-05 – Guidelines and Application Form – Small Donations and Events Grant |
| Review Frequency:                  | Annually for release after adoption of budget                                                                                                                                                                                                                                                                                                                                       |

## 1. INTRODUCTION

Lower Eyre Council recognises the public benefit in supporting community-led initiatives that stimulate a range of community, cultural and economic benefits for the Council area. The Small Community Project Grant supports organisations to help achieve these goals.

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

This grant is available year-round; however, the total funding pool is limited to \$50,000 per financial year.

If you require advice regarding the application form or guidelines, please contact Council on 8676 0400 or email: [mail@dclep.sa.gov.au](mailto:mail@dclep.sa.gov.au)

## 2. POLICY OBJECTIVES

The Small Community Project Funding meets 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 Small Community Project Grant aims to:

- Provide seed funding for community projects to turn good ideas into viable projects, including the attraction of additional grants where necessary.
- Support organisations with projects in small communities of less than 500 residents (ABS 2021).
- 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 boundary.
- Foster initiatives within the Lower Eyre Council's boundaries which address the needs of the local community.
- Encourage increased participation in local community initiatives within the Lower Eyre Council's boundaries, building 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.
- Be from a small community of less than 500 residents (ABS, 2021) 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 for funding must be on the official application form.

##### 4.1.2 All applications must include supporting documentation and evidence of project costs, concept designs or plans, and outline how the project will be managed during construction, and the asset maintained into the future.

##### 4.1.3 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 and have demonstrated community support.

##### 4.2.5 If successful, applicants have 12 months to source additional funding for projects where needed. Projects should be completed within 12 months of being fully funded.

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

##### 4.2.7 Examples of eligible projects include (but are not limited to).

- Development of a community garden or shared space
- Accessibility improvements to community facilities
- Infrastructure to support community programs

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- Redesign or repurposing of existing community facilities for community use

### 4.3 INELIBIBLE PROJECTS

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

- individuals
- projects not on Council land or under Council's control that would rely on recurrent funding from 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.
- Projects for private benefit.

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 grant.
- non-conforming applications (where applicants have not signed the application, or not provided all the required supporting documentation).
- applications for funding for projects that are the responsibility of the State or Federal Government.

## 5. FUNDING

- 5.1 The maximum grant for any project is \$10,000, however larger requests maybe considered if the project demonstrates significant community benefit or strong potential to attract additional grant funding.
- 5.2 Total funding pool for the grant is \$50,000 per financial year.
- 5.3 Where the grant is being used as seed funding to attract additional grant funding, Council will release grant funds when the applicant demonstrates the project is fully funded.
- 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 Small Community Project Grant application form.
- 5.6 Applicants have 12 months to source additional funding for projects where needed. Projects should be completed within 12 months of being fully funded. Projects which are not fully funded within 12 months will no longer be supported by Council unless agreed to in writing.
- 5.7 If the applicant needs an extension of time to complete the project, or the project as described in the Small Community Project Grant application form changes, the applicant must advise Council in writing and seek approval for the changes before continuing.

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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.

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 all or part of 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.

## 6. ASSESSMENT

All Small Community Project Grant 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. Applicants should expect the process to take up to six weeks from application to notification of an outcome.

Elected Members will use the following criteria weighting and scoring guidelines to assess applications. Applicants should make sure their applications address the criteria to increase their chance of success.

| Criteria                                      | Definition                                                                                                                            | Weight (%)  | Score (1–5)* | Weighted Score** |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|------------------|
| <b>Community Benefit</b>                      | Degree to which the project serves a broad community need, improves access / inclusion, or supports quality of life for users.        | 25%         |              |                  |
| <b>Feasibility</b>                            | Likelihood the project can be successfully delivered on time, on budget, by whom, and as described.                                   | 15%         |              |                  |
| <b>Urgency</b>                                | Time sensitivity or necessity to act now to address safety, accessibility or critical infrastructure needs.                           | 15%         |              |                  |
| <b>Community involvement, support and use</b> | Evidence of community engagement and support for the project, and level of facility use.                                              | 15%         |              |                  |
| <b>Strategic Alignment</b>                    | How well does the project align with Council's Strategic Plan                                                                         | 20%         |              |                  |
| <b>Management and Maintenance</b>             | How will the infrastructure be managed and maintained into the future, and whether ongoing resourcing would be required from council. | 10%         |              |                  |
| <b>Total</b>                                  |                                                                                                                                       | <b>100%</b> |              |                  |

\*1= low and 5=high based on how well the project addresses each program criteria.

\*\*Weighted score = score x weight

|                                                                                  |                                                                   |              |           |
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### Weighting logic

Community Benefit (30%) – remains the primary focus, ensuring tangible value to the public

Strategic Alignment (25%) – ensures the project supports the long-term direction of Lower Eyre Council.

Feasibility (15%), Community Involvement, Use (15%) and Urgency (15%) - reflects the deliverability, sustainability and need of the project.

Management and Maintenance (10%) – Considers potential impact of the project on Council's future maintenance and management requirements.

### Scoring rubric

| Score | Description (applies to all criteria generally)              |
|-------|--------------------------------------------------------------|
| 1     | Very low – minimal or no evidence, major issues present      |
| 2     | Low – limited evidence or significant gaps                   |
| 3     | Moderate – acceptable, meets minimum expectations            |
| 4     | High – strong evidence, meets most or all expectations       |
| 5     | Very High – excellent evidence, exceeds expectations clearly |

### Scoring Guidelines

#### 1. Community Benefit

- 1 – Benefits a small group with limited or undefined impact
- 3 – Benefits a moderate number of people or has general benefit
- 5 – Benefits a wide or vulnerable segment of the community with clear impact

#### 2. Feasibility

- 1 – Major risks or barriers; unclear plan, budget, or approvals
- 3 – Some risks but generally achievable with proper management
- 5 – Strong plan, well-resourced, low risk, permits/funding likely or secured

#### 3. Urgency

- 1 – No pressing need or can be delayed without consequences
- 3 – Some urgency or developing issue or urgency.
- 5 – Immediate need due to safety, critical risk or infrastructure demands.

#### 4. Community Involvement, Support and Use

- 1 – No community involvement or evidence of use; facility unused or neglected
- 3 – Some community engagement, support or moderate usage
- 5 – Strong history or evidence of engagement, active use, and/or community management

#### 5. Strategic Alignment

- 1 – No clear link to Council's goals or strategic plans
- 3 – Some alignment with stated priorities or plans
- 5 – Strong alignment with multiple strategic objectives or high-priority areas

#### 6. Management and Maintenance

- 1 – No clear plan for management or maintaining the project post completion
- 3 – Some plans in place but lacking detail or long-term consideration
- 5 – Comprehensive plan for ongoing management and maintenance with responsibilities and resources clearly identified.

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## 7. 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 the report and approval processes.
- Not profit from Council grant funding or donations.

| Issue Date: | Description of Change:                  |
|-------------|-----------------------------------------|
| Nov 2025    | New grant program developed and adopted |