



Lions Club of the City of Adelaide Community Grants Program Guidelines

2026 COMMUNITY GRANTS PROGRAM

Opening Date: 17 August 2026

Closing Date & Time: 30 September 2026 at 5:00pm ACST

Successful applicants will be notified in writing by **mid-November 2026**.

Enquiries:

All enquiries must be directed to: secretary@adelaidecitylions.org.au

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Lions Community Grants Program

1. Introduction

The **Lions Club of the City of Adelaide** is a volunteer-led service organisation committed to strengthening communities locally and globally. As part of Lions Clubs International, and Lions Australia, we are dedicated to service, integrity, and creating lasting positive impact.

These Guidelines explain:

- The purpose of the Grants Program
- Who is eligible to apply
- How applications are assessed
- Funding conditions and reporting requirements
- Expectations of successful applicants

Applicants must read these Guidelines carefully **before** submitting an application.

2. Program Objectives

The Lions Club of the City of Adelaide Community Grants Program provides financial support to eligible individuals, groups, and organisations to assist, and support, activities and initiatives that align with Lions values and enhance outcomes for individuals and communities across South Australia.

The Community Grants Program aims to:

- Support young people in leadership, cultural, sporting, and international exchange opportunities
- Assist participants under the age of 18 representing their community and/or participating in programs, in South Australia, interstate or overseas
- Provide seed funding for community initiatives (including mental health and wellbeing initiatives) and projects that demonstrate clear social benefit and community engagement
- Strengthen grassroots programs that deliver measurable community benefit, related to Lions International's eight (8) global causes including Hunger, Youth, Humanitarian, Disaster Relief, Diabetes, Childhood Cancer, Vision and Environment)

Priority may be given to projects supporting:

- Young people
- Individuals experiencing disadvantage
- Programs that demonstrate strong, sustainable community impact

3. Grant Funding & Timeframes

3.1 Funding Available

Grants up to the value of \$1,000 are available.

Funding may be provided in full or part-thereof.

The Lions Club reserves the right to fund up to 15 projects for this grant period, depending on available funds.

Key Dates – 2026

- **Applications Open:** 17 August 2026
- **Applications Close:** 30 September 2026
- **Interviews:** Between 15 – 30 October 2026
- **Successful Applicants Notified:** Mid-November 2026
- **Project Start Date:** From 1 December 2026
- **Project Completion:** 30 June 2027

3.2 Project Period

Projects must not commence prior to signing a Memorandum of Understanding (MOU).

Successful applicants will receive funding following execution of the MOU.

Projects must be completed within the timeframe outlined in the agreement unless a formal variation is approved.

4. Eligibility Criteria

4.1 Who Can Apply?

Eligible applicants include:

- Individuals residing in South Australia (under 18 requires guardian consent)
- Incorporated associations, community groups, schools, volunteer-led initiatives and registered not-for-profit organisations in South Australia
- Organisations delivering projects within South Australia

Applicants must:

- Demonstrate community impact with the proposed activity or project having a clear positive outcome for individuals, community health, participation or wellbeing
- Applicants under the age of 18 applying for travel or youth related programs, must have a parent/guardian's permission and provide supporting documentation
- Supply all required documentation (e.g. program details, reference letter etc.) as per the application form
- Present a written report about the outcomes of the project or activity funds were granted for
- Demonstrate capacity to deliver the proposed activity (if applicable)
- Be able to provide a bank account with an Australian financial institution
- Previous recipients must have fulfilled all past reporting obligations.

Please note that applicants may only receive one (1) grant per financial year unless approved by the Lions Grants Program Panel.

Ineligible applicants include:

- For-profit businesses seeking commercial benefit
- Organisations not primarily community-focused (unless in a registered charity or community category)
- Previous grant recipients who have outstanding reports or accountability requirements from a past Lions grant.

4.2 Eligible Expenditure

Grant funds may be used for:

- Program registration and participant fees
- Equipment directly required for project implementation
- Venue hire and activity-related expenses
- Travel costs (where applicable and approved)

Expenditure must occur within the approved project period.

4.3 Ineligible Expenditure

Grant funds cannot be used for:

- Retrospective expenses
 - General operating costs unrelated to the project
 - Purchase of land or property
 - Political or religious campaigning
 - Private commercial benefit
 - Salaries not directly tied to the project
 - Vehicles and related expenses
 - Projects where primary responsibility lies with government bodies
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5. Assessment Criteria

Applications will be assessed against the following criteria:

- **Project Overview**
Clear description of the initiative and its purpose.
 - **Community Need & Engagement and/or Individual Benefit**
Evidence of community need and intended beneficiaries.
 - **Impact & Outcomes**
Defined outcomes and measurable indicators of success (minimum four measures).
 - **Capacity to Deliver**
Demonstrated capability, experience, governance, and partnerships.
 - **Sustainability**
Longer-term benefits and continuation beyond the grant period.
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6. How to Apply

Applicants must complete the official application form, which can be accessed via www.adelaidecitylions.org.au.

Applicants must:

- Complete the official application form
- Address all eligibility and assessment criteria
- Attach required supporting documentation
- Provide parent/guardian consent (if applicant is under 18)
- Submit electronically to: secretary@adelaidecitylions.org.au by the due date

Late applications will not be accepted.

Applicants are responsible for ensuring submissions are accurate and complete.

6.1 Required Attachments

Where applicable:

- Proof of incorporation or registration (is applicable)
- Quotes/budget for expenditure
- Guardian consent (for under 18 applicants)
- Letters of support and references (if applicable)

6.2 Joint Applications

Joint applications are permitted.

A primary person must be nominated and will:

- Enter into the MOU
- Receive funds
- Be responsible for reporting

Letters of support must be provided from all partners outlining their involvement.

6.3 Key Dates

Applications must be submitted within published timeframes.

Late submissions will not be considered.

6.4 Questions During the Process

Enquiries must be emailed to: secretary@adelaidecitylions.org.au

We will respond within three (3) business days.

We cannot assist with drafting responses to assessment criteria.

7. Selection Process

7.1 Assessment Method

Applications will be assessed for eligibility before being assessed against the criteria.

Applications will be considered comparatively based on:

- Individual and community need/benefit
- Value for money
- Alignment with Lions values and causes
- Potential impact

7.2 Who Assesses Applications?

The **Lions Grants Assessment Panel**, comprising of Lions Club of the City of Adelaide members, will review all eligible applications.

The Panel may seek additional clarification if required.

7.3 Who Approves Grants?

The **Members of the Lions Club of the City of Adelaide** has final approval authority.

All decisions are final and not subject to appeal.

8. Notification of Outcomes

Applicants will be advised in writing via email within six (6) weeks of applications closing.

8.1 Feedback

Unsuccessful applicants may request feedback within fourteen (14) days of notification.

9. Successful Applications

9.1 Memorandum of Understanding (MOU)

Successful applicants must enter into a formal MOU outlining:

- Funding amount
- Payment schedule
- Reporting requirements
- Project timeframe
- Conditions of funding

Funding will not be released until the MOU is executed.

Please note that any proposed changes to the applicant's proposed project or activity must be approved in writing by the Lions Club of the City of Adelaide.

9.2 Payment of Grants

Payment will be made, as outlined in the MOU, by electronic transfer to an Australian financial institution as nominated by the applicant.

The Club will not exceed the approved grant amount.

Payments will be GST exclusive.

10. Reporting

A Lions Project Contact will be assigned to each successful applicant.

Successful applicants must submit a written grant report within thirty (3) days of the funds being utilised.

Reports should include:

- A summary of the project or activity, and the outcomes
- Evidence of expenditure (e.g. invoices and receipts)
- Photographs and/or testimonials (where applicable)
- Provide a short statement of community benefit
- Provide a short statement of the benefit to the applicant (if applicable)
- Completed acquittal form

11. Promotion & Publicity

Successful grants may be announced, and reported, via:

- The Lions Club of the City of Adelaide's website
- Social media
- Media releases
- Other print and digital media as appropriate

Details may include applicant name, funding amount, and project description.

Successful applicants may be asked to attend a Lions Club meeting to share information about their program/project and experiences.

Recipients must acknowledge the Lions Club of the City of Adelaide in promotional materials and public communications.

12. Privacy & Legal

The Lions Club of the City of Adelaide is committed to protecting your privacy and handling personal information in a secure and responsible manner. Personal information collected as part of the Community Grants Program will be used solely for the purpose of assessing, administering and promoting the grants, and will only be accessed by authorised Club representatives. Information will not be shared with third parties without consent unless required by law, and all reasonable steps will be taken to ensure it is stored securely and managed in accordance with applicable privacy legislation.

13. Conflict of Interest

The Lions Club of the City of Adelaide is committed to a transparent and fair process.

Applicants must declare any actual, perceived, or potential conflicts of interest.

Panel members will declare conflicts and recuse themselves where necessary.

14. Enquiries & Complaints

All communications regarding the Lions Community Grants Program must be submitted in writing to:

secretary@adelaidecitylions.org.au