

Community Grants Program 2023/2024

Application Guidelines

Record No: 17/24334

Version No: 2.0



TABLE OF CONTENTS

1. Overview.....	3
2. Objectives.....	3
3. Timelines	3
4. Funding Allocation.....	4
5. Category	4
5.1. Category One –Seed Funding.....	4
5.2. Category Two Emerging Grant	4
5.3. Category 3 Community Events or Programs Grants	5
6. Key Priority Areas	6
7. Eligibility Criteria	6
7.1. Eligibility.....	6
7.2. Ineligible.....	7
8. Application Process	8
9. Accesement Process	8
10. Assessment Criteria.....	8
11. Terms and Conditions.....	9
12. Insurance and buidling and planning	10
13. Supporting Documentation.....	10
14. Acquittal (Evaluation and Financial Reports)	11
15. Schedule of Changes & Amendments	11

1. OVERVIEW

Federation Council recognises and appreciates the valuable contribution that community projects and events make to our communities. We understand the level of resources that go into implementing initiatives that provide positive social and economic benefits for the community.

The Community Grants program aims to supports and empower local clubs and not-for-profit community organisations to deliver activities, programs, projects and events that contribute to the vibrancy of the Federation Council area.

Funding is available for start-up programs, operational costs, minor equipment and events, that contribute short-to- medium term community development outcomes.

2. OBJECTIVES

The Community Grants Program seeks to achieve the following objectives:

- Increase the range of, and access to, recreational, social, cultural and environmental activities, programs and services to the Federation Council area.
- Reflect our community’s priorities and vision, as outlined in the Council’s *Community Strategic Plan 2018-2028 and Delivery Plan 2023-2024*.
- Provide for the inclusion and participation of all members of the community that enable vulnerable individuals and groups to participate in local activities and opportunities.
- Foster community partnerships and encourage cooperation between community groups, organisations and council to ensure that all residents and organisations benefit from common resources.
- Promote Federation Council as a vibrant, diverse place to live and visit.
- Encourage a sense of community pride and allow communities to promote their towns and villages through promotional activities.
- Enhance the health and wellbeing of the Federation community and support a safer and more resilient community.

3. TIMELINES

The Community Grants Program operates in two funding rounds each year and invites applications for grants up to \$3,000. Applications must be submitted on the prescribed online application form and include all relevant attachments.

The following dates apply:

Round 2023/2024	Two	Dates	Round 2023/2024	One	Dates
Opens		Monday 7 August 2023	Opens		Monday 5 th February 2024
Closes		Friday 15 th September 2023	Closes		Friday 15 th March 2024
Announced		October Council Meeting	Announced		April Council Meeting

4. FUNDING ALLOCATION

Funding is up to \$3000. Allocations are for one financial year and are not recurrent. The total allocation is \$60,000 per annum.

The Community Grants Program provides the basis for Council to allocate funds under Section 356 of the Local Government Act in an equitable manner, based on the individual merits of each request.

The financial year funding is subject to Council budget. All grants are subject to availability of funds and eligibility requirements.

5. CATEGORY

The Community Grants is broken into three categories. Applicants will need to opt for which category they are applying for when applying.

5.1. Category One –Seed Funding

Category One supports the establishment of new initiatives.

- One-off seed funding to support the delivery of new programs, projects and events and to assist in getting the group or project started.
- Available first year only.
- Applicants can apply for 80% of their project costs within the funding limit. However, applicants that can demonstrate investment from other public and private sources will be assessed favourably under the assessment criteria.
- Up to \$3,000 available per application.

Aims

- Encourage and support new ideas to be tested in Federation Council.
- Create and build new relationships for a diverse range of projects and events.
- Increase community capacity to address local needs.
- Improve transparency and reduce red tape for grant applicants and recipients.

Examples:

- A start-up social enterprise that helps build community capacity.
- Short-term activities or programs that respond to local health and wellbeing issues.
- New events or events that add more to their program to increase community and individual connectedness.

5.2. Category Two Emerging Grant

Category Two supports the promotion and operations of emerging projects to increase the projects profile and encourages effective community engagement and participation.

- Supports initiatives that have evolved and have proven to demonstrate growth, meeting a community need as well as meeting Council's priorities.
- Available for three years only.
- Applicants can apply for 60% of their project costs within the funding limit. However, applicants that can demonstrate investment from other public and private sources will be assessed favourably under the assessment criteria.
- Up to \$2,500 available per application.

Aims

- Nurture a sense of community pride and awareness for emerging projects.
- Support community groups with volunteering.
- Improve the skills of the community.
- Create and strengthen community collaborations and partnerships.
- Encourage the development of grassroots community networks and relationships.

Examples:

- Extending a project to make it more accessible and inclusive such as a community garden to include a children's garden.
- Promotion of a community or cultural program run by a local not for profit organisation.
- Extension on a community service project such as adding a BBQ to a rotunda.

5.3. Category 3 Community Events or Programs Grants

Category 3 supports the strategic development of proven small to medium sized events or programs

- Assistance to grow new and emerging events or programs in the start-up phase.
- Develop an existing event or program that has proven growth, long-term financial viability and sustainability that can show planned substantial changes to the format.
- Can be financial or in-kind funding.
- Available for three years only.
- Applicants can apply for 40% of their project costs within the funding limit. However, applicants that can demonstrate investment from other public and private sources will be assessed favourably under the assessment criteria.
- Up to \$1,500 available per application.

Aims

- Encourage events to be sustainable and financially viable.
- Cultivate professional development of community groups.
- Foster partnerships between Council and community groups.
- Create long-term benefit to the Federation Council.

Examples

- Events or programs that want to increase its marketing and communication to attract a regional audience
- Long-term events or programs that want to refresh or revive its program by adding a new element or making changes.
- Events or programs that offer innovative, creative or new opportunities for the Federation community to become involved in their local community.

6. KEY PRIORITY AREAS

Federation Council Community Grants Program aims to support actions within the Federation Council Strategic Plan 2018-2028 and the Federation Council Delivery & Operational Plan 2023-2024.

Projects, programs, activities and events must directly relate to one or more of Council's key priority areas. Please include in your application which priority area you are addressing and how you are addressing the priority area.

Priority areas include:

1. Arts And Culture;
2. Accessibility and Inclusion;
3. Children and Families.
4. Community Work and Welfare;
5. Events & Tourism;
6. Health Promotion;
7. Seniors (Ageing Well);
8. Sports and Recreation;
9. Skill Development and Learning;
10. Volunteers
11. Young People.

7. ELIGIBILITY CRITERIA

Please ensure you read and check that you are eligible to apply before submitting your application.

An organisation, group, single project, event, activity or program will only be considered for one Federation Council grant program at a time.

Applicants must be able to demonstrate some level of fundraising and financial contribution to their activities, programs, projects and events. This may include financial or in-kind assistance obtained from other parties in the form of support or sponsorship. It is not Council's intention to fully fund activities, programs, projects and events.

7.1. Eligibility

To be eligible to apply for a Community Grant with the Federation Council applicants must meet the following criteria:

- Must be a Not-for-Profit community group, organisation or club,
- Must be incorporated or auspiced by another incorporated organisation,
- Located within, or offer a project within, the Federation Council Local Government Area,
- Have adequate public liability insurance,
- Have acquitted previous Council grants and have no outstanding debts to Council,
- Must be able to supply financial statements and requested supporting documentation,
- Must ensure the proposed activity is consistent with Local, State and Federal laws.
- Universities, TAFE colleges, schools, P&C or P&F association's applications must be in partnership with another community organisation, where the organisation is the applicant **or** where it can be demonstrated the proposed project will provide significant wider community benefit and participation.

Activities, programs, projects and events to be eligible:

- Must be located within the geographical boundaries of the Federation Council,
- Should be open and physically accessible to the general public,
- Have social, cultural, economic, or environmental benefit to communities within the Federation Council LGA,
- Must service a significant number of Federation residents.

7.2. Ineligible**Applicants will be ineligible if:**

- State and Federal Government Agencies.
- Commercial or for-profit organisations.
- 355 Committees of Council.
- Political parties.
- Health Providers.
- Individuals or sole traders.
- Subcontractors.
- Either for program management or for project delivery on behalf of non-eligible organisations.
- In financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed Acquittal Report for previous years Community Grants).
- Unable to provide an annual report and/or annual general meeting minutes; financial statement and copy of Certificate of Currency of Public Liability.

Activities, programs, projects and events will be ineligible if they:

- Considered the responsibility of another level of Government, such as education and health.
- Run in schools as part of the curriculum or other areas of school responsibility.
- Deliver a religious or party political message, where the purpose is to advance the organisation's religious or political beliefs, irrespective of what those beliefs or positions might be.
- Deemed to be unlawful or unethical.
- Community activities promoting gambling, drugs and/or alcohol.
- Does not have a wide community focus.
- Held outside the boundaries of the Federation Council Local Government Area.
- Seeking retrospective funding for activities, programs, projects and events that have already started or completed.

Specific funding applications for the following will not be considered:

- Gift vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs, air travel or accommodation.
- Operating expenses such as rent, insurance, electricity, water, rates or funding towards the running of other programs within the organisation.
- Purchase or leasing of vehicles (for example, boats, bikes, golf carts, jet-ski, go-kart), trailers and accessories.
- Costs that are not directly associated with the implementation or delivery of the project.

- Individual or sporting organisation's uniforms, club newsletters or booklets, shoes or individual equipment such as mouth guards.

8. APPLICATION PROCESS

When completing an application form, the following applies:

- Applications must be completed through the Federation Council's Online *Community Grants Application Form*.
- No other applications will be accepted including PDFs or letters to council.
- All sections of the application form must be completed prior to being submitted.
- The application must be endorsed by the organising committee and signed by a member of the executive committee.
- If the applicant is not an incorporated body, the application must be auspices by an incorporated body.
- Applications received after the closing date will not be considered.

A committee will review all applications based on the Assessment Criteria outlined in the Assessment Criteria. Following this, final recommendations will be made to Council for approval at the next Ordinary Council Meeting.

9. ACCESSMENT PROCESS

After the grants program has closed and we have received your application:

- You will receive an email confirming receipt of your application.
- Council officers review all applications for eligibility. Ineligible applicants will be notified that their application is ineligible.
- An assessment panel made up three delegated Councillors use the Assessment Criteria Matrix to assess all eligible applications.
- The panel makes a recommendation to Council for funding.
- A report with recommendations is submitted at the next Ordinary Council Meeting for Council consideration.
- Federation Council makes the final decision on the outcome of all eligible applications and a resolution is passed.
- All applicants will receive a letter with the result of their application within two weeks once resolved.
- A list of successful applicants will be published on the Federation Council's website approximately a month after all applicants have been notified of the outcome of their application. It will be available at www.federationcouncil.nsw.gov.au.

10. ASSESSMENT CRITERIA

The Community Grants program is a competitive application process and the Federation Council often receives more funding applications than it can support. Therefore, successful applications are those that best respond to the assessment criteria.

The Federation Council reserves the right to reject any application that does not meet the eligibility criteria or the assessment criteria. The Council also reserves the right to request further information in considering applications.

The assessment panel may recommend part funding. This decision is considered with the view of maintaining the integrity of the application and the applicant's feasibility to still be able to deliver the project.

The Community Grant Panel will assess the grant applications, using the weighted assessment framework below. To give your application the best chance, ensure the information included in the application addresses this criteria.

40%	Supports Community Grants Objectives and Key Priority areas	How does the application meet one or more of the Community Grants Key Priorities? To what extent does the project address the Key Priority?
35%	Demonstrates community need and support	Why is the project needed? How many local people will benefit from the project? What benefits will the project have for the community? Has the applicant asked local people or groups if this project is needed? Is there anything else like this project in the Federation Council area?
25%	Has capacity to implement the project	Is the project well planned and achievable within the timeframes? Does the organisation have the resources and experience to manage the program? Does the budget accurately reflect the scope of the application? Is there evidence of in-kind contribution? If this project is ongoing has the long-term sustainability been considered?

11. TERMS AND CONDITIONS

The following terms and conditions apply to applications successful under the Community Grants Program:

- One application per round.
- Applications to Council outside or late of the Community Grants specified funding rounds will not be considered.
- Clubs and organisations, which have received funding through the Community Grants Program for three consecutive years for the same project, will be ineligible to apply for a Community Grant the

following year. This is to ensure money is available to as many organisations as possible and that no organisation becomes dependent on Federation Council for its continued existence.

- Grants will not support the payment of debts or loans, general operational expenses such as rent, wages or utility bills, travel expenses for the committee or event organisers, or general day-to-day expenses.
- Grants will not support retrospective projects or events. Your project or activity must not commence prior to receipt of formal written notification.
- Successful recipients must acknowledge Councils support in all promotional material developed for the event / project.
- Events on Council owned or managed land must submit Federation Council's Festival and Event Application Form and comply with Federation Council's event guidelines and relevant policies.
- Federation Council requires applicants to a current certificate of currency of public liability with a minimum indemnity of \$20 million.
- Any relevant building codes or requirements must be complied with, when applicable.
- Programs, projects or events must be delivered within the 12 months of receipt of grant.
- Funds must be expended and acquitted within 12 months of receipt of grant (not receipt of the funding).
- Any variation to the project must be discussed and agreed to in writing between the project organiser and the Council.
- Applicants must submit a full acquittal and report within six (6) weeks of the event(s) and or project(s) conclusion.
- Any unexpended funds provided as part of the agreement must be returned to Federation Council.

Please ensure you read the guidelines for your organisation's eligibility before applying within a funding round.

12. INSURANCE AND BUILDING AND PLANNING

It is your responsibility as the applicant to obtain and maintain adequate insurance (including public liability), in relation to project activities, or events to guard against any claims for loss or damage to property and injury or death to persons.

Events or projects on Council owned or managed land are required to list Federation Council as an interested party on their Public Liability policy.

Most building works or renovations will require Council approval before work can start and some event activities. Information on Planning and Building Approvals at Federation Council are found on the council website. We recommend you speak to the Planning Department at the Council to discuss your idea prior to submitting your application.

13. SUPPORTING DOCUMENTATION

The following documents can be included to strengthen and support an application, but you do not need to include every type of supporting document:

- Letters of support from stakeholders for the event / project.

- Statement of income and expenditure from the previous 12 months.
- Evidence of appropriate consultation with key stakeholders, council and the community.
- Evidence of previous years of success, e.g. photography, media coverage (if applicable).
- Examples of previous advertising (if applicable).

14. ACQUITTAL (EVALUATION AND FINANCIAL REPORTS)

Successful applicants will be required to submit a completed Acquittal and Evaluation Report of their activity

- The Online Acquittal and Evaluation Report Form needs to be completed within six (6) weeks of the event(s) and or project(s) conclusion.
- It must include a reconciled statement of expenditure and income associated with the grant.
- It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding.
- As part of the Acquittal and Report be required to attach:
 - ✓ Evidence of how Council's support for the project was recognised.
 - ✓ An actual income and expenditure budget for the project, and
 - ✓ Photo evidence that highlights the completed project and community participation.
 - ✓ Applicants who have an outstanding Acquittal Form will not be able to apply for further funding.

The completion of this report may require some research to be undertaken, so it is important that grant applicants familiarise themselves with the requirements of the report prior to the event/project(s).

15. SCHEDULE OF CHANGES & AMENDMENTS

Version	Date	Changes / Amendments
1.0	19/09/17	Document created
2.0	05/02/2020	Documented revised and updated

NOTE: This is a controlled document. If you are reading a printed copy please check that you have the latest version by checking it on Councils Electronic Document system. Printed or downloaded versions of this document are uncontrolled.