GUIDELINES

2018-2019 Georges River Community Grants Program – Round 2

CONTENTS

1. INTRODUCTION

These Guidelines have been developed to assist organisations and groups to apply for funding from Georges River Council in the **2018-2019 Community Grants Program - Round 2**.

Georges River Council's Community Grants are designed to enable community organisations to partner with Council to help meet identified community needs. The purpose of the grants is to support community organisations to offer alternative approaches to meeting community needs, and to develop programs and activities that encourage community participation and inclusion.

The Community Grants Program is underpinned by the principles of Council's Community Strategic Plan. The Plan details the long-term vision for the Georges River area and has been developed following extensive consultation with the community. It seeks to provide a framework and direction to achieve our community's shared vision for the future, and to meet identified community needs.

Under Section 356 of the Local Government Act, Council may allocate its funds to address priority community needs. The Community Grants Program enables Council to do this in an effective and equitable manner, based on the individual merits of each request.

Please refer to Council's Grants, Donations and Sponsorship Policy for more details.

2. OBJECTIVES

The objectives of Council's Community Grants Program are to:

- Provide a structured and strategic program through which funding can be allocated to meet identified community needs;
- Harness the expertise, skills, research, contacts and networks of community organisations to deliver and facilitate specialised high quality services and programs in the community;
- Support and facilitate the development of a more liveable community and enrich community social capital through targeted and timely support to community organisations;
- Build and support the capacity of community organisations, groups and individuals to deliver ongoing benefits to the local community;
- Recognise the significant and valuable role that community organisations play across a wide range of key program areas, and the services they deliver in our community.

3. HOW TO APPLY

1. Determine the eligibility of your organisation and proposed program or activity by reading these Guidelines. Consider attending one of Council's Grants Information Sessions (see page 8 for dates).
2. Select the Community Grant Category that best suits your program or activity.
3. Prepare your application and apply online through Council's website at www.georgesriver.nsw.gov.au/Community/Grants-and-Sponsorship
4. Council accepts grants applications using the online grants management system SmartyGrants. When the Community Grants round opens, you can preview the application form online. The application form will guide you through the information Council requires about you and your project.
5. Ensure you answer each question, address the assessment criteria, include a project or implementation plan, a budget, letters of support, and can demonstrate that your project fits the category for which you are applying.
6. Include any required supporting documentation including:
   - Proof of not-for-profit status
   - Authorisation for use of/modifications to Council land/facilities (where appropriate)
   - Other relevant supporting information as requested in the application form.
7. Ensure that you have submitted acquittals for grants in previous Georges River Council grants rounds.
8. Round 2 applications must be submitted online by 5pm on Monday 18 March 2019. Late applications will not be accepted.

All applications will be considered on their individual merits.

All information pertaining to the assessment, prioritisation and decisions about grant applications will remain confidential. Council's Grants Assessment Panel will recommend a list of programs to Council for funding, and Council will make the final decision on successful programs.

Advice on completing your application can be arranged by contacting Council Community Development staff on 9330 6400.

4. ELIGIBILITY

1. The grant application must be made by an authorised representative of the applicant organisation
2. Organisations must demonstrate that they provide, or have the capacity to provide, services, activities and/or programs that benefit the Georges River community.
3. Applicants that are registered as a not-for-profit organisation must provide evidence of their not-for-profit status.
4. Groups not registered as a not-for-profit organisation may be auspiced by a registered not-for-profit organisation to enable them to able to apply for a community grant. A letter from the auspicing organisation outlining the arrangement will need to be attached to the application by the unregistered group.
5. The applicant must be able to demonstrate alignment between the project applied for and the Community Grants Program objectives.
6. The applicant must be able to demonstrate financial viability and the capacity to undertake the project.
7. Applicants who have an existing previous grant application and have not provided an evaluation or progress report upon request will not be eligible to apply.
8. Applicants must meet Council's financial reporting requirements (please see details in box below).
9. The applicant must have the appropriate type and level of insurance for the activities that are the subject of the grant.
10. Organisations are able to submit one (1) application *in each category* of the Georges River Council Community Grants Program 2018-2019 Round 2. If an organisation is auspicing one or more groups, they may also apply for a community grant for their own programs.
11. Partnership applications may be submitted, and are encouraged, and will not negatively impact an individual application submitted by any of the partnership organisations. Please note, where partnership applications are submitted, support letters from each eligible organisation outlining their role in the program/activity are required for the partnership application to be considered.
12. When grant applications relate to modifications to Council's facilities, or the purchase of equipment to be stored in Council's facilities, the organisation must attach written Council approval for their application to be considered. Applications that do not meet this requirement will not be deemed eligible.
13. Applications will be deemed ineligible and not accepted for:
    - Programs/activities that have already commenced (retrospective programs);
    - An organisation's operating and/or maintenance costs;
    - Commercial programs for personal profit;

- Uniforms, travel or subsistence costs;

- Funding for organisations whose main purpose is fundraising;

- Any unlawful or unethical purposes, or towards any political purposes;

- Submissions from schools or Government agencies.

Please note the new financial reporting requirements for recipients of Council funding

As of 1 January 2019, any organisation or entity receiving Council funding that totals more than $15,000 per annum in any financial year must provide a set of Audited Financial Statements to Council. This applies to all organisations, individuals and entities that receive grant funding (including but not limited to Community Grants, Venue Hire Grants, Heritage Grants), Councillor Ward Discretionary Funds, rental subsidies, event sponsorship and/or donations in both cash and in-kind funding. The Audited Financial Statements must be provided to Council on or before the 1st of September following the financial year in which the funding was received.

Grant recipients in the 2018-2019 financial year should keep a tally of all funding (cash and in-kind) received from Council during this period. If, as at 30 June 2019, the total amount exceeds $15,000 you must have your organisation's financial accounts audited, and the Audited Financial Statements forwarded to Council's Grants Officer by 1 September 2019. Any grant applicants who cannot meet this condition will be deemed ineligible and be excluded from receiving Council funding.

5. SELECTION CRITERIA

Grants will be awarded to programs/activities that demonstrate the greatest impact on the wellbeing of the community as determined by Council. The following criteria will be used by the Grants Assessment Panel to determine funding allocation:

- The program is well-defined and addresses an identified community priority in its category;
- The program has the potential to deliver social, cultural, economic or environmental benefits to the Georges River community, as identified in the Georges River Council Community Strategic Plan;
- The organisation demonstrates the capacity to manage funds and deliver the program successfully;
- The program has a clear and realistic budget and demonstrates value for money, and where appropriate, that the program is sustainable.

Other elements the panel will consider are:

- Avoiding duplication of programs;
- The level of contribution from the organisation (and partners) to the program, both financially and in-kind;
- The breadth of support that Council already provides to the organisation.

6. ABOUT THIS GRANT ROUND

2018-2019 Community Grants Program

Georges River Council has allocated $400,000 to the 2018-2019 Community Grants Program. The funds are distributed to community groups and organisations in two rounds. Each round has a combined funding pool of $200,000 and allocation to each category will be made on the basis of the merit of eligible applications, assessed by Council's Community Grants Assessment Panel.

Round 1 of the 2018-2019 Georges River Council Community Grants Program closed on Monday 8 October 2018, and the 38 successful grant recipients across two categories were announced on Wednesday 28 November 2018. A full list of Round 1 grant recipients is available on Council's website.

Round 2 of the 2018-2019 Community Grants Program is now open, with the following key dates and categories:

Timeline

ROUND 2:

Applications open	Monday 18 February 2019
Information sessions: St George Community Centre, Premier Street, Kogarah Waratah Room, Georges River Council Customer Service Centre, Hurstville	5.30pm-7pm, Tuesday 19 February 2019 10.30am-12pm, Friday 22 February 2019
Applications close	5pm Monday 18 March 2019
Assessment of applications	March-April 2019
Announcement of successful applicants	Wednesday 29 May 2019
Certificate presentation to recipients	Early June 2019 (Date TBA)
First progress report due	Monday 23 September 2019
Final report and acquittal due – *Capacity Building Grants*	Monday 1 June 2020
Final report and acquittal due – *Connected Communities – Major Programs*	Monday 31 May 2021

Categories and maximum grant funding

ROUND 1:

Grant Category	Maximum grant funding
Vibrant Georges River – Major Programs	$25,000 over two years
Capacity Building Grants	$10,000

ROUND 2:

Grant Category	Maximum grant funding
Connected Communities – Major Programs	$25,000 over two years
Capacity Building Grants	$10,000

7. CATEGORIES

In Round 2, Council invites applications in the following two categories:

- Connected Communities – Major Programs
- Capacity Building Grants – Community Development

Connected Communities – Major Programs
Up to $25,000 over two years

This category is for programs and projects from community organisations which will result in more connected communities throughout the Georges River area. Priorities identified in this area are for programs that:

- Promote social connectedness in the community and reduce isolation and loneliness
- Are place-based programs/activities that assist participants to meet and connect with their neighbours, and where residents feel safe and valued
- Have strategies for facilitating and supporting initial neighbour meeting opportunities, preferably utilising asset-based community development principles
- Contribute towards a vibrant, welcoming and inclusive local government area with strong community spirit, where residents are encouraged and empowered to engage in opportunities to take more control over their own neighbourhoods and lives
- Clearly measure the impact of the programs and are able to demonstrate with evidence that the program has resulted in a more connected community.

Any activities or events involved in the programs must be free or low cost, open to all members of the community and be widely advertised. Please note that programs in this category can be implemented over up to 24 months from the time of funding allocation, with the final evaluation report and financial acquittal due on 31 May 2021.

Research shows that many Australians experience a steady decline of social capital in Australia when compared to the 1960's and 1980's[1]. Furthermore, the Lifeline Loneliness Survey (2016) found 60% of Australians 'often feel lonely' and 82.5% said feelings of loneliness are increasing in society[2].

Based on the research available Council acknowledges that:

- Social connectedness and support is a preventative measure that improves quality of life, increases the ability to cope with stress and results in improved health outcomes[3]

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[1] https://tinyurl.com/y7e4vcrx (Decline in Social Capital article)
[2] https://tinyurl.com/y8khn9wz (Lifeline Loneliness Survey)
[3] South Eastern Sydney Local Health District research findings

- Many residents feel isolated from one another and urban living, especially in medium and high rise buildings, makes it harder for people to connect and develop relationships
- Community relationships, including neighbours, are central to people's wellbeing and capacity to thrive
- Stronger community relationships could assist in addressing a range of issues including social isolation, community harmony and lack of information about services

Examples of programs in this category:

- *Programs/activities to improve public spaces through organised volunteer work in order to increase a sense of place and belonging in the neighbourhood (community murals, community gardens, play spaces, etc)*
- *Supported shared meals, street parties or working bees for specific streets or residential units that aim to increase intergenerational contact and a sense of community*
- *Programs/activities that encourage volunteerism in the community, especially those that involve and benefit the individuals who are most socially isolated in our community*
- *Support to new or existing free community events that build a sense of place or community, bring people together and provide opportunities for socially isolated people to have positive interactions in the community*
- *Celebrations of, or resources related to, significant days which are likely to generate interaction between neighbours such as World Kindness Day, Neighbours Day or International Day of Friendship*
- *Support to multicultural festivals or festivities where there is a strong focus on community education about the particular festivity or cultural group to the wider community*
- *Pop up community classes or workshops on topics such as sustainable living practices or healthy living which provides strategies for implementation at local levels*

Please note that if a program/activity is already existing, evidence must be provided on how the funding will allow for the program to expand or have a greater focus on creating connected communities.

Capacity Building Grants – Community Development
Up to $10,000 over one year

Council invites applications for grants to assist in the delivery of community programs and projects, especially those that benefit our most vulnerable communities and build capacity in the community. Council recognises that the provision of targeted and timely support to community organisations through equipment and improvements to community assets facilitates the development of a more liveable community.

Grants of up to $10,000 are available and funding may be for programs/activities and assets and equipment that fall within the following areas:

- Community development
- Environment and conservation
- Sport and recreation
- Seniors and social isolation

- **Community development - priorities identified in this area are projects that:**
- Increase opportunities for people with disability to participate in and contribute to social and economic life
- Build the capacity of multicultural communities, strengthen social cohesion and promote interfaith dialogue
- Provide assistance and/or education to young people in areas such as drugs and alcohol, healthy eating, bullying and respectful relationships
- Support skills development and capacity building for local arts and cultural organisations to enable groups to provide access, programs and opportunities for a wider range of community members.

- **Environment and conservation - priorities identified in this area are projects that:**
- Involve the local community in natural resource voluntary field work
- Maximise recycling in the community, reduce illegal dumping and littering
- Encourage the community to achieve a reduction in greenhouse gas emissions and to implement positive environmental initiatives
- Increase community awareness on issues relating to environmental sustainability and climate change.

- **Sport and recreation - priorities identified in this area are projects that:**
- Address barriers to participation in sport or structured physical activity for community groups that would otherwise not engage in sport or physical activity
- Increase regular and on-going participation in sport or structured physical activity
- Provide recreational and skill development opportunities for young children, older people and people with disability
- Upgrade sporting facilities, open spaces and recreational facilities including watering systems, safety netting, lighting, sun protection shelters, change rooms, shower and toilet blocks.

- **Seniors – priorities identified in this area are projects that:**
- assist older people in engaging in activities that promote health and wellbeing and reduce social isolation.

8. BUDGET

Grant applications must provide a full and appropriate costing of all aspects of the proposed program. Applicants must demonstrate that grant funds can be expended within the timeframe as nominated in the grant application. Expenditure of funds will be monitored by Council to ensure compliance with the purpose of the grant and the conditions specified. All grant acquittals should demonstrate that value for money has been sought, including a minimum of two quotes for budgeted items over $2,000.

Applicants must immediately advise Council of any changes from those detailed in the application in relation to the expenditure of grant funds, program timeframes, aims or objectives.

In some instances Council may offer an organisation a partial amount and not the full amount applied for. If this occurs, Council will liaise with the organisation and re-negotiate the outcomes of the programs based on the amount funded.

Note on GST
Where an organisation is registered for and required to pay GST on goods and or services, then that amount needs to be included in the budget and the grant amount requested. It is the responsibility of the funded organisation to pay GST, so the amount required must be included in the grant budget.

9. REPORTING and ACQUITTAL

Successful applicants will receive a letter of agreement which outlines the reporting requirements for the grant. This includes regular project updates and a final report and financial acquittal.

When the project is complete recipients are required to submit a final report that includes a financial statement and acquittal to complete the grant process. Acquittals must show that funding was spent on the items listed in the budget of the application. Any unexpended funds must be refunded to Council.

Any organisation that does not meet the reporting requirements or does not provide a final report and financial acquittal by the due dates will not be eligible for any further funding from Council under this program.

As of 1 January 2019, any organisation or entity receiving Council funding that totals more than $15,000 per annum in any financial year must provide a set of Audited Financial Statements to Council. This applies to all organisations, individuals and entities that receive Community Grants, Venue Hire Grants, rental subsidies, Heritage Grants, Councillor Ward Discretionary Funds, Event Sponsorship and/or

Donations in both cash and in-kind funding. The Audited Financial Statements must be provided to Council on or before the 1 September following the financial year in which the funding was received.

Grant recipients in the 2018-2019 financial year should keep a tally of all funding received from Council during this period. If, as at 30 June 2019, the total amount exceeds $15,000 you must have your organisation's financial accounts audited, and the Audited Financial Statements forwarded to Council's Grants Officer by 1 September 2019. Any grant applicants which cannot meet this condition will be deemed ineligible and be excluded from receiving Council funding.

All grant allocations made by Council are made on the assumption of honest and full disclosure of information contained in the application. Evidence of any breach will render the grant null and void in which case any funds paid under the scheme must be returned to Council.

10. ACKNOWLEDGEMENTS

Successful applicants are required to acknowledge Council by using the following statement:

'Supported by Georges River Council Community Grants Program'

If your organisation would like to use Council's logo on publications, or on your website, please contact Council's Communications team on 9330 6400 to seek permission and guidelines for correct usage.

11. CONTACT

For any enquiries and assistance, please contact Council's Grants and Cultural Officer on 9330 6400 or by email to alee@georgesriver.nsw.gov.au