



GUIDELINES

Community Grants 2019-2020 Round 1

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1. INTRODUCTION

These Guidelines have been developed to assist organisations and groups to apply for funding from Georges River Council in the **2019-2020 Community Grants Program - Round 1**.

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.

Please note: These Guidelines do not include information about the **Doing It Differently Grants Initiative**. Please view the Doing It Differently Grants Initiative Grant Guidelines and Application Form on Council's [website](#) or contact Council's Grants Officer for more information about the program on 9330 6400.

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 and access 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 1 applications must be submitted online by 5pm on Monday 2 September 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 be 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 2019-2020 Round 1. If an organisation is auspicing one or more groups, they may also apply for a community grant for their own programs.
11. Applicants who are applying through the Doing It Differently Grants Initiative may also apply for a Community Grant.
12. 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.
13. 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.
14. 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, including staff salaries;
- 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 2019-2020 financial year should keep a tally of all funding (cash and in-kind) received from Council during this period. If, as at 30 June 2020, 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 2020. 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

2019-2020 Community Grants Program

Georges River Council has allocated \$400,000 to the 2019-2020 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.

A full list of successful Community Grant Recipients in previous years is available on Council's [website](#).

Round 1 of the 2019-2020 Community Grants Program is now open, with the following key dates and categories:

Timeline

ROUND 1:

Applications open	Monday 5 August 2019
Information sessions:	
Dragon Room, Level 1, Georges River Council Customer Service Centre, Hurstville	11.00am-12.30pm, Friday 9 August 2019
Kogarah Library Activities Room, Kogarah Library, Kogarah Town Square	5.30pm-7pm, Tuesday 13 August 2019
Applications close	5pm Monday 2 September 2019
Assessment of applications	September 2019
Announcement of successful applicants	Friday 1 November 2019
Certificate presentation to recipients	November 2019 (date tbc)
First progress report due	Monday 1 June 2020
Final report and acquittal due – <i>Capacity Building Grants</i>	Monday 7 December 2020
Final report and acquittal due – <i>Vibrant Georges River – Major Programs</i>	Monday 6 December 2021

ROUND 2:

Applications open	Monday 10 February 2020
Applications close	5pm Monday 9 March 2020
Assessment of applications	April 2020
Announcement of successful applicants	May 2020
Certificate presentation to recipients	June 2020
First progress report due	September 2020
Final report and acquittal due – <i>Capacity Building Grants</i>	June 2021

Final report and acquittal due – <i>Connected Communities – Major Programs</i>	June 2022
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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 over one year

ROUND 2:

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

7. CATEGORIES

In Round 1, Council invites applications in the following two categories:

- Vibrant Georges River – Major Programs
- Capacity Building Grants – Community Development

Vibrant Georges River – Major Programs Up to \$25,000 over two years

Council invites applications for programs and projects that create opportunities for local residents to participate in cultural activities.

- Grants of up to \$25,000 are available to establish arts and cultural programs of significance in the area;
- Community arts and cultural organisations, artist collectives or individual artists, musicians, writers, performers, creators and makers and artists with a socially engaged practice are encouraged to apply.
- To apply, individual artists and/or artist collectives need not be a registered not-for-profit organisation, but must be able to demonstrate community benefit in their application, and to demonstrate their capacity to deliver the project.
- 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 Monday 6 December 2021;
- Applicants must refer to the Strategic Directions of Council’s Draft Cultural Strategy which guides the development of Georges River as a “culturally rich, liveable and connected community that celebrates the arts and cultivates creative activity, innovation and participation”;

- The objective of this grant category is to increase the range of cultural experiences and opportunities available to the community, rather than replicate or support existing programs or organisations. If a program already exists in the local government area, a rationale must be given for how the grant funding will allow the program to expand and create more opportunities for participation;
- Applicants should also demonstrate how the proposed program will address priority areas, for example, social isolation amongst seniors, youth social interaction and homelessness through arts and cultural activities;
- Programs that will be free or low cost, open to all members of the community and widely advertised will be given funding priority.

Examples of possible programs for the Vibrant Georges River category

- Programs and activities that recognise the Aboriginal heritage of Georges River and support the promotion of Aboriginal culture
- Arts and cultural festivals, eg arts festivals, music festivals, art trails
- Establishment of artist studios, exhibition or rehearsal space initiatives
- Establishment or development of new cultural groups such as an orchestra, opera company, musical theatre society or theatre company
- Arts and cultural services delivered through the National Disability Insurance Scheme (NDIS)
- The opportunity for existing and newly emerging multicultural communities to establish arts and cultural groups, programs and activities
- Pop-up artist initiatives utilising and re-invigorating empty shopfronts or spaces
- Participatory works, ephemeral works and socially engaged practice
- Applications for projects linking to Council's existing or emerging community and cultural programs and events are encouraged.

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.

Priority is given to projects that demonstrate innovative solutions to changing community needs and deliver significant social impact.

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, cultural and economic life
- Build the capacity of multicultural communities, strengthen social cohesion and promote interfaith dialogue
- Promote safe and inclusive places and improve community wellbeing
- 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
- Encourage female participation in sport
- 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.

If grant funds are not spent as stipulated in the grants letter of agreement, the grant funds must be returned to Council along with any interest accrued.

If your project includes the hire of a Council venue or community facility, please do not include this cost in the total budget. There is a separate section for Council venue hire on the grants application form.

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 2019-2020 financial year should keep a tally of all funding received from Council during this period. If, as at 30 June 2020, 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 2020. 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's Community Grants Program'

USE OF COUNCIL LOGO

You must first seek permission from Council if you wish to use Council's logo on publications, flyers or on your website. Please contact Council's Grants Officer for a copy of the logo and usage guidelines. Please ensure you allow a minimum of 10 business days to have your logo usage approved by Council prior to publication of any materials.

11.CONTACT

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