



GUIDELINES

Community Grants 2021-2022

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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 **2021-2022 Community Grants Program**.

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 projects and activities that encourage community participation and inclusion.

The Community Grants Program is underpinned by the principles of Council's Community Strategic Plan 2018-2028 (The 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 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 \(2020\)](#) for more details.

2. GRANT PROGRAM 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 projects and activities 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 project or activity by reading these Guidelines.
2. Select the Community Grant Category that best suits your project or activity.
3. Prepare your application and apply online through Council's [website](#).
4. Council accepts grant applications through SmartyGrants, an online grants management system. When the Community Grants round opens, you can preview and access the application form online. The application form will guide you through what steps are required to apply.
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:
 - a. Proof of not-for-profit status
 - b. Authorisation for use of/modifications to Council land/facilities (where appropriate)
 - c. 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. Applications must be submitted online by 5pm on Monday 15 November 2021. 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's Grants Officer by phone 02 9330 6400 or email [.grants@georgesriver.nsw.gov.au](mailto:grants@georgesriver.nsw.gov.au).

4. ELIGIBILITY

1. The grant application must be made by an authorised representative of the applicant organisation.
2. The project or activity must be located or operate substantially within the Georges River local government area.
3. Applicants must be a sole trader, or a registered not-for-profit organisation, and be able to provide evidence of 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. Applicants who have overdue or outstanding reports from previous or current Georges River Council grants will not be eligible to apply.
6. Applicants must meet Council's financial reporting requirements.
7. The applicant must have the appropriate type and level of insurance for the activities that are the subject of the grant.
8. Organisations can submit one (1) application *in each category* of the Georges River Council Community Grants Program 2021-22. If an organisation is auspicing one or more groups, they may also apply for a community grant for their own program/s.
9. Partnership applications may be submitted and will not negatively impact an individual application submitted by any of the partnership organisations. 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.
10. 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.
11. 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, unethical or political purposes;
 - Submissions from schools or Government agencies.

5. ASSESSMENT CRITERIA

Grants will be awarded to projects/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 \(2018-2028\)](#);
- The organisation demonstrates the capacity to deliver the program, and manage funds successfully;
- The organisation can measure the impact of the program, and is able to demonstrate, with evidence, the results of the project or activity;
- The program has a clear and realistic budget and demonstrates value for money, and where appropriate, the program is financially 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

2021-2022 Community Grants Program

Georges River Council has allocated \$200,000 to the 2021-22 Community Grants Program Round 1. The funds are distributed to community groups and organisations in one round.

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

Timeline

Applications open	Tuesday 5 October 2021
15-minute online information sessions:	Thursday 21 October 2021 2pm-5pm Tickets via Eventbrite
	Wednesday 27 October 2021 8:30am-11:30am Tickets via Eventbrite
	Tuesday 2 November 2021 3pm-6pm Tickets via Eventbrite
	Monday 8 November 2021 10am-1pm Tickets via Eventbrite
Contact:	Georges River Council Grants Officer 02 9330 6400 grants@georgesriver.nsw.gov.au
Applications close	5pm Monday 15 November 2021
Assessment of applications	November-December 2021
Announcement of successful applicants	December 2021
Certificate presentation to recipients	(To be confirmed - pending Public

	Health Order)
Final report and acquittal due	31 July 2023 (Capacity Building) 31 July 2024 (Reconnecting Communities)

7. CATEGORIES

Council invites applications in the following two categories:

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

Reconnecting Communities – Major Programs

Up to \$25,000 over 24 months

This category is for programs and projects from community organisations which will result in more connected communities throughout the Georges River area.

Expected program outcomes:

- Increase social connectedness in the community and reduce isolation and loneliness;
- Increase opportunities for participants to meet with their neighbours, build trusting relationships, feel safe and valued, and building on existing strengths and positives of communities;
- 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.

If your project or activity already exists, you must provide evidence on how the funding will allow for the project to expand or have a greater focus on creating connected communities.

Any activities or events involved in the programs must be free or low cost. Please note that programs in this category can be implemented over a period of 24 months from the time of funding allocation, with the final evaluation report and financial acquittal due on **31 July 2024**.

Examples of projects in this category:

- *Projects that improve public spaces through organised volunteer work to increase a sense of place and belonging in the neighbourhood (community murals, community gardens, play spaces, etc;)*
- *Shared meal events, street parties or working bees for specific streets or residential units that aim to increase intergenerational contact and a sense of community;*
- *Projects that encourage volunteerism in the community, especially those that involve and benefit the individuals who are most socially isolated in our community;*
- *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;*
- *Multicultural festivals or festivities where there is a strong focus on community education about the 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 provide strategies for implementation at local levels.*

Capacity Building Grants – Community Development

Up to \$10,000 over 12 months

This category is for projects and activities 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 projects and activities, or assets and equipment.

Priorities identified under this category include projects and activities that:

- Recognise and promote local Aboriginal culture and heritage;
- Strengthen capacity of multicultural communities, promote social cohesion and interfaith dialogue;
- Support children and young people at risk;
- Empower young people to develop skills, opportunities and resilience;
- Assist older people to engage in activities that promote health and wellbeing and reduce social isolation;
- Increase opportunities for people with disability to participate in and contribute to social and economic life;
- Support families and individuals impacted by domestic and family violence;
- Provide services, support or cultural outlets for LGBTQIA+ communities;
- Create opportunities for the development of the arts and local artists;
- Address environmental issues, raising awareness on sustainable living practices and climate change;
- Reduce barriers to participation in sport, recreation, physical health and activity, particularly for under-represented groups;
- Upgrade sporting facilities, open spaces and recreational facilities to enhance useability and liveability;
- Address community safety initiatives and education campaigns.

Any activities or events involved in the programs must be free or low cost. Please note that programs in this category can be implemented over 12 months from the time of funding allocation, with the final evaluation report and financial acquittal due on **31 July 2023**.

8. BUDGET

Grant applications must provide a full and appropriate costing of all aspects of the proposed project.

Council may offer an organisation a partial amount and not the full amount requested. If this occurs, Council will liaise with the organisation and re-negotiate the outcomes of the project based on the amount awarded.

Applicants must demonstrate that grant funds can be expended within the 12-month timeframe as nominated in the grant application.

Expenditure of funds will be reviewed by Council at reporting and acquittal, 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.

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 grant application form.

Note on GST (Goods & Services Tax)

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. 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.

10. ACKNOWLEDGEMENTS

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

'Supported by Georges River Council's Community Grants Program'

11. GRANT PROJECT CHANGES

Grant recipients must request to make any significant changes from those detailed in the application in relation to the expenditure of grant funds, project timeframes, aims or objectives.

12. 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.

Grant Recipients must provide a final report and grant acquittal 12 months (Capacity Building) or 24 months (Reconnecting Communities) after funding.

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 unspent grant 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.

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 request by the due date following the financial year in which the funding was received.

Grant recipients in the 2021-2022 financial year should keep a tally of all funding (cash and in-kind) received from Council during this period. If, as at 30 June 2022, 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 the due date. Any grant applicants who 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 invalid, in which case any funds paid under the scheme must be returned to Council.

13. CONTACT

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