

Guidelines

Community Grants 2022-2023
Round 2



Georges River Council Community Grants Program	3
Grant Funding Available	3
Key Dates	3
Program Objectives	5
Eligibility	5
Assessment Criteria	6
Categories	7
Reconnecting Communities – Major Projects.....	7
Capacity Building – Community Development	8
Budget	9
Note on Goods & Services Tax (GST)	9
Use of Council Logo	9
Acknowledgements	10
Grant Project Variations	10
Reporting, Acquittal Process and Financial Reporting	
Requirements	10
How to Apply	11
Contact Us	11



Georges River Council Community Grants Program

These Guidelines have been developed to assist organisations and groups to apply for funding from Georges River Council in Community Grants 2022-2023 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 grants program supports 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 2022-2032 \(The Plan\)](#). 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 (1993)*, 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.

Grant Funding Available

- There is \$175,000 available in this round.
- Applicants may apply for up to \$25,000 (Reconnecting Communities) or \$10,000 (Capacity Building) per application.
- Council offers two rounds of Community Grants each financial year.

Key Dates

Activity	Date
Round opens	Monday 6 February 2023
Q&A Sessions – 15-minute individual information sessions. Free but bookings essential. Register via Eventbrite .	#1 – Thursday 9 February 2023, 2pm-4pm, Hurstville Library and Service Centre – Miles Franklin Room or online
	#2 – Wednesday 15 February 2023, 4pm-6pm, online
	#3 – Monday 20 February 2023, 1pm-3pm, Clive James Library – Study Room or online



	<p>#4 - Tuesday 28 February 2023, 10am-midday, online</p> <p>#5 - Thursday 9 March 2023, 10am-midday, Hurstville Library and Service Centre – Miles Franklin Room or online</p> <p>#6 – Monday 13 March 2023, 3pm-5pm, Online</p>
<p>How to Apply for a Georges River Grant Workshops – one-hour workshops outlining the application process for Community Grants, Micro Grants and Heritage Publication Grants. Free but bookings essential. Register via Eventbrite.</p>	<p>#1 – GRC Seniors Festival 2023 – Friday 10 February 2023, 10am-midday, Hurstville Senior Citizens Centre</p>
	<p>#2 – Tuesday 14 February 2023, 12pm-1pm, online</p>
	<p>#3 – Tuesday 21 February 2023, 10am-11am, Hurstville Library and Service Centre – Miles Franklin Room</p>
	<p>#4 – Monday 27 February 2023, 6pm-7pm, online</p>
	<p>#5 – Wednesday 8 March 2023, 2pm-3pm, Clive James Library and Service Centre – Activities Room</p>
	<p>#6 – Monday 13 March 2023, 11am-midday, online</p>
<p>Applications close</p>	<p>Monday 20 March 2023 at 5pm</p>
<p>Assessment period</p>	<p>March-May 2023</p>
<p>Applicants notified of outcome</p>	<p>June 2023</p>
<p>Project completed</p>	<p>Capacity Building - 30 June 2024, Reconnecting Communities – 30 June 2025</p>



Program Objectives

As stated in Council's [Grants, Donations and Sponsorship Policy \(2020\)](#), the objectives of the 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.

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. a registered not-for-profit organisation and be able to provide evidence of not-for-profit status or;
 - b. a group not registered as a not-for-profit organisation, which must be auspiced by a registered not-for-profit organisation to enable them to apply for a community grant. A letter from the auspicing organisation outlining the arrangement needs to be attached to the application by the unregistered group.
4. Applicants who have overdue or outstanding reports or acquittals from previous or current Georges River Council grants will not be eligible to apply.
5. Applicants must meet Council's financial reporting requirements. If an organisation is not in a position to conduct an audit at the end of the financial year, they must not apply for more than \$15,000 in total funding and in-kind support from any of Council's financial assistance programs in any financial year.
6. The applicant must have the appropriate type and level of insurance for the activities that are the subject of the grant. This must include Public Liability Insurance.

7. Organisations can submit one (1) application *in each category* of Community Grants 2022-2023 Round 2. If an organisation is auspicing one or more groups, they may also apply for a community grant for their own program/s.
8. 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 are required for the partnership application to be considered.
9. 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.
10. Applications will be deemed ineligible and not accepted for:
 - Projects 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.
11. Georges River Council is a Child Safe Organisation. We are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and young people, upholding our commitment as a child safe organisation. If your project or program involves children and/or young people (aged 0-17 years), you will need to demonstrate your commitment to being a child safe organisation in your application.

Assessment Criteria

Grants will be awarded to projects 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 project 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 \(2022-2032\)](#).
- 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.
- 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.



Categories

Reconnecting Communities – Major Projects

This category is for programs and projects from community organisations which will result in more connected communities throughout the Georges River area.	
Funding	up to \$25,000
Timeframe	24 months – 1 July 2023 to 30 June 2025
Expected Outcomes	<ul style="list-style-type: none">• More connected communities.• More welcoming and inclusive communities.• Reduced isolation and loneliness.
Examples of Reconnecting Communities Projects (see previously funded projects on our Community Grants webpage)	<ul style="list-style-type: none">• 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.
Final Acquittal Due	31 July 2025

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.



Capacity Building – Community Development

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.

Funding	up to \$10,000
Timeframe	12 months – 1 July 2023 to 30 June 2024
Expected Outcomes	<ul style="list-style-type: none"> • Increased skills, assets or knowledge in your organisation. • Increased skills, assets or knowledge for communities.
<p>Examples of Capacity Building Projects (see previously funded projects on our Community Grants webpage)</p>	<p>Projects that:</p> <ul style="list-style-type: none"> • 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 activity



	<ul style="list-style-type: none"> • Upgrade sporting facilities, open spaces and recreational facilities to enhance useability and liveability. • Address community safety initiatives and education campaigns.
Final Acquittal Due	31 July 2024

Any activities or events involved in the programs must be free or low cost.

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 of the full amount requested. If this occurs, Council will liaise with the organisation and may 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 or 24-month timeframe for the category applied for.

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 budgets should demonstrate that value for money has been sought, by including quotes to support any budget expenses \$500 and over. Council requires:

- one (1) quote for amounts between \$500-\$2,000
- two (2) quotes for amounts between \$2,000-\$10,000
- three (3) quotes for amounts over \$10,000

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 Goods & Services Tax (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.

Use of Council Logo

You must 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.



Acknowledgements

Successful applicants are required to acknowledge Council by using the following statement:
'Supported by Georges River Council's Community Grants Program'

Grant Project Variations

Grant recipients must request to make any significant changes from those detailed in the application in relation to their grant budget, timeline or activities by contacting Council's Grants Officer. Any grant variations are subject to Council's consideration.

Reporting, Acquittal Process and Financial Reporting Requirements

Community Grants recipients are required to report twice to Council on the progress of their report, submitting a Project Update at the midpoint of project delivery and a Final Report and Financial Acquittal at the conclusion of the project. The Final Report and Financial Acquittal must show that funding was spent on the items listed in the budget of the application. Any unspent grant funds must be returned to Council.

Reporting includes:

- an outline of what applicants have achieved and learnt,
- photos, video, media articles or other documentation of the project, and
- all receipts for funds spent.

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.

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 2022-2023 financial year should keep a tally of all funding (cash and in-kind) received from Council during this period. If the total amount is more than \$15,000 on 30 June, you must have your organisation's financial accounts audited, and the Audited Financial Statements forwarded to Council's Grants Officer by the date. Any grant applicants who cannot meet this condition will be deemed ineligible to receive Council funding in the future.

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 program must be returned to Council.



How to Apply

1. Read these Guidelines and Council's [Grants, Donations and Sponsorship Policy](#), especially pp.11-13.
2. Book in to a [How to Apply for a Georges River Council Grant workshop](#), book a [Q&A Session](#) or contact Council's Grants Officer with any questions.
3. Submit your application on Council's [SmartyGrants page](#) by 5pm on Monday 20 March 2023.

Late applications and changes to submitted applications will not be accepted.

Contact Us

To discuss your application please contact Council's Grants Officer on grants@georgesriver.nsw.gov.au or 9330 6262.

