

Guidelines

Micro Grants 2022-2023



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Georges River Council Micro Grants Program

Council's Micro Grants Program offers up to \$1,000 for individuals, sole traders and small businesses with innovative ideas to improve community wellbeing and achieve social change.

Council wants to support people who come up with innovative ways to meet needs in the community but may not be eligible for other grant programs. We understand that a small amount of money can help you get your idea up and running.

Grant Funding Available

- There is \$10,000 available in this round.
- Applicants may apply for up to \$1,000 per application.
- Council will offer a single round of grant applications each financial year.

Key Dates

| Activity | Date |
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| 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 |
| | #4 - Tuesday 28 February 2023, 10am-midday, online |
| | #5 - Thursday 9 March 2023, 10am-midday, Hurstville Library and Service Centre – Miles Franklin Room or online |



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| | #6 – Monday 13 March 2023, 3pm-5pm, online |
| <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> | #1 – GRC Seniors Festival 2023 – Friday 10 February 2023, 10am-midday, Hurstville Senior Citizens Centre |
| | #2 – Tuesday 14 February 2023, 12pm-1pm, online |
| | #3 – Tuesday 21 February 2023, 10am-11am, Hurstville Library and Service Centre – Miles Franklin Room |
| | #4 – Monday 27 February 2023, 6pm-7pm, online |
| | #5 – Wednesday 8 March 2023, 2pm-3pm, Clive James Library and Service Centre – Activities Room |
| | #6 – Monday 13 March 2023, 11am-midday, online |
| Applications close | Monday 20 March 2023 at 5pm |
| Assessment period | March-May 2023 |
| Applicants notified of outcome | June 2023 |
| Project completed | 30 June 2024 |
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| Final report and acquittal due | 31 July 2024 |
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Eligibility

Applications must meet the eligibility criteria below:

1. Applicants must be a resident of the Georges River Council local government area.
2. Applicants must demonstrate that they have the capacity to provide services, activities, events and/or programs that can benefit the Georges River community.
3. Grant projects or activities must begin after the grant funding commencement date. Micro Grant funding will not cover retrospective, recurrent or ongoing funding.
4. The allocation of grants to individuals or organisations will take into account other Council subsidies given to that individual/organisation in the same financial year.
5. 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 program must be returned to Council.
6. Grant funds will not be provided for any unlawful, unethical or political purposes.
7. Applicants must immediately advise Council of any proposed changes to the purpose or proposed use of grant funds from those detailed in the application. The decision to withdraw funding following notification of proposed changes will be made at Council's discretion.
8. Applicants must be free of debt to Georges River Council and have no outstanding acquittals from previous Council grant applications. Applicants who have received prior funding from Georges River Council under any Council grants program must have submitted their acquittal or progress report prior to submitting a new application for the Micro Grants Program. Failure to do so will render new applications ineligible.
9. 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.

The following activities or uses are not eligible for funding:

- Events or activities that primarily benefit a single individual,
- Private functions,
- Retrospective funding of any event or activity,
- Activities or projects that duplicate existing services or repeat previously funded projects,
- Religious activities in which the promotion of a single faith is the main purpose.



Selection Criteria

Micro Grants will be awarded to applications that best meet the following five selection criteria:

- The project is innovative and addresses a local need.
- The project fosters social inclusion and community health, including mental and emotional health, and wellbeing.
- The project is achievable and clearly defined.
- The grant recipient can measure the results and success of the project, and is able to demonstrate with evidence the results of the project or activity.
- The budget amount and expenditure provides value for money and accurately reflects the project idea.

Assessment Process

The Micro Grants Program follows the assessment process outlined on pp.25-26 of Councils [Grants, Donations and Sponsorship Policy](#).

Acquittal Process and Financial Reporting Requirements

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 returned to Council.

The acquittal 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 date will not be eligible for any further funding from Council.

Any organisation, individual 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 due 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.24-26.
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.

