GEORGES RIVER COUNCIL
GRANTS

Grant Guidelines 2023-2024 Round 2

Community Grants, Micro Grants

Contents

Purpose of Georges River Council Grants

Georges River Council (Council) Grants provide not-for-profit organisations, unincorporated community groups, residents and local businesses funding for projects that benefit the community.

What is Council looking for in Grant Applications?

- Projects which align with the Community Strategic Plan and other plans and strategies, such as Create Georges River Cultural Strategy, Disability Inclusion Action Plan, Libraries Georges River Library Strategy and the Social Justice Charter.
- Collaborations or partnerships with other groups and organisations to deliver the project.
- Evidence the project will increase the capacity of your organisation to deliver social, cultural, economic, cultural and environmental benefits to people in Georges River.
- Projects that are sustainable in the longer term and not reliant on Council funding ongoing.
- Projects that are inclusive of all members of the Georges River community.

Support Available

To apply for a grant, you are required to speak with the Grants Officer about your project. The Grants Officer can assist you navigate the process to apply for a grant and ensure you meet the eligibility criteria for the grant you are applying for.

- Phone or email support – call 02 9330 6050 or email grants@georgesriver.nsw.gov.au
- Information sessions – for applicants to learn about grant round requirements and ask questions. Registrations essential via Eventbrite.

Grants Help Hub

The Grants Help Hub on Council's website is available to help with your application.
- Online training and resources
- Free grant workshops

People with Disability

If you are Deaf, hard of hearing or have a speech impairment, you can contact us through National Relay Service. You will need to provide our phone number, 02 9330 6050.

Help with Grants in your Language

If you need help with information about our grants in other languages, contact the Translating and Interpreting Service. You will need to provide our phone number, 02 9330 6050.

Grants Process

Applications

- Applications are completed online through SmartyGrants - https://georgesriver.smartygrants.com.au/
- Application forms are available once the grant round opens. Applications must be submitted by the due date. No late submissions are accepted after the round closing time and date.
- Your application should address the full criteria and answer all compliance questions. It must include supporting documentation.
- You must speak with the Grants Officer prior to applying.

Assessment

- All applications are assessed for eligibility and alignment with the assessment criteria. Recommendations are made by Council officers, including those with knowledge and expertise relevant to the project.
- All assessors are required to make a conflict of interest declaration on each application as part of the assessment process.
- Assessors focus on providing specific feedback on each application to support applicants to improve each round.

Assessment Criteria

- Concept - well-defined project that addresses community need.
- Benefit - clear community benefit with alignment to Council plans and strategies.
- Capacity - demonstrated ability to deliver project.
- Impact - evaluation measures of project.
- Finances - clear and realistic budget with value for money.

Notification

- You will be notified of the outcome of your application in writing based on the time outlined in the Key Dates section of these guidelines.
- Once you have received this notification, if successful, you will be provided with next steps on how to accept the grant. All successful applicants will receive feedback on their application.
- If unsuccessful, you will have the option to receive feedback on your application. Receiving feedback is strongly encouraged.

Important Application Information

The grant application form will include questions on how your project responds to priorities regarding child safety, and inclusion and accessibility. Responses to these questions will be assessed against the assessment criteria.

Child Safety

Council commits to putting children first and championing child safety within our community. Where an application involves the delivery of programs and services involving working with children you must attach a copy of your organisation's child protection policy to the application.

If you do not have a formal child protection policy, you must outline how you intend to comply with legislation relating to the safety, welfare and well-being of children.

Inclusion and Accessibility

All applicants need to explain how their project considers participation, access and inclusion across the community.

Council's Disability Inclusion Action Plan (2022-2026) (Easy Read version) guides Council's approach to enabling people with disability to have greater access to Council information, services and facilities.

Reporting Requirements

Acquittals

Grant recipients are required to submit an acquittal (report) to Council at the end of the project period. The acquittal must show that funding was spent as planned in the application. If acquittals are not submitted, the organisation will be ineligible for funding.

Grant recipients may also be required to provide an update on the project in the middle of the grant delivery period. This will be conducted by a scheduled phone call with the Grants Officer.

Project Variations

If your project varies from the original grant application (e.g. timeline, budget, activity), a Project Variation Request will need to be submitted. Contact the Grants Officer should any project variations occur to complete the Project Variation Request Form.

Financial Reporting

If your organisation receives more than $15,000 from Council in a financial year, Audited Financial Statements must be provided to Council. Failure to do so will render new applications ineligible.

If your organisation is not able to conduct an audit at the end of the financial year, ensure your organisation does 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.

Some organisations may be exempt in alignment with the auditing requirements of the Australian Charities and Not-for-profits Commission. See the Australian Charities and Not-for-profits Commission website for more information.

Community Grants 2023-2024 Round 2

Overview

Community Grants enable organisations to deliver projects that meet identified community needs and encourage community participation and inclusion.

Key dates

Applications open	Thursday 1 February 2024
Applications close	11:59pm, Wednesday 13 March 2024
Assessment period	March – May 2024
Applicants notified of outcome	May 2024
Project timeframe	Small projects: July 2024 – June 2025 Major projects: July 2024 – June 2026
Acquittal due	Small projects: July 2025 Major projects: July 2026

Funding available

$165,000

Categories

1. Small projects – Up to $10,000
2. Major projects – Up to $25,000

Eligibility Criteria

- Demonstrated benefit to the Georges River Community.
- Demonstrated capacity to deliver.
- Be open to the general public, inclusive and not discriminatory.
- Have submitted required acquittals from previously awarded grants.
- Commence the project after the grant funding commencement date. Grant requests cannot be retrospective, recurrent or ongoing.
- Registered not-for-profit or community organisation with a registered not-for-profit as auspice.
- One submission per category. If an organisation is in a partnership or auspice with another organisation, this will not impact the eligibility of an application from an individual organisation.
- Proof of current Public Liability insurance.
- Applications relating to modification of Council facility require written Council approval.
- Quotes/estimates for budget items over $500 must be provided.

Ineligibility Criteria

- Projects that duplicate existing services.
- Fundraising, sponsorship or projects seeking prize money or gifts for attendees.
- Unlawful, unethical or profit-making purposes, or towards any political purposes.
- Activities for religious purposes unless the applicant can demonstrate broader community benefit.
- Entities or individuals contributing to the infringement of human rights, including not complying with Modern Slavery Legislation.
- Projects or events that primarily benefits a single individual or private function.
- Submissions from schools or Government agencies.

- Costs for uniforms, travel or subsistence costs (e.g. meals, accommodation, parking fees etc.).
- Funding ongoing operational expenses (e.g. rent, staff wages unrelated to project delivery, insurance, office equipment or other ongoing costs).

Funding priorities

- Anti-racism
- Employment and participation pathways for people with disability
- Inclusivity and access in sports
- Financial literacy in young people
- Primary prevention in domestic and family violence

Working with other community organisations

Partnership applications are encouraged. Partnership applications will not negatively impact an individual application submitted by any of the partnership organisations. Potential partner organisations can be identified in the Community Support Services Directory available on Council's website.

All partnership applications require letters from each organisation outlining their role in the project.

Auspice

If you are a community organisation that is not a registered not-for-profit and/or does not have public liability insurance, an eligible auspice can support your application and project delivery. An auspice is responsible for signing the Grant Agreement with Council, receiving the grant funds, and providing acquittals.

Applications with an auspice require a letter and/or memorandum of understanding confirming the arrangement.

Budget

Clear budget information is required with all applications to communicate what grant money will be spent on. All figures should be GST inclusive.

It is encouraged that applications include multiple sources of funding to support the project. Volunteer in-kind contribution should be costed at $25/hour. Admin and evaluation expenses should not exceed 10% of the project budget.

An organisation registered to pay GST on goods and/or services needs to include GST in the budget and grant amount requested. It is the responsibility of the applicant to pay GST.
Quotes/estimates for budget items over $500 must be provided.

Additional Supporting Documentation

You will be asked to provide documents with your application. Please ensure there is enough time to arrange for the development and upload of these documents. Standard supporting documents include:
- A copy of the organisation's not-for-profit status.
- A copy of public liability insurance or quote for public liability insurance (to be taken up following the approval of the grant).
- Letter(s) of support from community or local business partners

- Child protection policy, if applicable.

Venue Hire

If your project includes venue hire of a Council venue or facility, you must include the venue hire as part of your Community Grant application. Including the venue hire in your Community Grant application will automatically include consideration of a Venue Hire Grant in addition to the Community Grant application. You do not need to complete an additional Venue Hire Grant application.

For a Venue Hire Grant to be considered, you need to provide an event sheet/booking confirmation from Council including the venue name, dates of use and total cost estimate. Venue hire must be within the project period and directly related to the Community Grant.

- To book a Council Venue, please visit Hurstville Entertainment Centre webpage and contact the Entertainment Team on entertainment@georgesriver.nsw.gov.au or 02 9330 6400.
- To book Library room, please visit Georges River Libraries webpage and contact Hurstville Library on 9330 6111.
- To book a Park, please visit Council's website, and contact Council on 9330 6400 or email grcparks@georgesriver.nsw.gov.au.

How to apply

1. Visit the Community Grants webpage.
2. Read Grant Guidelines and Community Grants (pp. 15-16) section of Council's Grants and Donations Policy (2023).
3. Contact Council's Grants Officer to discuss your application.
   a. (02) 9330 6050
   b. grants@georgseriver.nsw.gov.au
4. Start your application in SmartyGrants.

Micro Grants 2023-2024

Overview

Micro Grants enable residents, groups, organisations and businesses to support community wellbeing, innovation and social change through grassroots initiatives.

Key dates

Applications open	Thursday 1 February 2024
Applications close	11:59pm, Wednesday 13 March 2024
Assessment period	March – May 2024
Applicants notified of outcome	May 2024
Project timeframe	July 2024 – June 2025
Acquittal due	July 2025

Funding available

$10,000 - Maximum $1,000 can be applied for per application.

Eligibility Criteria

- Demonstrated benefit to the Georges River Community.
- Demonstrated capacity to deliver.
- Be open to the general public, inclusive and not discriminatory.
- Have submitted required acquittals from previously awarded grants.
- Commence the project after the grant funding commencement date. Grant requests cannot be retrospective, recurrent or ongoing.
- Resident of Georges River local government area, or a business, group or organisation registered or located in the Georges River local government area. Applicants will be required to provide proof of residential address or business/organisation location.

Ineligibility Criteria

- Projects that duplicate existing services.
- Fundraising, sponsorship or projects seeking prize money or gifts for attendees.
- Unlawful, unethical or profit-making purposes, or towards any political purposes.
- Activities for religious purposes unless the applicant can demonstrate broader community benefit.
- Entities or individuals contributing to the infringement of human rights, including not complying with Modern Slavery Legislation.
- Projects or events that primarily benefits a single individual or private function.
- Submissions from schools or Government agencies.

How to apply

1. Visit the Micro Grants webpage.
2. Read Grant Guidelines and Micro Grants (p. 21) section of Council's Grants and Donations Policy (2023).
3. Contact Council's Grants Officer to discuss your application.
   a. (02) 9330 6050
   b. grants@georgseriver.nsw.gov.au
4. Start your application in SmartyGrants.