



Community Grant 2018 Guidelines

Introduction

The Murrumbidgee Council Community Grants Program gives the community the opportunity to apply for financial assistance to provide services that benefit the residents.

This financial assistance is in the form of one-off annual grants to community organisations to assist them in the provision of services and projects.

You are strongly encouraged to read this information before completing your application form.

Eligibility

Who Can Apply

- Community organisations or groups managed by a **volunteer committee of management**.
- A community organisation seeking funds should be based in the Local Government area and/or servicing the residents of Murrumbidgee Council.
- Organisations should be a constituted, non-profit and preferably an incorporated association. If the organisation is not incorporated, then it must be auspiced by an incorporated association.
- Organisations should provide detailed information regarding the proposed service, project or program for which funds are required.
- Organisations must practice equal opportunity and non-discriminatory practices.
- Organisations must have current Public Liability Insurance.
- Organisations should demonstrate they are meeting a clear need in the community and not duplicating an existing service (sporting organisations excluded).
- The organisation must demonstrate it has sufficient support within the community, a reasonable number of active members and is in a position to remain financially viable.
- Organisations must be able to demonstrate the capacity to make a contribution toward the cost of the project either financially or in-kind, such as through the contribution of volunteer time.
- Applications must meet the criteria for their chosen category to be considered.

Ineligibility

The following will not be considered for Community Grants:

- Applications for individuals. Such applications may be accepted throughout the year by making an application to Council and funded from “Other Grants”
- Organisations that have not completed the required acquittal documents by the due date, for prior Murrumbidgee Council grants received.
- Organisations formed under the umbrella of a political party or which may have an affiliation with a political party.
- Government agencies or departments at local, state or federal level.
- Programs or services that are considered the responsibility of another authority or tier of Government. For example programs for schools.
- Projects with the sole purpose of advocating a religious faith or belief.
- Capital works including those that are covered by Council’s Capital Works funding. An item is considered capital if it is permanently fixed to the ground or building and increases the value of the facility.
- Applications from registered or private businesses and/or profit making groups.
- Requests for grants to meet recurrent expenditure such as staffing costs, utilities, rent etc.
- Ongoing administration costs such as paper, printer cartridges etc.
- Equipment that does not directly relate to the delivery of the project/activity for which the funds are being applied.
- Applications for fundraising purposes.
- Applicants seeking retrospective funding where projects have commenced prior to receiving funding approval. Note: Do NOT commit, order or spend any funds for this application prior to receiving funding approval. Council will not reimburse groups for any funds already spent.
- Applications seeking funding for social excursions. For example a bus trip to Phillip Island, the zoo or a picnic.
- Applications seeking funding for special occasion functions, such as birthday/anniversary parties.

Unsatisfactory applications

Applicants submitting unsatisfactory applications (ie questions unsatisfactorily answered and/or attachments and/or support material not provided) will be contacted and asked to submit the required information within 10 working days. If the information is not received within this time period, the application will be deemed ineligible.

Grants Timeline, 2018

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| May 16 | Grants advertised and applications open. Application forms will be available on Council's website www.murrumbidgee.nsw.gov.au or at Council's offices |
| June 15 | Applications close. No late applications will be accepted. An acknowledgement email will be sent to groups once the grant application has been received |
| June 26 | Submitted to June Council Meeting for decision |
| By end June | Community organisations officially informed of results. |

Conditions of Grant

All successful applicants must adhere to the 'Conditions of Grants and Contributions' as outlined below:

- a) Funding amount available, criteria and eligibility is defined in operational guidelines for each grant;
- b) Council's contribution is limited to the amount granted, with all other costs associated with the project not being the responsibility of the Murrumbidgee Council;
- c) All projects must specify a completion date and, where applicable, recipients must complete the prescribed Final Report (or acquittal) on the funded project within 60 days of the completion of the project. Failure to do so will result in ineligibility for future grant applications;
- d) Funding must only be used for the purposes outlined in the offer of the grant by Council;
- e) Where a Grants and Contribution Agreement is required, funding will only be issued after the Agreement is signed by Council and the grant recipient;
- f) Signing of a Grants and Contributions Agreement and/or acceptance of funds constitutes acceptance of all conditions within this policy and the guidelines relevant to the specific grant program.

- g) Any unspent funds of more than 10% of the funded amount must be returned to Council in full;
- h) Council reserves the right to withdraw funding and/or cease partnership with a group or organisation if objectives, eligibility or funding conditions are breached; or if the project is not progressing satisfactorily. Full liability in this instance is borne by the grant recipient;
- i) Receiving a letter of offer to fund a project will not absolve statutory approvals required for the given project;
- j) Murrumbidgee Council to be acknowledged in all promotional material for the funded project as indicated in the letter of offer;
- k) Murrumbidgee Council commits to fund projects that do not have connections with gambling, drugs, alcohol or smoking and encourages programs that support practices such as (but not limited to) smoke free areas, shade and healthy food choices.

Important Information

Please note that application for a grant does not necessarily result in funding, or may result in only a portion of the amount requested being allocated.

This funding is one-off and non-recurrent. Applications for the same project/program may not be successful in subsequent years.

All grant applications must be completed using the Community Grants Application Form available on Council's website www.murrumbidgee.nsw.gov.au or from Council Offices.

The Community Grants Program is conducted on a financial year basis from 1 July to 30 June.

Maximum Grant

The maximum grant allocated under the Community Grants Program is \$3,000.

Number of Grant Applications

Only one application will be accepted per community group/organisation for this grant.

Auspice Organisation

Organisations that are not incorporated will require endorsement from an auspice organisation. Auspice organisations must be incorporated, not for profit, and must be aware of and support the grant application.

Usually grant funds will be paid directly to the auspice organisation who will manage the funds on behalf of the group and ensure the funds are spent in accordance with the grant application.

Categories

- Arts and Cultural
- Diversity and Harmony
- Events
- Health and Wellbeing

To assist the assessment of all applications for Community Grants, applicants are requested to read the category descriptions and indicate on the application form one category they consider their project best fits.

This grant program is subject to an eligibility assessment by Council officers, prior to evaluation at the June meeting of Council.

The following information is presented to explain how your application will be assessed.

The information you provide in your application will be used to assess your application against the criteria under the four categories listed below. Council reserves the right to consider applications in any category deemed appropriate.

Arts and Cultural

The Arts and Cultural category aims to assist in the growth of high quality arts and cultural opportunities in Murrumbidgee Council. This includes displays, visual and literary arts, programs/workshops, music, performances, one-off art based events, historical activities.

This category will consider the level of artistic/cultural merit of the project/program, and the extent to which the project:

- Facilitates partnerships and sharing of creative skills and talents between artists, community groups/organisations and the broader Council community.
- Encourages and supports the development of arts and cultural activity across the Council area.
- Showcases the uniqueness, quality and diversity of the Council's arts and cultural community.
- Increases community participation in the arts and cultural life of Murrumbidgee Council.
- Demonstrates the number of residents to benefit from the activity/service.

Diversity and Harmony

The Diversity and Harmony category aims to support projects and programs which promote and celebrate the uniqueness of Murrumbidgee Council which is culturally diverse, accepting of people of all abilities, and inclusive of all its residents.

This category will consider the level to which the project / program meets the following criteria:

- Increases the capacity of the target communities to access services.
- Reduces isolation of community members excluded from participation due to cultural, physical, social or economic reasons.
- Encourages dialogue and partnerships between different ethnic and cultural groups and promotes the benefits of many cultures living and working together.
- Provides resources that enable participation in programs or services.
- Provides opportunities for the community to learn about and experience different cultures and diversity.
- Demonstrates a direct benefit to the Murrumbidgee Council community.
- Demonstrates the number of residents to benefit from the activity/service.

Events

The Events category aims to support the development of new and existing community events held in Murrumbidgee Council and catering primarily for residents, and also to encourage community based organisations to develop and conduct events that showcase their talents, provide public entertainment and celebrate the diversity within the Council area.

An Event is described as:

Something that occurs in a certain place during a particular interval of time. A significant occurrence or happening which will attract people. A gathering of people in one location for a specified purpose.

For the purpose of this grant category, an event is considered to attract a crowd of a minimum of 100 people.

The events funded from these grants must occur within the Murrumbidgee Council Local Government area and must be open to all residents.

This category will consider the level to which the project/program meets the following criteria:

- The event's location, accessibility and appeal to residents of Murrumbidgee Council, and assessment against similar events.
- The event's capacity to bring communities together and foster community partnerships, volunteer participation and skill development.
- The degree to which the event highlights and celebrates the uniqueness and/or diversity of the Council.

- The event organiser's capacity and ability to host the event, including compliance with Council and other authorities' requirements.
- The event organisers have proven evidence of their ability to host the event including financial, marketing and risk management plans and the capacity to operate under best practice principles.
- The number of residents to benefit from the activity/service.

Health and Wellbeing

The Health and Wellbeing category aims to support projects/programs which have a particular focus on social, physical or mental health, improve access and participation by people with disabilities, and provide recreation and/or leisure activities for all ages.

This category will consider the level to which the project/program meets the following criteria:

- Increases participation of people with a disability in community based sport and leisure opportunities.
- Increases community awareness of the needs of people with a disability, health issues and older residents.
- The identified community needs which the activity/service will address.
- The ongoing benefit of the project/program to Murrumbidgee Council residents and/or specific target communities.
- Demonstrates a direct benefit to the Murrumbidgee Council community.
- Demonstrates the number of residents to benefit from the activity/service.