



**Edward
River**
COUNCIL

Community Grants Program

2018/19

Application Guidelines & Form

Customer Service Centre

180 Cressy Street (PO Box 270)

Deniliquin NSW 2710

www.edwardriver.nsw.gov.au

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1 Introduction

Edward River Council's Community Grants Program provides grants of up to \$5,000 to not-for-profit community organisations, groups and associations for projects, equipment, events, exhibitions, or performances which contribute positively to the Edward River community.

Applications for Council's Community Grants Program close **5.00pm on Friday, 17 August 2018**.

Before submitting an application for funding, applicants should read this Application Guide, which provides an overview of Council's Community Grants Program, as well as Edward River Council's Grants Policy and Grants Framework, both of which can be accessed from Council's website at www.edwardriver.nsw.gov.au or from Council's Customer Service Centre at 180 Cressy Street, Deniliquin.

2 Objectives

The Community Grants Program aims to:

- Be responsive to emerging themes, issues, and trends
- Support not-for-profit community groups to provide a range of opportunities for residents;
- Provide equitable opportunity for the community to seek funding assistance from Council;
- Strengthen communities with local responses to identified community needs;
- Facilitate support for initiatives that strengthen the community through opportunities for participation, development, inclusion, and sustainability;
- Foster support across a range of pursuits and interest areas including health and welfare, education, arts and culture, sports and recreation, youth, ageing, environment and access and equity; and
- Assist Council to deliver identified objectives, priorities and strategies that align with the Community Strategic Plan.

3 Funding Eligibility

Applicants seeking funding through the Community Grants Program must meet the following eligibility criteria:

- Be submitted by not-for-profit community organisations, groups, and associations;
- Provide direct benefits to the residents of the Edward River Local Government Area (LGA);
- Be able to demonstrate financial viability;
- Have adequate Public Liability Insurance and appropriate Work Health and Safety policies in accordance with the funding agreement;
- Be able to demonstrate a contribution in the form of funds, services, or in-kind support;
- Be based in the Edward River LGA or have significant benefit for Edward River LGA residents;
- Be able to plan effectively and be well organised;

- Have no outstanding grant acquittals or outstanding debts owing to council;
- Be submitted by the due date. Only one application can be submitted per funding round.

Applicants must:

- Apply on the appropriate application form,
- Demonstrate how funds will be used for the purpose of exercising Council's functions,
- Meet all specific eligibility requirements and criteria in the Grants Policy and Grants Framework,
- Sign and comply with the Funding Agreement accepting the conditions of funding, and
- Provide any required acquittals to Council for grant funding received, by the specified date.

Funding assistance will not be considered for the following:

- A group who has failed to acquit a previous community grant for a funded project by the due date;
- Applications for retrospective funding;
- Recurrent costs, salaries, and on-costs;
- Insurance, such as (but not limited to) Public Liability insurance;
- Social excursions, e.g. bus trips or picnics;
- Applicants applying to another Council funding stream for a grant for the same activity;
- Late or incomplete applications;
- Production of newsletters;
- Activities that duplicate existing services;
- Individuals and parties for political purposes;
- Commercially (profit) based groups/organisations;
- Academic research, coursework or fee, or projects seeking financial support for research, studio work or activities that will be submitted for academic assessment;
- Projects that demonstrate a significant budget surplus; and
- Repayment of debt.

4 Funding Principles

As detailed in Council's Grants Framework, priority will be given to applications that respond to identified community needs and align with the vision, objectives, priorities and strategies as expressed in the Community Strategic Plan, *Edward River 2030*.

The Community Grants Program will prioritise support where:

- Applicants must be based in the Edward River Local Government Area (LGA) or the project must provide significant benefits for the residents of the Edward River LGA;
- The applicant is not already in receipt of substantial funding/in-kind support from Council;
- The proposed activity or project is innovative or unique for the Edward River LGA;
- The proposed activity incorporates collaboration/partnerships with other groups;

- The proposed activity maximises community benefit;
- The proposed activity or project meets any identified Council priorities; and
- The proposed activity demonstrates sustainability; and
- The proposed activity enables access and inclusion in accordance with Council's Disability Inclusion Action Plan.

5 Application Assessment

As detailed in Council's Grants Framework, all applications received for Council's Community Grants Program will be assessed against the following criteria:

Criterion	Description	Weighting
Community Benefit	What social, economic or environmental benefit does the project provide to the community?	40%
Sustainability	Does the project require ongoing funding, and if so, how will it be funded?	10%
Innovation	Will the funding solve an issue in a new or unique way?	20%
Inclusivity	Has the applicant considered the needs of community members who suffer financial, social or physical disability?	10%
Partnership	Is the Applicant and/or another partner participating in or contributing to the project?	20%

6 Terms and Conditions

Organisations that are successful in obtaining funding through Council's Community Grants Program will be required to enter into a Funding Agreement with Council, which will outline the conditions under which the grant will be made available.

Council may make funding conditional and subject to specific conditions being met, including:

- Funds must be used for the purpose for which the assistance was granted, unless written permission for a variation has been obtained from Council prior to the activities being undertaken.
- You as project manager must obtain all appropriate permits, approvals, and insurance relating to the project.
- The assistance of Edward River Council must be acknowledged in all event related promotions. Council's logo must appear on all promotional material. Artwork featuring Council's logo must also be approved by Council's Governance and Communications Officer.
- Any events or functions celebrating the launch or implementation of the funding outcomes or project will need to involve Councillors or their representatives.
- A final report to Council post-event, including an event budget summary, must be produced for your project.

Failure to abide with the terms of conditions of the Funding Agreement will render an organisation ineligible for future funding.

7 Submission

Applications must be submitted on the approved form, contained at pages 6 to 13 of this Application Guide.

Completed applications must be addressed to the Manager Community and Economic Development and submitted to Council by **5.00pm on Friday, 17 August 2018** by:

- Email: council@edwardriver.nsw.gov.au
- Post: PO Box 270, Deniliquin NSW 2710

8 Enquiries

For further information regarding Council's Community Grants Program or for assistance in completing and submitting your application, contact Council's Community and Economic Development branch on (03) 5898 3000 or via email at council@edwardriver.nsw.gov.au.

9 Application Form

All applications must be completed using the approved Application Form, which follows overleaf. When completing the Application Form, please print clearly using BLOCK LETTERS in black pen and tick the appropriate boxes.

Applicants must complete all three parts of the Application Form:

- Part A: Applicant Details
- Part B: Project Details
- Part C: Project Budget
- Part D: Checklist and Certification

PART A- Applicant Details

1 Details of Person completing this Application	
First Name	
Surname	
Position/Role within the Organisation	
Phone (B/H)	
Phone (M)	
Email	

2 Details of Organisation submitting this Application	
Name	
Address	
Postal Address (if different)	
Email	

Overview of Organisation
<p>Provide a brief overview below of your Organisation, including Vision/Mission; programs and activities undertaken and/or services provided; number of staff/volunteers involved; and/or details of any partnerships or engagement with other organisations or stakeholders.</p>

Legal Status of Organisation	
Please attach evidence of your organisation's legal status, such as a copy of your Certificate of Incorporation or charitable status advice. If you are a social enterprise or not-for-profit organisation without charity or deductible gift recipient (DGR) status, please attach a copy of your Constitution, which includes your statement of purpose and organisation structure.	
<input type="checkbox"/>	Registered club
<input type="checkbox"/>	Incorporated organisation
<input type="checkbox"/>	Not-for-profit organisation or community group
<input type="checkbox"/>	Other (please specify):

Australian Business Number <i>(if applicable):</i>	
Australian Company Number <i>(if applicable):</i>	
NSW Incorporation Number <i>(if applicable):</i>	

Is your organisation registered for GST?			
<input type="checkbox"/>	Yes – Registered for GST	<input type="checkbox"/>	No – Not registered for GST

Public Liability Insurance	
To be eligible for Council's Community Grants Program, your Organisation must hold current Public Liability Insurance of not less than \$20 million. Please attach a copy of your Certificate of Currency.	
Insurer	
Expiry	
Value	

Bank Details	
Please provide the details for your Organisation's Bank Account. If your Application is successful, payment will be made to this Bank Account after your Funding Agreement is signed and returned.	
BSB No.:	
Account No.:	
Account Name	
Bank and Branch	

3 Previous Funding	
Has your Organisation received funding from Edward River Council?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If 'YES' to the above, please detail the year the funding was received, the type of funding received, the value of funding received, and how the funding was used: If your Organisation has received Council funding on several occasions, please submit an attachment detailing the below information for each of those funding agreements.</p>	
Year received	
Type	
Value	
Use	

PART B - Project Details

4 Project Overview
What is the name of Project/Activity/Event?
What is the purpose of the Project?
Where is the location of the Project?
Please provide a brief description of the Project. What works will be undertaken as part of the Project and why?

How will the success of the Project be measured?	
Please detail how Council's contribution will be acknowledged:	
If your Project is an Event, please detail the expected number of attendees:	
Total volunteers	
Total committee members/ organisers	
Total paid attendees (entertainment, logistics, suppliers, etc.)	
Total guests	
TOTAL ATTENDEES	
Of the above total attendees, what percentage do you estimate to be visitors to the Edward River LGA?	

5 Project Timeframe	
Start Date	
End Date	

6 Project Cost and Funding Requested	
<p>Applicants may seek funding of up to \$5,000 through Council's Community Grants Program. Applications that request funding amounts outside of this funding range will not be considered. Please detail below the total Project cost; the amount requested from Council; and the financial contribution your Organisation will make to the Project.</p>	
Total Project Cost	\$
Cash/In-kind amount sought from Council	\$

<p>If you are seeking in-kind support from Council, such as materials, labour, promotion and/or waiver of Council Fees and Charges, please identify the in-kind support below:</p>
<p> </p>
<p>What is the cash amount your Organisation will be contributing to the Project?</p>
<p>\$</p>
<p>What, if any, is the in-kind amount your Organisation will be contributing to the Project?</p>
<p>\$</p>
<p>Please list any grants, sponsorships or in-kind funding requested or received from Federal, State and/or Local Governments and private entities for this Project:</p>
<p> </p>

<p>6 Project Value</p>
<p>Does the Project improve social connectivity and community wellbeing or increase community participation?</p>
<p> </p>
<p>How does the Project demonstrate environmental, social or economic benefit to the Edward River LGA?</p>
<p> </p>
<p>Does your Project align with Council’s Community Strategic Plan, <i>Edward River 2030</i>, or Delivery Program? Both documents can be accessed online from Council’s website at www.edwardriver.nsw.gov.au.</p>
<p> </p>

PART C – Project Budget

The table below is an example of a **Project Budget**. The actual items in your project budget will most likely be different, but the way they are set out and described should be the same. Ensure you:

- **Include all other contributions:** Are these confirmed or pending?
- **Provide quotes for costs:** List and attach.
- **Outline in-kind support:** In-kind support is highly regarded. Include a description of in-kind support in your budget, both who and what they are contributing. For example, discounts on quote, waived venue hire fees, catering, project co-ordination, sponsorship, etc.

BUDGET

Financial and In-Kind Contributions

Are there any contributions?

Please detail both In-Kind and Financial Contributions below.

<input type="checkbox"/>	In-kind (volunteer labour) contribution	<input type="checkbox"/>	Financial (cash) contribution
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Will funding be sought from other sources?

If funding is sources from other sources, please show as income below.

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Details of Voluntary Labour

Task to be completed	Name/s or number of people who will be completing tasks	No. of Hours	Rate per Hour	Total Cost
TOTAL			\$	\$

Financial Contribution		
Voluntary Goods/ Services to be provided	Supplier	Value
TOTAL		

Income		Expense	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
In-Kind	\$	In-Kind	\$
Total In-Kind Income	\$	Total In-Kind Expense	\$

Please attach separate Project Budget if insufficient room.

PART D – Checklist and Certification

Checklist of Items to support your Application

<input type="checkbox"/>	Application signed by both Project Manager and Organisation Chair/President
Please ensure copies of the following are attached to your completed Application	
<input type="checkbox"/>	Evidence of Organisation's Legal Status (e.g. Certificate of Incorporation; Constitution)
<input type="checkbox"/>	Organisation's Public Liability Insurance Certificate of Insurance
<input type="checkbox"/>	Organisation's most recent Bank Statement
<input type="checkbox"/>	Signed copies of quotes for products/services
<input type="checkbox"/>	Completed Budget template
<input type="checkbox"/>	Completed Project Plan, including timeline
<input type="checkbox"/>	Completed Risk Assessment (if your Project is an event)

Grant Eligibility Checklist

In submitting this Application, I confirm the following to be correct:	
<input type="checkbox"/>	The Applicant is a Registered Club, Incorporated Organisation or Not-for-Profit Organisation, or is being auspiced by this type of Organisation.
<input type="checkbox"/>	The Applicant can demonstrate a community need, improvements to social connectivity and build on community wellbeing, and/or demonstrate a social, economic or environmental benefit to the community.
<input type="checkbox"/>	The Applicant will acknowledge the contribution made by Edward River Council to the delivery of the Project.

Certification

I certify that I am authorised to submit this Application for funding on behalf of the Organisation named on page 6 of this Application	
Name	
Signature	
Date	