



**Edward
River**
COUNCIL

Community Grants Program

2019/20

Funding Guidelines

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 between \$1,000 and \$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, 23 August 2019**.

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 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, which can be accessed on Council's website at www.edwardriver.nsw.gov.au.

Completed applications must be addressed to the Manager Community and Economic Development and submitted to Council by **5.00pm on Friday, 23 August 2019** 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 team 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. When completing the Application Form, please print clearly using BLOCK LETTERS in black pen and tick the appropriate boxes.

Applicants must complete all four parts of the Application Form:

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