



POLICY NO.	CPCS1
POLICY TITLE	Community Grants Policy
STATUS	Council
SERVICE	Community & Customer Service
DOCUMENT ID	574502

OUTCOMES

The Community Grants program has been developed to financially support community groups and not for profit organisations to provide innovative and inclusive programs, events and projects in line with Council's Community Strategic Plan. The program is designed to meet the following outcomes:

- Effective and efficient use of resources to assist community groups, and not-for-profit organisations provide events, services and activities for the benefit of the local community.
- The program includes support for individuals selected to compete at a recognised sporting or cultural competition outside the Sydney metropolitan area in NSW, interstate or internationally.
- An equitable, transparent process for determining and allocating Council's grants and donations with appropriate accountabilities for grant recipients.
- Greater community participation, social inclusion, cohesion and engagement, and improved quality of life for the community of Hunters Hill local government area.

SCOPE

This Policy applies to all grants distributed by Council via its annual Community Grants Program.

Community Grants are not for recurring annual expenses, they are for 'one-off' projects, events, pilot programs, or establishment of a group or activity. A project will only be funded once.

The maximum funding available to any one group or organisation in the Community Grant category will not exceed \$1500, and in the Community Assistance category will not exceed \$500 per application. However, grants will generally be approved for a lesser amount. A total of \$20,000 in grant funding is available.

Applications that can demonstrate a financial or in-kind contribution will be considered favourably, as will those who source funding from other sources, or demonstrate collaboration and collective impact.

As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants who have not previously been funded. Subject to conditions, grants will be available annually.

Grants will be in two categories:

- a) Community Development – Service and Program Delivery
- b) Community Assistance - Sports and Cultural Competition

Applicants must either live in, be based in or provide services and activities in the Hunters Hill local government area.

Only one grant will be awarded to any one applicant in the Grants Program in any category per financial year.

Previous receipt of grant funding does not guarantee future funding.

1. GRANT CATEGORIES

1.1 Community Development - Service and Program Delivery (\$500, \$1000 or \$1500 per application)

These funds can be used for a new project, to enhance an existing project or purchase equipment or materials.

Council will consider applications from not-for-profit, incorporated organisations that are delivering services to, or organising local cultural or community activities for, participants of which the majority are residents of the Hunters Hill local government area.

These local community organisations would be working towards building a cohesive and connected community, based on the principles of inclusion, community wellbeing and cultural capacity building.

This program is available once annually.

1.2 Community Assistance - Sports and Cultural Competition (\$150, \$250 or \$500 per application)

Individuals or sponsoring organisations may apply for a donation to support residents of the Hunters Hill local government area selected to compete at a recognised sporting or cultural competition in regional NSW, interstate or internationally in accordance with the following scale:

- Up to \$150 for an individual selected to compete outside the Metropolitan area in NSW;

- Up to \$250 for an individual selected to compete Interstate; and
- Up to \$500 for an individual selected to compete internationally.

Applications must be supported by documentation from the sponsoring body detailing selection process and confirming the date and location of the competition.

Applicants are only eligible for one donation in any financial year, whether as a team member or as an individual. Funds must be used for the purpose indicated in the application.

Applicants must be residents of the Hunters Hill local government area. The activity shall be of amateur status - an unpaid rather than professional status.

2. ELIGIBILITY

Community grants are available to not-for-profit groups who:

- Primarily serve the residents of the Hunters Hill local government area.
- Can demonstrate a high level of community support.
- Can demonstrate financial stability and sound project management.
- Include a financial and/or in-kind contribution to the project.
- Can identify how their project meets an identified need in line with one of the themes of the Community Plan.
- Applications are invited from not-for-profit community-managed groups, welfare, education, arts/cultural, youth, seniors, children, culturally diverse and related groups.

Community grants can be used for a range of purposes including:

- events
- minor capital works
- pilot programs
- activities
- equipment
- workshops
- brochures/pamphlets
- art works
- incorporation
- promotion.

The project or activity must:

- be of benefit to the local community
- meet an identified need
- not require commitment to ongoing funding from Hunter's Hill Council
- not duplicate an activity already available in the local area.

3. INELIGIBILITY

Hunter's Hill Council will not provide grants for:

- Projects that seek funds for day-to-day operational expenses, such as rent and staff wages.
- Projects that seek funds to cover the cost of capital works.
- Projects located outside the Hunters Hill local government area.
- Projects that do not meet the identified priority needs of Hunter's Hill Council.
- Projects that have commenced prior to the grant announcement date.
- Organisations with projects that are not acquitted from previous funding rounds.
- For profit, commercial organisations, sole traders.
- General donations to charities (any activities that do raise funds for charities as part of their project or event must report this in the acquittal and provide receipts of all donations made).
- Political parties or activities that are overtly political in nature.
- Councillors, staff members and their immediate family.
- State or Federal Government agencies/departments.

4. KEY DATES

<i>TIMELINE</i>	<i>DETAILS</i>
<i>Early August 2023</i>	Applications open
<i>Late September 2023</i>	Application close
<i>October 2023</i>	Applications will be assessed in October by a panel comprising the General Manager, Mayor, Deputy Mayor, and two Councillors nominated by Council
<i>November 2023</i>	The recommendations of the panel will be the subject of a report to Council
<i>November 2023</i>	Grants awarded
<i>May 2024</i>	Grants acquitted

5. HOW TO APPLY

- Step 1. Complete the form on Council's website.
- Step 2. Answer all questions and attach all information as required.
- Step 3. Lodge application by the due date - late applications will not be considered, and no extensions will be granted.

6. ASSESSMENT CRITERIA

Community Development

These funds can be used for a new project, to enhance an existing project or purchase equipment or materials. The project must primarily benefit the residents of the Hunters Hill local government area and the application must demonstrate that it is meeting an identified need in the community with examples provided. This includes alignment to Council's Disability Inclusion Action Plan (DIAP).

Additional criteria that will be highly regarded includes:

- sustainability initiatives
- social inclusion/cohesion
- disadvantaged or minority groups
- disability inclusion/access (DIAP)
- learning and skill development
- health and safety
- arts and cultural awareness programs
- recreation and physical activity.

Community Assistance

This category aims to provide assistance to individuals who reside in the Hunters Hill local government area and are selected to compete in a sporting event or cultural competition outside the Sydney metropolitan area.

7. ASSESSMENT PROCESS

1. Grant applications will be assessed and prioritised by a panel comprising the General Manager, Mayor, Deputy Mayor, and two Councillors nominated by Council.
2. Applications will be assessed against the grant categories criteria.
3. A recommended list of projects to be funded will be provided by the Assessment Panel to Council for consideration.
4. Council will make the final decision on successful projects. All Community Grant allocations are endorsed by Council for final approval.
5. Council Officers and Councillors involved in this process will identify and manage any conflicts of interest in accordance with Council's Code of Conduct.

8. CONDITIONS OF FUNDING

Hunter's Hill Council reserves the right to require the successful applicant to enter into a partnership or service agreement. A funding agreement must be signed by the successful applicant prior to funding being made available.

Where a service or partnership arrangement is entered into it should be jointly developed and approved by Council and the applicant prior to funding being made available. Funds provided by Council must be deposited in an account in the applicant's name and Council must be advised of the applicant's GST status.

Grant recipients are required to acknowledge and promote Council's grant contribution. All publicity relating to the project/service, including any annual reporting, must acknowledge Hunter's Hill Council's contribution. This acknowledgement should be stated in the following or similar terms: 'This project was supported by funding from Hunter's Hill Council'.

At the end of the funding period, the recipient will be required to complete an acquittal process including the completion of a project evaluation form.

Should there be any concerns regarding the completion of the funded project, the recipient is encouraged to discuss the situation with Council Officers with a view to putting the project back on course.

9. RELATED RESOURCES

Legislation:

- a) Local Government Act NSW 1993 (relevant section 356)
- b) NSW Anti-Discrimination Act 1977
- c) NSW Heritage Act 1977
- d) Environmental Planning and Assessment Act 1997
- e) Commonwealth Disability Discrimination Act 1992
- f) Commonwealth Disability (Access to Premises – Buildings) Standard 2010
- g) The Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013
- h) Independent Commission Against Corruption (ICAC) Guidelines for Sponsorship in the Public Sector

Associated Council Policies/Documents:

- a) Community Grants Guidelines
- b) Community Plan
- c) Delivery Program
- d) Operational Plan
- e) Sponsorship Policy
- f) Events on Council Land Policy

POLICY AUTHORITY

General Manager

REVIEW

This policy to be reviewed annually.

ADOPTED BY COUNCIL:

DATE: 24 July 2023

RESOLUTION NO: 132/23

VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
09/09/2019	1.0	186/19	Initial Policy	Jane Tamasuskas
29/11/2020	2.0	195/20	Increased maximum grant from \$800 to \$1500	Bec Ho

18/7/2022	3.0	142/22	<ul style="list-style-type: none"> • Total fund increased from \$15,000 to \$20,000. • Allocation amounts specified. • Timeline of key dates. • Composition of assessment panel specified. • Community Assistance grants available once annually. • Policy review period changed from bi-annually to annually. 	Jacqui Jones
25/07/2023	4.0	132/23	<ul style="list-style-type: none"> • Updated timeline • Additional criteria • Related resources 	Annie Goodman