



COMMUNITY GRANTS POLICY

PURPOSE

The purpose of this policy is to ensure that financial funding provided by Council to support Community groups, not for profit organisations and individual's needs is in line with the Community Strategic Plan.

This policy provides information on the Community Grants Funding Program, including grant categories, eligibility, application process, key dates and assessment criteria.

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. This also includes 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 Hunter's Hill Council LGA.

SCOPE

Council will provide limited financial assistance to individuals, local not-for-profit, incorporated and registered charitable organisations delivering services to, or providing activities for, residents of Hunter's Hill Council through its Community Grants Program. 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 within or provide services and activities in the Hunter's Hill Council Local Government Area.

Community Grants are a tool used by Council to support and meet the needs of its residents and are linked to the priority areas identified in the **Hunters Hill Community Strategic Plan 2018 - 2028**.



The key directions covered in the Community Grants include –

Focus on the Community

Our focus is on creating an inclusive, connected, informed and healthy community, which encompasses the well-being of all residents. Together we want to encourage and support community groups that are inclusive, engaging and enhance social cohesion:

- Council encourages a sense of belonging and connection to the local community by:
 - supporting and facilitating community events/ projects and initiatives that encourage community participation.
 - Supporting and facilitating initiatives and projects to promote local Community groups.
- Council supports services and facilities that are child, youth, family and age friendly.
- Council provides accessible services and facilities to residents of all abilities.
- Council builds social networks and cohesion by providing annual community service grants to local organisations.
- Council strives to enhance the health and sense of wellbeing of the Community at all life stages by working with health providers and local organisations to increase awareness of health and wellbeing issues.
- Council's Social and Cultural Plans reflect community needs by promoting facilities and activities that promote and enhance cultural diversity.



POLICY STATEMENT

This policy has been developed to assist organisations, groups and individuals in applying for community grant funding from Hunter's Hill Council under the Community Grants Program. Applicants will need to choose the category which best fits with their project.

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

1. GRANT CATEGORIES

1.1 Community Development (Service and Program Delivery)

(Up to \$800 per application, \$13,500 total funding available per year)

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 Hunter's Hill Council residents.

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.

Grants are aimed at supporting involvement and addressing social needs.

1.2 Community Assistance (Sports and Cultural Competition)

(Up to \$500 per application, \$1500 total funding available per year)

Individuals or sponsoring organisations may apply for a donation to support Hunter's Hill Council residents selected to compete at a recognised sporting or cultural competition outside the Sydney Metropolitan Area in 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 may be made throughout the year.

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. The application must be received 6 weeks prior to the competition date.

Funds must be used for the purpose indicated in the application, otherwise returned to Council.

Applicants must be residents of Hunter's Hill Council.

The activity shall be of amateur status.

2. ELIGIBILITY

To be eligible for funding an organisation must:

- Be not-for-profit.
- Be Incorporated, unincorporated or a volunteer organisation.
- Be located within Hunter's Hill Council or principally service Hunters Hill residents.
- Be open to the general public, inclusive and not discriminatory. (Refer to Hunter's Hill Council's Disability Inclusion Action Plan.)
- Have acquitted previous Hunter's Hill Council funding received and have no outstanding debts to Hunter's Hill Council.
- Be commencing the Project after the Grant Commencement date – money can only be used on future expenditure. Grant money must be fully expended within a calendar year (as dated on the letter of notification of grant outcome) of the grant being received.

3. INELIGIBILITY

Hunter's Hill Council does not provide grants for:

- Projects that duplicate existing services or programs.
- 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 Hunter's Hill Council.
- Projects that do not meet the identified priority needs of Hunter's Hill Council.
- Projects that have commenced prior to 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.
- Schools or tertiary institutions.
- Councillors, staff members and their immediate family.
- State or Federal Government Agencies/Departments.

4. KEY DATES

Applications for Community Development Grants will open on 1 September and close on 1 October annually, and be assessed by a Panel. The recommendations of the Panel will be the subject of a report to Council. Notifications to applicants will be made in November.

Applications for Community Assistance Grants can be submitted at any time but must be received at least 6 weeks prior to the competition date.

Community Assistance Grants will be assessed and approved on a month to month basis throughout the year by delegated authority to the General Manager.

5. APPLICATION PROCESS

1. Determine the eligibility of your organisation and project.
2. Select one of the Community Grant Categories that best suits your project.
3. Complete appropriate Application Form and answer questions relating to the Assessment Criteria in the application form.
4. Prepare and submit your application together with supporting documentation (as required) by the closing date.



6. HOW TO APPLY

1. All applications can be downloaded from Council's website from the opening date.
2. Answer all questions and attach all information as required.
3. Late applications will not be considered, and no extensions will be granted.

7. ASSESSMENT CRITERIA

Grants Categories	Assessment Criteria
<p>Community Development</p> <p>These funds can be used for a new project, to enhance an existing project or purchase equipment or materials.</p>	<ul style="list-style-type: none"> • The project must primarily benefit the residents of the Hunters Hill LGA. • The application must demonstrate that it is meeting an identified need in the community with examples provided. • The project must align with Council's DIAP.
<p>Community Assistance</p> <p>This category aims to provide assistance to those individuals selected to compete in a sporting event or cultural competition outside the Sydney metropolitan area.</p>	<ul style="list-style-type: none"> • Individual must live in the Hunters Hill LGA. • Must be competing in a recognised sporting or cultural competition outside the Sydney metropolitan area. • The activity shall be of amateur status.



8. ASSESSMENT PROCESS

Community Development Grant applications will be assessed and prioritised by a panel composed of a team of Council Officers and Councillors.

Applications will be assessed against the grant categories criteria.

A recommended list of projects to be funded will be provided by a panel to Council for consideration.

Council will make the final decision on successful projects.

Council Officers and Councillors involved in this process will identify and manage any conflicts of interest in accordance with Council's Code of Conduct.

Community Assistance Grants will be assessed and prioritised by delegated authority to the General Manager.

9. 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 the 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 project was supported by funding from Hunter's Hill Council". Where such material is not available recipients will be required to verbally acknowledge Council's support.

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.



RELATED RESOURCES

[Hunters Hill Community Strategic Plan 2018 – 2028](#)

The key strategies Council will introduce to meet the objectives of the Plan are as follows:

- a) Community Grants Guidelines that will clearly articulate the process, eligibility, objectives, selection criteria and selection process.
- b) Revision of the needs for each grant category in line with Council's Strategic Plan documents and identified emerging needs.
- c) Introducing an effective acquittal process for each grant category.

[Regional Disability Inclusion Action Plan - Hunter's Hill, Lane Cove and Ryde Councils](#)

The purpose of this DIAP is to support disability inclusion in our communities. Making it easier for people to get around and access information is beneficial to all members of the community. The DIAP raises awareness about the people with a disability in our community.

[Section 356 of the Local Government Act 1993](#)

This section prescribes the requirements when Councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals.

Financial assistance must be for the purpose of exercising the Council's functions.

[Application Form](#)

The application forms will be available on Council's website when the application process opens.

DEFINITIONS

Project – An applicant can only have one project per year funded.

DIAP – Disability Inclusion Action Plan.

Year - Financial Year.

POLICY OWNER

The policy authority is the General Manager.



AUTHORISATION AND REVIEW

The development, implementation, review and evaluation of this policy are the responsibility of the Community Services Department.

Next Review Date

The policy should initially be reviewed in 1 year and be endorsed by the General Manager.

Version Control Table

Date	Version	Res. No.	Key Changes	Author
09.09.19	1.0	186/19	Initial Policy Document	Jane Tamasauskas