

Leeton Shire Council's Grants Program

Guidelines and Application Instructions 2018-2019

Leeton Shire Council recognises the importance of assisting non-profit community groups and organisations that are interested in, and are working towards, the enhancement and wellbeing of its Community. A number of grant opportunities are offered to groups and organisations as a means of facilitating support from Council whereby equitable processes apply.

Leeton Shire Council's Community Grants provide community groups with the resources to enhance and strengthen their own neighbourhoods and townships across three streams:

- Community Strengthening Grants
- Quick Response Grants
- Youth Development Grants

Council also offers support through:

- Local Heritage Grants
- Events
- Sponsorship

For more information on the above please refer to Council's Donations/Assistance and Sponsorship Policy.

Objectives

The objectives of the Leeton Shire Council Community Grants are to:

- provide a framework within which requests to Council for assistance are assessed
- ensure transparency and accountability to the Community
- provide an accessible and equitable process for non-profit organisations and individuals to seek support from Council
- comply with the provisions of the Local Government Act 1993
- account for the dollar value of all forms of assistance provided
- provide a "hand up" not a handout

COMMUNITY STRENGTHENING GRANTS

Community Strengthening Grants aim to provide opportunities for community groups and organisation to identify and respond to local issues and needs by providing seed funding to assist with developing new or building upon existing projects and activities.

There are two rounds of funding available through the year with applications being received up to \$1000

Eligibility

To be eligible to apply for a grant you must:

- Be an incorporated association or be auspiced by an incorporated body
- Be based in Leeton Shire
- Demonstrate clear benefits for the community
- Demonstrate that there are financial and/or in kind contributions toward the project
- Not have any outstanding grant acquittals from a previous Leeton Shire Council grant
- Minimum \$10 million public liability insurance and a certificate of currency

Exclusions

Funds will not be issued for:

- Late or incomplete applications
- Core operating costs
- Repeat projects or events if previously funded by a CSG grant
- Projects fully funded by another source
- Individuals
- Attendance at a conference or seminar
- Research and surveys
- Fundraisers and general donations to registered charities
- Political parties or activities
- Schools or tertiary institutions (outside of Council's annual sponsorship of presentation awards)

2018-2019 Timeline

- **Round 1 Grants Open** – 1 September 2018
- **Round 1 Grants Close** – 31 October 2018
- **Announcements** – November 2018
- **Projects to be completed and acquitted** – 30 June 2019
- **Round 2 Grants Open** – 1 March 2019
- **Round 2 Grants Close** – 30 April 2019
- **Announcements** – May 2019
- **Projects to be completed and acquitted** – 31 December 2019

How to apply

1. Read the guidelines and assessment criteria
2. Check you are eligible to apply and check the funding exclusions
3. Discuss your project with a Council officer to ensure it meets the criteria
4. Complete and submit an application form which can be collected from Council or online by the due date. **Late or incomplete applications will not be accepted.**

Required support material

You must submit the following with your application:

- A certificate of currency for your public liability insurance
- Quotes for any service or products required for the project
- Letters of support from partner organisations

Payment

All successful applicants will be required to sign a funding agreement prior to assistance being released acknowledging acceptance of the following conditions:

- That Council will be acknowledged as providing funds for the project (use of Council logo on flyers etc)
- Assistance provided is to be expended only on projects outlined in the funding application
- That a fully completed acquittal report will be submitted by date specified on the agreement including evidence of project completion
- Projects/activities are agreed to be commenced within 6 months of receiving funding
- If the project/activity does not occur then the grant funds are to be returned in full

Acquittal

An acquittal report will be required for all assistance provided including the supply of all invoices and receipts relating to the funded amount.

IMPORTANT NOTE:

During the assessment it may be elected to fund all, some or none of the eligible applications according to the funding available. Council's decision will be final and no correspondence will be entered into.

QUICK RESPONSE GRANTS

The Quick Response Grants support local groups and organisations by funding small projects that meet an identified community need. The purpose of this grant is to respond to opportunities that have clear Community benefit and arise unexpectedly with little notice and fall outside the normal application openings for Council's other programs.

This funding is available all year round until it is exhausted with applications being received up to \$1000.

Eligibility

To be eligible to apply for a grant you must:

- Be an incorporated association or be auspiced by an incorporated body
- Be based in Leeton Shire
- Arise unexpectedly with little notice
- Demonstrate clear benefits for the community
- Demonstrate that there are financial and/or in kind contributions toward the project
- Not have any outstanding grant acquittals from a previous Leeton Shire Council grant
- Minimum \$10 million public liability insurance and a certificate of currency

Exclusions

Funds will not be issued for:

- Late or incomplete applications
- Core operating costs
- Repeat projects or events if previously funded by a CSG grant
- Projects fully funded by another source
- Individuals
- Attendance at a conference or seminar
- Research and surveys
- Fundraisers and general donations to registered charities
- Political parties or activities
- Schools or tertiary institutions (outside of Council's annual sponsorship of presentation awards)

2018-2019 Timeline

Applications open annually on 1 July and 30 June. Once the budget for each financial year has been expended, no further applications will be considered until the next financial year.

Notification will be posted on Leeton Shire Council's website as soon as the budget has been fully allocated.

How to apply

1. Read the guidelines and assessment criteria
2. Check you are eligible to apply and check the funding exclusions
3. Discuss your project with a Council officer to ensure it meets the criteria
4. Complete and submit an application form which can be collected from Council or online by the due date. **Incomplete applications will not be accepted.**

Required support material

You must submit the following with your application:

- A certificate of currency for your public liability insurance
- Quotes for any service or products required for the project
- Letters of support from partner organisations

Payment

All successful applicants will be required to sign a funding agreement prior to assistance being released acknowledging acceptance of the following conditions:

- That Council will be acknowledged as providing funds for the project (use of Council logo on flyers etc)
- Assistance provided is to be expended only on projects outlined in the funding application
- That a fully completed acquittal report will be submitted by date specified on the agreement including evidence of project completion
- Projects/activities are agreed to be commenced within 6 months of receiving funding
- If the project/activity does not occur then the grant funds are to be returned in full

Acquittal

An acquittal report will be required for all assistance provided including the supply of all invoices and receipts relating to the funded amount.

IMPORTANT NOTE:

Projects and activities requiring a quick response grant due to poor planning will not be considered

YOUTH DEVELOPMENT GRANTS

Youth Development Grants are available to support the youth of the Leeton Shire who demonstrate high achievement in a cultural, academic or sporting activity and have been nominated to participate at a State, National or International level event.

This funding is available all year round until it is exhausted with applications set at \$250.

Eligibility

To be eligible to apply for a grant you must:

- Reside in Leeton Shire
- Be aged under 21
- Have not received a Youth Development Grant previously

Exclusions

Funds will not be issued for:

- Late or incomplete applications
- Individuals who successfully received a Youth Development Grant previously
- Groups or team applications

2018-2019 Timeline

Applications open 1 July each year and close on the last day of June unless the funding allocation is exhausted. We strive to process applications within one month. Once the budget for each financial year has been expended, no further applications will be considered until the next financial year.

Notification will be posted on Leeton Shire Council's website as soon as the budget has been fully allocated.

How to apply

1. Read the guidelines and assessment criteria
2. Check you are eligible to apply and check the funding exclusions
3. Discuss your project with a Council officer to ensure it meets the criteria
4. Complete and submit an application form which can be collected from Council or online by the due date. **Incomplete applications will not be accepted.**

Required support material

You must submit the following with your application:

- Proof of required attendance

Payment

Should unforeseen circumstances occur and the planned event is either not held or not attended, then the grant funds are to be returned in full to the Council before the expired timeframe

Acquittal

An acquittal report will be required for all assistance provided including the supply of all invoices and receipts relating to the funded amount.

CONTACTING COUNCIL

We highly encourage applicants to contact the relevant Council staff member to discuss their project idea before proceeding with an application. Discussing your project with staff is also a requirement of some applications.

Please note that staff are not able to assist with the completion of applications for assistance but are happy to discuss your idea and provide advice and guidance on the actual project.

Area	Contact	Phone	Email
Community projects	Manager Community Services	6953 0913	council@leeton.nsw.gov.au
Art and Culture Projects	Marketing and Cultural Services Coordinator	6953 0922	
Recreation and Leisure	Manager Open Space and Recreation	6953 0914	
Events and Tourism	Manager Communications and Marketing	6953 0912	
Heritage and planning	Manager Planning, Building and Health	6953 0921	
Economic Projects	Economic Development Coordinator	6953 0902	

APPENDIX 1

ASSESSMENT FOR COMMUNITY GRANTS & QUICK RESPONSE GRANTS

Assessment will be guided by scoring against the Eligibility and Assessment Criteria set out in the tables below and will be undertaken by the Community Grants Assessment Committee.

Eligibility

Yes	No	
		The applicant is an incorporated association or is auspiced by an incorporated body
		Based/service in Leeton Shire
		Does the application align to the strategic priorities of the Leeton On the Go' Community Strategic Plan – Towards 2030
		Received prior to the closing date
		Insurance paperwork included
		Addressed all questions in application
		Applied only once this financial year
		Acquitted previous project(s) to satisfactory standard (inc all invoices)
		Authorised person signature
		Project is for a new project or program (ie doesn't replicate another service)
		Is there a clear understanding of a target group and their need
		If a quick grant, does the application substantiate that it the project arose unexpectedly with little notice

APPENDIX 2

ASSESSMENT FOR YOUTH DEVELOPMENT GRANTS

Assessment will be guided by scoring against the Eligibility Criteria set out in the table below and will be undertaken by the Community Services Team.

Eligibility

Yes	No	
		Reside in Leeton Shire
		Received prior to the closing date
		Addressed all questions in application
		The applicant has not received Youth Development Grant funding before
		Authorised person signature