

# Leeton Shire Council's Grants Program

## Guidelines and Application Instructions

**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 in an equitable and transparent process.**

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

### Objectives

The objectives of the Leeton Shire Council Community Grants Guidelines 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 organisations 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 individual applications limited to 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
- Hold a minimum \$20 million public liability insurance and a certificate of currency
- Demonstrate a clear link to Leeton Shire Council's Community Strategic Plan

## 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)

## Timeline

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

## 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

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

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

## Acquittal

An acquittal report, including the supply of all invoices and receipts relating to the funded amount, will be required within six months of the completion of the funded project/activity.

## IMPORTANT NOTE:

During the assessment process it may be decided to fund all, some or none of the eligible applications, according to available funds. 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 limited to 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 that the project has arisen unexpectedly
- 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
- Hold a minimum \$20 million public liability insurance and a certificate of currency
- Demonstrate a clear link to Leeton Shire Council's Community Strategic Plan

## 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)

## 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

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

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

## Acquittal

An acquittal report, including the supply of all invoices and receipts relating to the funded amount, will be required within six months of the completion of the funded project/activity.

## IMPORTANT NOTE:

Applications for a quick response grant due to poor planning in a project or activity will not be considered

# YOUTH DEVELOPMENT GRANTS

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

This funding is available all year round until it is exhausted, with the grant amount set at \$250.

## Eligibility

To be eligible to apply for a grant you must:

- Be a permanent resident of Leeton Shire
- Be aged under 18
- Have not already received a Youth Development Grant in the current financial year

## Exclusions

Funds will not be issued for:

- Applications received after the event
- Incomplete applications
- Individuals who have received a Youth Development Grant within the current financial year
- Groups or team applications

## 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 as quickly as possible, allowing for presentation to the next Council meeting. 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
- Description of achievements
- Reference from relevant coach, teacher or tutor

## Payment

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

## Acquittal

An acquittal report, including the supply of all invoices and receipts relating to the funded amount, will be required within six months of the completion of the event.

**Successful applicants may be requested to attend a Council meeting or workshop to speak regarding their achievement.**

## CONTACTING COUNCIL

We encourage applicants to contact the relevant Council staff member to discuss their project idea before proceeding with an application.

It is a requirement of the Community Strengthening and Quick Response Grant applications to discuss your project with staff.

Please note that staff are not able to assist with the completion of applications 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**

<b>Yes</b>	<b>No</b>	
		The applicant is an incorporated association or is auspiced by an incorporated body
		Based/service in Leeton Shire
		Aligns 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
		Acquitted previous project(s) to satisfactory standard (inc all invoices)
		Signed by Authorised person
		A new project or program (ie doesn't replicate another service)
		Is there a clear understanding of a target group and their need?
		If organisation has been successful for funding already within this financial year, is this application for a different project?
		If a Quick Response Grant, does the application substantiate that the project arose unexpectedly, and is not the result of poor planning?

## **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**

<b>Yes</b>	<b>No</b>	
		Permanent resident of Leeton Shire
		Received prior to the event
		Addressed all questions in application
		The applicant has not received a Leeton Shire Council Youth Development Grant within the current financial year
		Authorised person signature