



# Leeton Shire Council's Grants Program Guidelines and Application Instructions

**Leeton Shire Council recognises the importance of assisting non-profit community groups and organisations interested in, and working towards, the enhancement and wellbeing of their 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.**

Council's Community Grants Program aims to:

- provide a "hand up", not a handout, to support the achievement of community outcomes in line with the Community Strategic Plan 'Leeton On The Go'
- provide an accessible and equitable process for non-profit organisations and individuals to seek financial support from Council.

There are three streams of funding available to community, including:

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

## **Objective**

The Guidelines aim to:

- provide a framework within which requests to Council for assistance are assessed
- ensure transparency and accountability to the community around Council's grant funding
- comply with the provisions of the *Local Government Act 1993*
- account for the dollar value of all forms of assistance provided.

# COMMUNITY STRENGTHENING GRANTS

The Community Strengthening Grants support local groups and organisations by funding projects that meet an identified community need as expressed in Council's 'Leeton On the Go' Community Strategic Plan – Towards 2030.

There are two rounds of funding available through the year, with individual applications limited to a maximum of \$1,000.

## Eligibility

To be eligible to apply for this 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 and align with the Community Strategic Plan 'Leeton On The Go'
- demonstrate that there are other financial and/or in-kind contributions being made 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.

## Exclusions

Grants will not be provided:

- for late applications
- to groups who have successfully received grant funding in Round 1 of the current financial year
- to fund core operating costs of an organisation
- for repeat projects or events if previously funded through this grant program
- for projects fully funded by another source
- to individuals
- to fund attendance at conferences or seminars
- to fund surveys or other research
- for fundraisers and general donations to registered charities
- to support political parties or activities.

## Annual Timeline

- **Round 1 Grants Open** – 1 September
- **Round 1 Grants Close** – 31 October
- **Announcements** – November
- **Acquittals Due** – 30 June
- **Round 2 Grants Open** – 1 March
- **Round 2 Grants Close** – 30 April
- **Announcements** – May
- **Acquittals Due** – 31 December

## How to apply

1. Read the guidelines and assessment criteria.
2. Check your project against the eligibility and exclusion criteria.
3. Discuss your project with the Council grants officer to ensure it meets the criteria.
4. Complete and submit the Community Strengthening Grants application form, which can be accessed online at [leeton.nsw.gov.au](http://leeton.nsw.gov.au) or collected in person from Council.

## Required support material

You must submit the following with your application:

- a Certificate of Currency for your public liability insurance
- quotes for any services or products required for the project
- letters of support from partner organisations.

## Conditions

Applicants for these grants should understand that the grant funds will be supplied under the following conditions:

- a funding agreement must be completed and signed in order for funds to be released
- Council is to be acknowledged as providing support for the project (Council's logo is to be used on all printed material, for instance)
- the funds provided are to be expended only on the projects/activities outlined in the funding application
- projects/activities are to commence within 6 months of the receipt of funds
- projects/activities are to be completed within 12 months of commencement, otherwise funds must be returned in full
- a fully completed acquittal report, including evidence of project completion, is to be submitted by the date specified in the funding agreement.

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

# QUICK RESPONSE GRANTS

Quick Response Grants support local groups and organisations by funding small projects that meet an identified community need as expressed in Council's 'Leeton On the Go' Community Strategic Plan – Towards 2030, arise unexpectedly with little notice and fall outside the normal application openings for Council's other grants programs.

This funding is available all year round until it is exhausted, with individual applications limited to a maximum of \$1,000.

## 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 need for the project/activity has arisen unexpectedly
- demonstrate clear benefits for the community and align with the Community Strategic Plan 'Leeton On the Go'
- demonstrate that there are other financial and/or in-kind contributions being made toward the project
- not have any outstanding grant acquittals from previous Leeton Shire Council grants
- hold a minimum \$20 million public liability insurance and a Certificate of Currency.

## Exclusions

Grants will not be provided for:

- activities that have already occurred
- groups that have already successfully received grant funding through the current financial year's Community Strengthening Grants Program
- core operating costs of an organisation
- repeat projects
- Individuals
- attendance at a conference or seminar
- research and surveys
- fundraisers and general donations to registered charities
- political parties or activities.

## Timeline

Applications open annually on 1 July. Council strives 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, notification will be posted on Council's website and no further applications will be considered until the next financial year.

## 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 the Quick Response Grants application form which can be accessed online at [leeton.nsw.gov.au](http://leeton.nsw.gov.au) or collected in person at Council.

## Required support material

You must submit the following with your application:

- a Certificate of Currency for your public liability insurance
- quote/s for any services or products required for the project
- letter/s of support from partner organisations.

## Conditions

Applicants for these grants should understand that the funds will be supplied under the following conditions:

- a funding agreement must be completed and signed in order for funds to be released
- Council is to be acknowledged as providing support for the project (Council's logo is to be used on all printed material, for instance)
- the funds provided are to be expended only on the projects/activities outlined in the funding application
- projects/activities are to commence within 6 months of the receipt of funds
- projects/activities are to be completed within 12 months of commencement, otherwise funds must be returned in full
- a fully completed acquittal report, including evidence of project completion, is to be submitted by the date specified in the funding agreement.

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

# 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 who 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 resident of Leeton Shire
- aged 18 years and under
- 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 takes place
- to individuals who have received a Youth Development Grant within the current financial year.

## Timeline

Applications open on 1 July each year and close on 30 June of the following year, unless the funding allocation is exhausted prior to that. Council strives 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, notification will be posted on Council's website and no further applications will be considered until the next financial year.

## How to apply

1. Read the guidelines and assessment criteria.
2. Check that you are eligible to apply and check the funding exclusions.
3. Discuss your event/activity with a Council officer to ensure it meets the criteria.
4. Complete and submit the Youth Development Grant application form, which can be accessed online at [leeton.nsw.gov.au](http://leeton.nsw.gov.au) or collected in person from Council.

## Required support material

You must submit the following with your application:

- evidence that you are required to attend
- evidence of previous achievements
- preference from relevant coach, teacher or tutor.

## Conditions

Applicants for these grants should understand that the funds will be supplied under the following conditions:

- a funding agreement must be completed and signed before funds will be released
- that funds provided are to be expended only on the event/activity outlined in the grant application
- that a fully completed acquittal report, with all invoices attached, is to be submitted within one month of the completion of the event/activity
- if the event/activity does not occur, funds are to be returned in full to Council.

**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 to discuss applications with a relevant staff member.

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 and youth related projects	Manager Community Services	6953 0951	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, economic projects and Tourism	Manager Visitor, Cultural & Local Economy	6953 0912	
Heritage and planning	Manager Planning, Building and Health	6953 0921	

## **APPENDIX 1**

### **ASSESSMENT FOR COMMUNITY GRANTS AND 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/s is an incorporated association or is auspiced by an incorporated body
		The project will directly benefit residents of Leeton Shire
		The project aligns with the strategic priorities of the Community Strategic Plan 'Leeton On The Go'
		The application was received prior to the closing date
		Insurance paperwork was included with the application
		The applicant addressed all questions in the application
		The applicant acquitted previous project(s) to a satisfactory standard (including all invoices)
		The application was signed by authorised person
		The project outlined in the application is a new project or program (ie doesn't replicate another activity previously funded by Council's grants program)
		The applicant demonstrates a clear understanding of a target group and their need
		The organisation has not been successful in obtaining funding within this financial year
		If the application is for 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>	
		The applicant is a resident of Leeton Shire
		The applicant is 18 years or younger
		The application was received prior to the event/activity
		The applicant addressed all questions in the application
		The applicant has not previously received a Leeton Shire Council Youth Development Grant within the current financial year
		The application was signed by a parent or guardian

**APPENDIX 3**

**Acquittal Form**

**GRANT PROGRAM  
ACQUITTAL REPORT**



*Submission of an incomplete acquittal report or submission of the report after the due date will jeopardise the possibility of future financial assistance from Leeton Shire Council.*

Organisation	
Project Name	
Grant funding amount provided	\$
Contact Person	
Title	
Is this project completed? If not, please explain the situation	
How did the community benefit from this project?	
If funds were used to purchase equipment, what has been the use of this equipment	
If funds were for an event or activity – when was it held and how many attended	
Any other comments you wish to provide	
Signature	

*Please attach **ALL** invoices and at least one item of further evidence which shows how you have acknowledged Council's support – a poster, for example.*