



## PROGRAM GUIDELINES

### INFORMATION ABOUT THE PROGRAM

# 2021 COMMUNITY GRANT PROGRAM

**Please note that this grant is only available to Incorporated Associations, Not-For-Profit Organisations, community and sporting groups and registered charities.**

#### **BUSINESSES ARE NOT ELIGIBLE TO APPLY**

Council recognises and values the strengths of the Camden community, including the strong sense of belonging, demonstrated through participation in a range of community, sporting and cultural activities implemented by community organisations and groups.

Community organisations and groups delivering essential services to the Camden local community have been impacted during the COVID-19 pandemic and the number of residents accessing these services has increased as a direct result.

The 2021 inaugural COVID-19 Community Grant Program (the Grant) has been adapted from Council's Community Small Grants and Sponsorship programs and designed to address the challenges faced by community organisations, groups and the wider community during the COVID-19 pandemic and throughout the recovery period.

The Grant will make funding available to incorporated associations and not-for-profit groups located in or servicing the Camden Local Government Area (LGA). Applications should promote community wellbeing, resilience and encourage social connections throughout the local community, addressing issues such as social isolation, community welfare, mental health and engaging and encouraging residents through community and sporting participation.

Funds can be applied for projects or programs that can show evidence of providing direct benefit to the local community, sporting community and assist with community recovery and resilience. Be as creative as you like, the grant can encompass any idea within the framework below. Digital or online delivery is also applicable for health and wellbeing and sponsorship grants.

Applications to this Grant can be made at any time from 5pm 15 March 2021 until 19 April 2021.

Council will consider all applications and determine successful requests in line with its operational plan and budget with all applications to be assessed on their merit.

To be eligible for consideration of funding, an organisation must:

- Be not-for-profit; or
- Be a registered charity; or
- Be an incorporated body or be auspiced by an incorporated body;
- Offer a project within the Camden Local Government Area

- 75% of participants must be from the Camden Local Government Area (excluding proposed digital/online projects that will benefit and by their nature are accessible by, both the Camden and wider community)
- Have Public Liability Insurance of over \$20,000,000 or be auspiced by an organisation who have Public Liability Insurance to this amount.

Auspicing organisations must also be an incorporated association, not-for-profit or community group.

## GRANT CATEGORIES

The Grants will fund successful projects through the following categories:

- **Health and Wellbeing** – Projects that support access to physical and social resources to promote quality of life and create an inclusive and cohesive community as part of the community recovery from COVID-19. Applications should take into account projects that are able to bridge the gap of social isolation for vulnerable residents, promote social cohesion and resilience and rebuild connections and partnerships with groups and community members through project delivery. Applications will be accepted for consideration for up to \$10,000. Successful applicants will have up to 24 months to complete the project.

- **Sport and Recreation** Council seeks to support Camden's sporting clubs and associations through Community Grants. Projects can be applied for that promote coaching development, the increase in participation, pathway development of athletes and coaching, sports administration programs and courses for officials and volunteers

Applications for equipment should demonstrate how it supports the overall projects that meet the above criteria. Each application should consider the sustainability of the project and ensure that the program is viable post the initial funding contribution should the project be successful for funding. This funding is only available as a one-off to each applicant. Applications for recurrent funding will not be considered, however the application may show different stages of project delivery throughout the 9 months allocated. Grants up to \$7,500 are available in this category for eligible sporting organisations. Initial allocation of funding must be expended in the current season or within 9 months whichever occurs first.

- **Events and Sponsorship** – Projects and events that support community recovery by reconnecting community through events and activities. Applications should identify how the event promotes resilience throughout the community i.e., how the event promotes a response to both engage and provide wide community benefit during COVID-19 recovery. This funding round is for events held between July 2021 to December 2022 and may need to encompass or shift to digital programs if COVID-19 restrictions are re-imposed, or postponed. Successful applicants will have over 18 months to deliver their events, so strong planning is encouraged as part of the applicant. Applications can ask for up to \$10,000, however the grant will be assessed on the size of the event/location/attendance/benefit to the local community.

Equipment may be applied for as part of a wider project, but the specifics of the grant itself cannot purely be to cover equipment, minor or major works, membership fees, club or organisation only events or trophies. Staff salaries will also not be considered.

**Tip: Please be realistic about the funding you are requesting for the project or event you are applying for. Take into account how much your organisation/group will be able to deliver in the allocated time and ensure that any quotes or outgoing expenditure matches your budget.**

## CRITERIA FOR FUNDING

Council will consider all applications and determine successful requests in line with its operational plan and budget with all applications to be assessed on their merit.

The following criteria will form the basis of applications and assessment process (although projects will not necessarily have to meet all criteria to be successful):

### **Health and Wellbeing and Events and Sponsorship**

- address community needs through identification of projects or events that assist the local community to recover from the current COVID-19 pandemic
- demonstrate capacity to deliver the Grant;
- Demonstrate resilience through building a connected community;
- demonstrate a considerable benefit to the community through either service delivery or participation and event delivery;
- show evidence of community support if practicable;
- demonstrate an ability to manage the project through allocation of prior funding, effective planning, clear goals and a clear approach to project outcomes;
- demonstrate a clear link between the proposed project or event in line with Key Direction 5 of Council's Strategic Plan; (see information below)
- demonstrate the contribution of the organisation applying to the project or activity through cash, in-kind or volunteer support;
- demonstrate how the funds will be used to address identified project delivery outcomes; and
- demonstrate a willingness or clear plan to work with or partner with another organisation or group who might be considering a similar project if applicable.

### **Sport and Recreation**

Successful applications will be considered within the following priority order –

- evidence of providing benefit to the local community within Camden LGA
- Programs that have considered development for sustainable operations including coach development or administration development
- Projects that are developed for target groups including female participation, inclusion & diversity
- Projects that enhance pathway development for athletes and participation opportunities
- Equipment provision – for clubs to apply for equipment it must support the above priorities
- Clubs must provide a timeline of the initial project as part of the application
- Initial allocation of funding must be expended in the current season or within 9 months whichever occurs first.
- Clubs must submit an expansion/improvement plan for the operations of the club and include any

recovery plans post COVID-19.

- Any application made must be submitted with the approval of the Executive of the club committee and the grant applicant must have the authority to do so.
- Clubs must allocate a project manager who will champion the project and be the primary contact throughout the duration of the program.

**What projects will not be considered?**

- Any capital works
- Any equipment unless necessary to achieve the outcomes attached to the project

The Community Strategic Plan is the highest-level plan that a Council will prepare.

The Plan identifies the community's main priorities and aspirations for the future (at least 10 years), and the plans and strategies for achieving these goals.

While Councils' prepare Community Strategic Plans on behalf of their communities, Council is not wholly responsible for implementing the Plan. Other partners such as State Government agencies, community groups and businesses may also be engaged in delivering the long-term objectives of the Plan.

Under the Integrated Planning and Reporting (IPR) legislation, the Community Strategic Plan is reviewed and updated by each new Council following its election.

Council at its meeting dated 27 June 2017 adopted the Community Strategic Plan.

The Community Grants program has referred to the below key directions for the purposes of the creation of the application form and guidelines. These directions will also form part of the evaluation and subsequent awarding of funds to successful applicants.

### **Key Direction 5, 'An Enriched and Connected Community'**

"An enriched and connected community involves arts and culture, community safety, healthy lifestyles and community health. In addition, the community is further enriched through learning, access to information and recreation and leisure to build social capital and cohesion."

### **Key Direction 5 Strategies**

The outcomes for an enriched and connected community will be achieved through a focus on the following.

**5.1.1** Foster strong, cohesive, healthy and safe communities

**5.1.2** Build partnerships with local community organisations and groups in the delivery of services to a diverse community across the Camden LGA

**5.1.3** Facilitate community connections, inclusion, resilience and sense of belonging through the provision and support of a broad range of events and activities

## ASSESSMENT PROCESS

The COVID-19 Community Grants Program is a competitive grants program and while every consideration will be given to fund as many projects across as many different areas as possible, not every project can be funded. Part funding may also be considered for projects that are not ranked as highly as other applications and have the capacity to perform part of the project.

A panel of Council Officers will assess applications against the assessment criteria through a rigorous assessment process, and a report will be presented to Council providing recommendations and project ranking on which applications should be considered for funding.

Once funding has been endorsed by Council, all applicants, successful and unsuccessful, will be advised of Council's decision as soon as practicable.

## MANAGING THE GRANT

Successful applicants will be required to sign a funding agreement and provide a tax invoice if they are registered for GST.

The following conditions apply to all financial assistance allocated through the program;

- to use the funds only for the purpose approved;
- to notify Council and seek approval for any changes to the project for which assistance has been approved. If the project is cancelled or modified without approval, Council reserves the right to seek full reimbursement of Funds.
- Successful applicants shall finalise their projects within the time allocated for funding. Successful applicants with projects that are run over 12 months will be required to submit a progress report. If the project is not finalised within the timeframe required all unspent monies may be requested to be returned to Council;
- Should the project exceed the budgeted amount, applicants will be required to meet any additional costs; and
- Applicants should ensure acknowledgement of Council is included in all promotional material and/or publications relating to the project.

Successful applicants shall undertake an acquittal process when the project is finalised and provide Council with:

- A completed evaluation form and written report;
- financial statements/invoices; and
- a copy of any promotional/media material, booklets etc.

within the agreed timeframe.

## HOW TO APPLY

Applications for the Grants can be made at any time from 17 March to 19 April 2021, via the SmartyGrants portal.

**Incomplete application forms, incomplete paperwork accompanying the grant application and/or late applications will not be considered for funding.**

## SUPPORTING DOCUMENTATION

**In addition to the application form, submissions must include:**

- Copy of Certificate of Incorporation or registered charity status.
- Copy of your organisation's (or auspicing organisation's) last audited balance sheet
- Copy of ABN/ACN and GST registration confirmation from the Australian Taxation Office
- Evidence of **current** public liability insurance
- Copy of detailed quotes for all projects or equipment purchases.

## INFORMATION SESSIONS

Applicants are strongly encouraged to attend an online information session to obtain more details on the grant program and to discuss project ideas with Council Officers.

Sessions will be held via zoom and a link will be sent when you have registered.

Sessions will be held on:

- Monday 29 March, 6pm; and
- Tuesday 30 March, 10am

**To register for information sessions, please book online here: [\\$113.8 Million Recovery Package » Camden Council \(nsw.gov.au\)](#)**

## FURTHER INFORMATION

For further enquiries please email [grants@camden.nsw.gov.au](mailto:grants@camden.nsw.gov.au)