



2020/2021 Community Small Grants Program

PROGRAM GUIDELINES

INFORMATION ABOUT THE PROGRAM

Council recognises and values the strengths of the Camden community, including the strong sense of belonging, demonstrated through participation in a range of community and cultural activities. Council aims to draw on these strengths and provide support to assist them to continue to grow. Council acknowledges the important role of community organisations in developing projects and coordinating and managing funded activities which help to further develop these strengths in the community.

The funding and support are also mechanisms for Council to further the aims identified in Council's social, cultural, economic and environmental plans and policies and applications are assessed against these policies and broad Council objectives and plans as identified in Camden Council's Strategic Plan.

The Community Small Grants Program provides funding of up to \$6,500 per project to support work the done by local community organisations based in or providing events or services for, the Camden Local Government Area.

The Community Small Grants Program is open for application annually.

ELIGIBILITY CRITERIA

To be eligible for funding, an organisation must:

- Be not-for-profit; or
- Be a registered charity
- Be an incorporated body or be auspiced (sponsored) by an incorporated body;
- Offer a project in the Camden LGA, or primarily for the Camden community (minimum of 75% participants from the LGA);
- Acquit any previous Camden Council grants (excluding grants held within the prior 12 month period) and have no outstanding debts to Council.
- Have public liability insurance of \$20,000,000 or more.

INELIGIBILITY

Council does not provide grants for:

- 1) Projects that duplicate existing services or programs;
- 2) Projects that do not meet the identified priority needs;
- 3) Projects that directly contravene existing Council policy;
- 4) Projects previously funded.

Exception to points 1 and 4: Projects may be considered relating to COVID Response Grant 2020 projects that can adequately demonstrate successful outcomes, show evidence of the successful outcomes and submit an acquittal before project is submitted.

GRANT CATEGORIES

Grants are available in the following categories:

Minor Works

Projects which enhance community infrastructure (excluding Council owned premises) by aiding in the development of facilities, improvements or maintenance to existing facilities. Grant applications must not be requesting more than fifty percent of the total cost of the project for an amount over \$6500 and applicants must show evidence of where other project funds will be sourced. No projects over a total cost of \$13 000 will be considered. Any buildings subject to heritage approval must have prior approval for the grant to be considered. Any projects subject to DA approval are the responsibility of the applicant and proof of lodgement and approval should be included with the application. DA fees must not be part of the funding request.

Note: If applying under the minor works category, it is essential that permission be sought from the owners of the building or facilities prior to lodgement of an application. Please provide evidence of approval with your application.

Culture and Inclusiveness

Projects involving events or activities that foster Camden's cultural and community identity and activities that supports an accessible, diverse and inclusive range of community building including artwork, performance, writing and other cultural activities.

Health & Community Well Being

Projects which support access to physical and social resources to promote quality of life and create an inclusive and cohesive community.

Sport and Recreation

Programs which increase or maintain participation within sport and recreation as well as projects which improve the quality, education/training, safety or range of participation as part of Council's COVID-19 community response plan.

CRITERIA FOR FUNDING (EXCLUDING SPORT AND RECREATION CATEGORY)

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 assessment (although projects will not necessarily have to meet all criteria to be successful):

- demonstrate a considerable benefit to the community;
- establish new and innovative community projects or programs;
- demonstrate coordination with other groups in the community;
- show evidence of community support;
- demonstrate an ability to manage the project through allocation, effective planning, clear goals and evaluation processes;
- address local issues by attempting to meet a community need or short coming;
- show the contribution of the organisation applying to the project or activity through cash, in-kind or volunteer support; and
- demonstrate the organisation's ability to manage and deliver community or cultural services and not become dependent on ongoing financial assistance from Council.

CRITERIA FOR FUNDING (SPORT AND RECREATION CATEGORY)

- Demonstrate the 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 which supports coach or administration operations, target group development, diversity or athlete pathway development.
- Clubs must provide a timeline of the initial project as part of the application
- Allocation of funding must be expended within 12 months of the notification of successful application.
- Clubs must submit a plan for the use of the funds and should include any recovery plans post COVID-19.
- Applications made must be submitted with the approval of the Executive of the club committee
- A project manager who will champion the project and be the primary contact should be provided.
- Capital works projects will not be considered for funding.

CAMDEN COMMUNITY STRATEGIC PLAN

The Community Strategic Plan represents the partnership between Council, Federal and State Government agencies, local businesses, local community organisations and residents to deliver for the community.

All partners have a valuable and unique role to play.

The Community Strategic Plan is the community's plan for the Camden Local Government Area (LGA).

Camden Council encourages you to be a part of this journey, to deliver an exciting future for our beautiful and thriving Camden LGA.

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

Applications will be considered by an allocation committee of Council Officers and recommendations will be considered and endorsed by Council.

The Community Small 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. Successful applications will be decided at the discretion of Council.

If you have any questions regarding the grant, please don't hesitate to contact Community Project Officer on (02) 4645 5106 or email grants@camden.nsw.gov.au.

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 the project within 12 months of notification from Council or with approval within 18 months of notification. If the project is not finalised within this time 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
- to 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 must be submitted by Council's SmartyGrants portal.

Grants will be open from 3 September 2021 until 1 October 2021.

Incomplete application forms, or incomplete paperwork accompanying the grant application or late applications will not be considered.

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 of \$20,000,000 or more
- Copy of two detailed quotes for projects or equipment purchase.
- Copy of DA approval and/or landowner approval for minor works projects (if applicable)

FURTHER INFORMATION

For further enquiries please email grants@camden.nsw.gov.au