



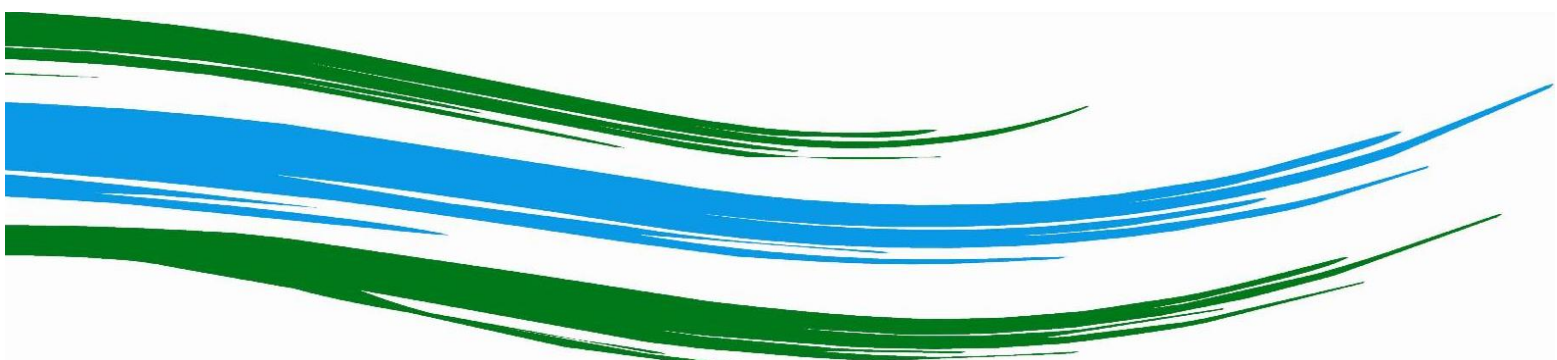
# Camden Council

## Attachments

**Ordinary Council Meeting**  
**9 October 2018**

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**Camden Council**  
**Administration Centre**  
**70 Central Avenue**  
**Oran Park**

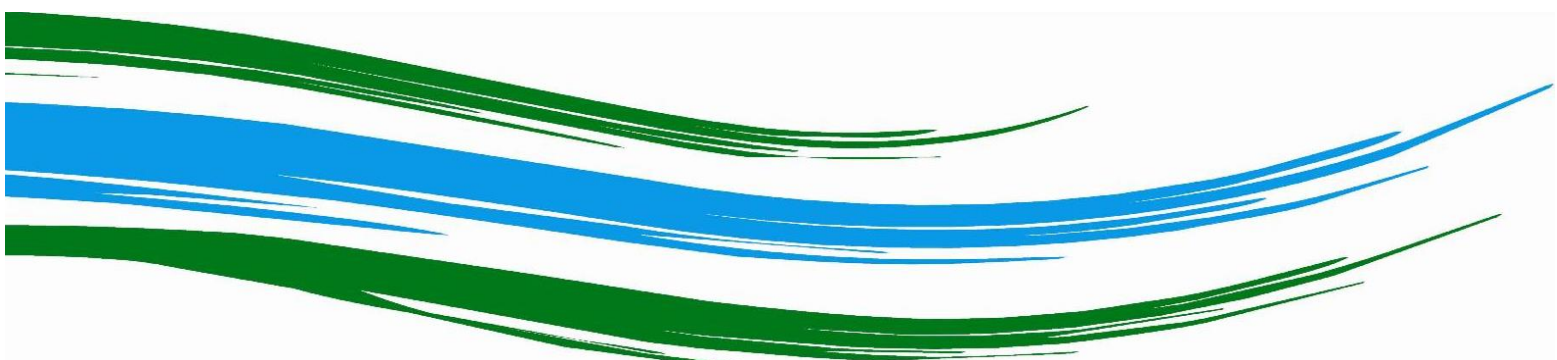




# ORDINARY COUNCIL

## ATTACHMENTS - ORDINARY COUNCIL

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## 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 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 Community Small Grants held within the prior 12 month period) and have no outstanding debts to Council.

### INELIGIBILITY

Council does not provide grants for:

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

## 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.

## 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 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.

## CAMDEN COUNCIL STRATEGIC PLAN

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

**"Vision for 2040** - In 2040 Camden, we will be a community of people who feel a strong sense of belonging and connection to our place and community. We are proud of the place in which we live, and feel safe within our neighbourhoods, parks and town centres. We are a community that enjoys celebration of our local culture and heritage through events, both large and small. These make our place vibrant and interesting, and we enjoy the richness that diversity brings to our community.

Our lives are enriched through a diverse array of opportunities, through arts and cultural programs, local libraries, access to information, recreation and sporting pursuits, parks and open spaces. We are enriched because we connect with other people in our community through a range of organisations, places and groups. We are able to access the support we need when we need it.

In 2040 we enjoy access to a range of high quality services and facilities, including health services and hospitals, a choice of educational facilities, child care services, community support, information, recreation and sporting facilities. Whilst we're still enjoying a country town feel, we are able to access city-like services and facilities within our own local area."

### Key Direction 5 Strategies

The outcomes for an enriched and connected community will be achieved through a focus on:

#### 5.1 Community Objective: People feel connected, supported and that they belong.

- 5.1.1 Facilitating community connections, inclusion, resilience and sense of belonging through the provision and support of a broad range of events, facilities, organisations and activities.
- 5.1.2 Enhancing opportunities for full engagement in community, recreational and economic life for all people in the community through appropriate planning, consultation, services, activities and advocacy, with a particular focus on:
  - a. Children and families
  - b. Young people
  - c. People with a disability
  - d. People from culturally and linguistically diverse backgrounds
  - e. Indigenous people
  - f. Older people
  - g. Women
  - h. Groups within the community who may be adversely impacted by emerging issues or events
- 5.1.3 n/a
- 5.1.4 n/a
- 5.1.5 Availability of up-to-date and easily accessible information about local services, facilities, groups and organisations to enable all residents to access the opportunities they need within their local community.

5.1.6 n/a

5.1.7 n/a

**5.2 Community Objective: There is community pride.**

5.2.1 Developing, preserving and celebrating Camden's history and the strengths, achievements and diverse cultures that make up this community.

5.2.2 Enhancing community and economic life by providing opportunities for the community to participate in and tell their stories through arts and cultural activities, supporting local artists and creative industries, and through the use of public art to add local significance and appeal to Camden's public places.

**5.3 Community Objective: People feel safe**

5.3.1 Creating and sustaining a safe environment within families, neighbourhoods, public spaces and venues through effective programs, education, partnerships and community engagement.

**5.4 Community Objective: People are healthy**

5.4.1 Developing a healthy community through the promotion of healthy lifestyles, education and the provision and support of a range of sporting, leisure and recreational facilities and opportunities that improve health as well as contribute to vibrant community life and a connected community.

## APPLICATION PROCESS

A panel of Council Officers will assess applications against the eligibility criteria 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.

Successful applicants will be invited to a cheque presentation ceremony. Details will be provided closer to the date.

## 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

Written applications must be submitted using the application form available online on Council's website.

**Grant will be open from 1 June 2018 until 1 July 2018.**

**Incomplete application forms, early (before the 1 June), 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
- Copy of two detailed quotes for minor works projects or equipment purchase.
- Copy of DA approval for minor works projects (if applicable)

## INFORMATION SESSIONS

Applicants are strongly encouraged to attend a Community Small Grant information session to obtain more details on the grant program and to discuss project ideas with Council Officers.

Sessions will be held in the Red Gum Room of Narellan Library, cnr Queen and Elyard Street:

- **Monday 28<sup>th</sup> May at 6pm or Tuesday 29<sup>th</sup> May at 10am.**

For registration for either information session please call (02) 4654 7777.

## FURTHER INFORMATION

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





### APPLICATION FORM

OFFICE USE ONLY	
Date Application Received	
Application No	

### PROJECT SUMMARY

Organisation name

Project name

Summary of your project

Which suburb will your project take place in?

Funds requested

Provide details of the Council Officer project has been discussed with

Name

Position

**GRANT CATEGORY**

Which grant category are you applying for?

Please select **ONE** only:

- Minor Works – *provide more information below*
- Culture and Events
- Health and Well Being
- Sport and Recreation

**Minor Works** projects – has permission been sought from the owners of the building or facilities to carry out this project?

Yes  No

If yes, please provide details of person giving consent. If no, permission must be sought prior to lodgement of this application. **Please also attach evidence of approval.**

Name

Position

Phone Number

**APPLICANT DETAILS**

**Organisation name**

**Contact person** - *this is the person we will contact if we have questions about your application*

Title  First Name  Last Name

**Position**

**Email address**

**Phone number**

Business

Mobile

**Physical address**Street Suburb  State  Postcode **Postal address**Street/ PO Box Suburb  State  Postcode **ABN / ACN****Is your organisation registered for GST?**Yes  No **Is your Organisation incorporated?**Yes  No **If no, please complete the auspicing section in this application**

If yes, provide your Incorporation Number

**Is your organisation covered by Public Liability Insurance? If not, your organisation must be auspiced.**Yes  No 

If yes, attach a copy of your current Certificate of Currency

**Which of the following best describes your organisation?**

- An incorporated association
- A cooperative
- A registered charity
- An unincorporated community organisation (please complete auspicing section in this application)

**AUSPICING ORGANISATION (IF APPLICABLE)**

An auspice agreement is an agreement where one organisation (the auspisor) agrees to enter into an agreement on behalf of a second group or an individual (the auspicee).

Name of auspicing organisation

Authorised contact

Title  First Name  Last Name

Position

Email address

Phone number

Postal address

Street/ PO Box

Suburb  State  Postcode

Website

ABN / ACN

Is your organisation registered for GST?

Yes  No

Is your organisation covered by Public Liability Insurance?

Yes  No

If yes, attach a copy of your current Certificate of Currency

**Auspicing declaration**

I acknowledge that I am aware of and endorse this application. I am prepared to act as the auspicing body on behalf of the applicant for the purposes of this grant application.

**Authorised person**

Title  First Name  Last Name

**Organisation name**

**Position**

**Date**

**SERVICE INFORMATION**

What are the principal services provided by your organisation? (50 words)

What is your membership base or estimated number of people benefiting from your organisation's services?

Provide details of successful projects your organisation has managed and delivered in the previous 12 months. (50 words)

**PROJECT OVERVIEW**

Clearly describe your project in detail. What will your project do and how will it happen?  
(100 words)

Proposed start date

Anticipated finish date

What group will your project primarily target? PLEASE ONLY CHOOSE ONE – THE MOST RELEVANT TO YOUR PROJECT.

	Group	Age range (if applicable)
<input type="checkbox"/>	Children	
<input type="checkbox"/>	Families	
<input type="checkbox"/>	Young people	
<input type="checkbox"/>	People with a disability	
<input type="checkbox"/>	People from culturally and linguistically diverse backgrounds (CALD)	
<input type="checkbox"/>	Aboriginal and Torres Strait Islanders (ATSI)	
<input type="checkbox"/>	Seniors	
<input type="checkbox"/>	Women	
<input type="checkbox"/>	Men	
<input type="checkbox"/>	Other, please specify	

How many people will benefit from the project? (Please add estimated number)

What evidence do you have to demonstrate the need and community support for this project? 50 words

Which strategies of Key Direction 5 of Camden 2040 does your project link to? Tick all applicable. Refer to guidelines

- |  |  |
|--|--|
| <input type="checkbox"/> 5.1.1<br><input type="checkbox"/> 5.1.2<br><input type="checkbox"/> 5.1.5<br><input type="checkbox"/> 5.2.1 | <input type="checkbox"/> 5.2.2<br><input type="checkbox"/> 5.3.1<br><input type="checkbox"/> 5.4.1 |
|--|--|

What difference will your project make to the community? How will the Camden community be "better off" as a result of your project? (100 words)

[Empty text box for project impact]

How will your project be promoted to provide accessibility and equity to the community? (50 words)

[Empty text box for promotion]

Will there be a cost to the community to participate in the project?

Yes  No

If yes, what will be the cost?

\$

List any organisations you will be entering into a partnership with to deliver this project.

Name of organisation	Contact Person	Contact No

Do you expect the project will continue beyond the term of the funding?

Yes  No

If yes, how do you intend to continue to run the project? (50 words)

[Empty text box for continuation]



If no, what exit strategies will you use to wind down the project? (50 words)

[Empty text box for exit strategies]

**OTHER FUNDING**

In the last three years, has your organisation received funding under this program?

Yes  No

If yes, what year/s were you funded?

[Empty text box for funding years]

Has a project evaluation been forwarded to Camden Council?

Yes  No

Have your organisation sought funding for this project from other sources?

Yes  No

If yes, please provide details

Funding Body	Amount Requested	Amount Received

**BUDGET**

Provide a budget breakdown for the funds you are requesting from Council

Expenditure	Description	Cost
Materials		\$
Labour Costs		\$
Promotion		\$
Equipment purchase		\$
Auspicing fee (if applicable)		\$
Venue Costs		\$
Other		\$
<b>Total amount sought from Council</b>		\$
<b>(a)</b>		\$

Note – Two detailed quotes are to be provided for minor works projects and equipment purchase or where general costs are sought for services.

What will your organisation be contributing towards the project?

Expenditure description (include in-kind)	Cost
	\$
	\$
	\$
	\$
	\$
<b>Total contribution by your organisation (b)</b>	\$
<b>Total cost of project (a + b = c) (c)</b>	\$

**DECLARATION**

I certify that I have read and understood the 2018/2019 Community Small Grant Program Guidelines and application form.

I am authorised to make this application, and to the best of my knowledge the information contained in this application is correct.

**Authorised person**

Title  First Name  Last Name

**Organisation name**

**Position**

**Date**

**ATTACHMENT CHECKLIST – DO NOT SUBMIT IF INCOMPLETE**

- Copy of Certificate of Incorporation
- 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 two detailed quotes for minor works projects or equipment purchase.
- Copy of DA approval for minor works projects (if applicable)

**Note - ensure all questions have been answered and that all necessary supporting documents are attached with the application prior to lodgment. Incomplete or late applications will not be considered.**