

Community Grants Program

2024 Guidelines

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Community Grants Program

Tweed Shire Council's Community Grants Program is provided to support not-for-profit organisations to deliver a local activity, project or service that benefits the wider Tweed community.

This program aligns with Council's Community Sponsorship policy objective to provide financial assistance to local community groups and organisations for activities and projects that benefit the health and wellbeing of Tweed Shire residents.

1 Community Grants Program Outcomes

The Community Grants Program enables Council a path to support tangible outcomes for Tweed Shire Council's Community Strategic Plan:

Theme 3 – Thriving

Goal 3.1 – 'Support our community to be inclusive and care for each other to create stronger community bonds and support for those in need'

All applications are required to address a **minimum** of one of the following community outcomes including how the project increases accessibility:

- 1.1 Create, reinforce and enhance The Tweed identity within our towns, villages and localities.
- 1.2 Expand avenues for community participation and connection throughout the Tweed Shire.
- 1.3 Increase in knowledge of Tweed's local history and culture.
- 1.4 Support and enhance resilience and readiness for disaster response.
- 1.5 Build the capacity of people's knowledge and skills.

2 Eligibility

- 2.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a legally constituted not-for-profit organisation.
- 2.2 The applicant must be capable of obtaining all regulatory approvals for the event/project/service/activity, if relevant, prior to receiving funds.
- 2.3 Applicants must operate within the Tweed Shire and/or be able to demonstrate benefits for Tweed Shire residents, workers and/or visitors.
- 2.4 All applicants must meet the grant program eligibility criteria and address one or more program outcomes.

- 2.5 Only one application per organisation, per financial year, may be successful in obtaining funding.

3 Types of Activities / Projects Supported

The following types of examples listed is a guide only as to what may be funded:

- 3.1 Celebrating a sense of identity, diversity, and cultural connection within the community
- 3.2 Helping people to develop the skills and confidence to contribute to community life.
- 3.3 Disaster recovery and resilience projects
- 3.4 Experiences that allow the community to come together, celebrate and socialise
- 3.5 Enhancing community and social wellbeing.
- 3.6 Activating places where communities gather.
- 3.7 Expanding accessibility and inclusivity for vulnerable or marginalised populations

4 Ineligible Applications

An application will not be considered if it is:

- 4.1 Incomplete
- 4.2 From a Government Department, agency or Council
- 4.3 From employees or Councillors of Tweed Shire Council (both in a paid or voluntary capacity)
- 4.4 From applicants who have overdue acquittals from previous funding from Council
- 4.5 For purchases or expenses related to privately owned items
- 4.6 For works that do not have asset owner consent, if applicable
- 4.7 Seeking funds for projects which may have an adverse impact on neighbouring residents or businesses
- 4.8 Seeking funds for salaries for project group members
- 4.9 For events, projects, or activities with a religious, political or sectarian purpose, where that purpose may exclude members of the broader community
- 4.10 Seeking funds for retrospective projects (projects that are completed)
- 4.11 Seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations
- 4.12 Seeking funds for goods or services to 'on-sell'
- 4.13 From applicants who have an outstanding debt to Council or are seeking funds for debt repayment
- 4.14 For general fundraising appeals

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- 4.15 For competitive sporting activities or clubs
 - 4.16 From applicants in a position to self-fund the project
 - 4.17 Duplicating a project, service or activity already existing within the same locality
 - 4.18 A project, event, service, or activity which primarily benefits a single individual or business
 - 4.19 Funding for the core business of an organisation

5 Available Funding

- 5.1 Funding varies annually.
- 5.2 Organisations can submit one application in this program. Grants can range from **\$500.00** up to **\$5,000.00** in the Community Grants Program.

6 Key Dates

Opens: Monday 3 June 2024

Closes: Friday 28 June 2024 at midnight

The Community Grants Program is time limited and will cover activities that are able to be completed within a twelve (12) month timeframe from the date of funding.

7 Assessment Criteria

Each application will be assessed as follows:

- 7.1 Meets eligibility criteria.
- 7.2 Applicant addresses an identified program outcome as outlined in Section 2.
- 7.3 Demonstrates improving accessibility and inclusivity.
- 7.4 The activity requiring funding has a beginning and end or demonstrates that any ongoing or recurrent costs can be met by the applicant once grant funding has been expended.
- 7.5 The budget is realistic and provides value for money.
- 7.6 Demonstrated need for support to ensure financial viability of the activity.
- 7.7 Demonstrated collaborative and sustainable approach including the contribution of in-kind support and other resources.

8 Assessment Process

- 8.1 Applications are only accepted online through Tweed Shire Council's website <http://www.tweed.nsw.gov.au> and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system.
- 8.2 Eligible applications will be assessed by relevant Council staff against eligibility criteria.
- 8.3 A panel consisting of 2 Council staff members and 2 Councillors will assess eligible applications and make recommendations which will be forward to all Councillors for comment.
- 8.4 Approved report sent to the General Manager for final questions, comments and input.
- 8.5 A report is then presented at the next Council meeting for adoption.
- 8.6 Tweed Shire Council reserves the right to request further information in considering any application as well as the right to reject any application that does not, in the Council Offers' opinion, meet the criteria.
- 8.7 Council reserves the right to award an amount less than that applied for if it is assessed that the amount requested is not justified by the information provided in the application or the full amount is not available at the time of the request.
- 8.8 All decisions of Tweed Shire Council are final, and no negotiations or appeal process will be entered into.

9 Notification and Payment

- 9.1 All applicants will be notified in writing by email of the outcome of their application following the Council decision.
- 9.2 Successful applicants will be required to sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed prior to funding being provided.
- 9.3 Unsuccessful applicants are encouraged to seek feedback on their application. If all funds have been expended due to a highly competitive round, not all applications can be approved even if an application meets all the program criteria.
- 9.4 A grant acquittal must be submitted no later than six (6) weeks after the agreed completion date of the activity/project.
- 9.5 Applicants are not eligible for any future funding from Council until the completion and return of the grant acquittal.

10 Additional Information

- 10.1 For incorporated organisations, the following documentation will be required to be provided with your application:
 - 10.1.1 A copy of your most recent audited financial statements (or a statement of income and expenditure signed by your finance manager if your organisation is not subject to audit requirements).
 - 10.1.2 A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to fundraise from the NSW Office of Liquor, Gaming and Racing.
 - 10.1.3 A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million.
 - 10.1.4 Applicants are required to provide two quotes for each item valued at \$1000 or more for capital works and / or equipment requests.
- 10.2 Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Tweed Shire Council.
- 10.3 Approval of a grant in no way implies any other consent from Council including any approvals required for the funded activity.
- 10.4 Council staff and funding assessors are required to declare all potential pecuniary or non-pecuniary conflicts of interest.
- 10.5 All written and verbal communication regarding an application will only be with the contact person listed in the application.
- 10.6 All grants are governed by Tweed Shire Council's Community Sponsorship Policy.

11 Contact

For information, support or if you have any questions, contact Council's Customer Contact Centre on (02) 6670 2400 and ask for the Project Officer – Community Development, or email: communitywellbeing@tweed.nsw.gov.au for the attention of the Project Officer – Community Development.



Customer Service | 1300 292 872 | (02) 6670 2400

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