



# Community Grants Program

## Information and Guidelines



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# Community Grants Program

## Information and Guidelines

### Overview

The BVSC provides financial support through grants, donations, scholarships and/or reimbursements to a range of individuals, community groups and organisations. It does this on the basis of supporting and adding to the work undertaken by community members and volunteers across the Shire and also to support those people in our community that on occasion need a helping hand. In partnership with the community BVSC can deliver outcomes that, on its own, may not otherwise be delivered.

Under the Local Government Act 1993 (NSW) local councils are able to provide funding and resources to groups or individuals to undertake activities that they may or could have otherwise done themselves.

Hence, it is important that any funds provided by BVSC to the community support the ultimate achievement of the BVSC Delivery Plan and/or Community Strategic Plan priorities and actions, or other adopted strategies and plans. These are accessible on the BVSC website at BVSC website [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)

BVSC has determined to provide a community grants program that aligns with the current Community Strategic Plan. Over time this may evolve as the Delivery Plan and Community Strategic Plan are amended or updated. BVSC also has specific partnerships with arts and sporting organisations where it provides financial support for the work they undertake in the Shire. That information has not been included here.

## Community grant programs and current budget allocations

Community Grant Programs		Amount available per year
<b>Active and Healthy Communities</b>	Community Festivals and Events	\$60,000
	Access Improvement Grants in partnership with the Access and Inclusion Advisory Committee	\$20,000
	Seniors Festival	\$5,000
	National Youth Week	\$5,000
<b>Employment and Learning Opportunities</b>	Further Education Scholarship	\$5,000
	Young Women's Scholarship	\$2,500
<b>Sustainable Living</b>	Community Environmental Grants Program	\$50,000
	Waste Community Assistance Program	\$25,000
<b>Liveable Places</b>	Local Heritage Assistance Fund in partnership with Office of Environment and Heritage	\$20,000
	Community group and individual fees and charges reimbursement	\$10,000

For more information on specific grant programs see [www.begavalley.nsw.gov.au/grants](http://www.begavalley.nsw.gov.au/grants).

## Eligibility criteria

Before applying for a BVSC community grant it is important to understand whether you or your group are **eligible**.

The following eligibility criteria apply to all community grant programs:

- Organisations/individuals applying for grants/donation/scholarship must be based/live in the Shire, or have a strong association with the Shire;
- The program, service or activity must benefit the Shire community or an individual from the Shire;
- Organisations must be Not-For-Profit (including education institutions); some exclusions apply;
- Applications will be accepted from Committees of Council and Crown Reserve Committees;
- Applicants must have acquitted and met any conditions of previous BVSC grants; and
- All applications must be submitted using the current application form and completed in full.

Applications to the community grant programs **may not be eligible** if the:

- Proposed activity, program or service is considered primarily the responsibility of State or Federal Government or could be funded from other sources including fees and charges. For example core school curriculum activities;
- Activities take place outside the Shire, with the exception of scholarships and sporting and cultural representation;
- Activities replicate existing services or activities, except where it can be demonstrated that the activity is expanding and reaching new participants;
- Activities are for-profit or private gain; (some exclusions apply)
- Application is for ongoing staff salaries or administration costs;
- Activities would bring the reputation of the BVSC into disrepute;
- Application could be judged as promoting antisocial or illegal behaviour;
- Application is for faith based (religious) or political activities;
- Applicant has a 'bad debt' with BVSC, that is owes money outside of agreed payment terms; or
- Application is seeking retrospective funding.

For specific grant program eligibility, see [www.begavalley.nsw.gov.au/grants](http://www.begavalley.nsw.gov.au/grants).



## Common assessment criteria

There are some common assessment criteria that are applied to all community grant programs and form part of the minimum requirements for all prospective applicants.

Applications will be assessed against following criteria<sup>1</sup> and specific program criteria:

- Meet the general eligibility criteria (listed above);
- Applications must comply with legislation, regulation and BVSC policy relevant to the activity;
- Applicants must agree and be legally able to enter into a funding agreement with BVSC;
- Alignment with BVSC strategies, plans and/or policies;
- Evidence of need;
- Demonstrated community support;
- Capacity of the applicant to deliver;
- Clearly outlined benefits and measures of success;
- Inclusion of a realistic and evidence based budget; and
- Adherence to the specific grant program requirements including submitting applications on time.

Submission of an application does not automatically guarantee a grant, donation, scholarship and/or reimbursement from BVSC.

A past level of grant, donation, scholarship, reimbursement and/or in-kind (non-cash) support does not guarantee a future level and should not be relied on or used to enter into other arrangements regarding your project/activity.

For specific grant program assessment criteria, see [www.begavalley.nsw.gov.au/grants](http://www.begavalley.nsw.gov.au/grants).

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<sup>1</sup> Not all the common assessment criteria apply to scholarships and individual support.

## Successful application requirements

Successful applicants in the BVSC community grant programs will need to meet the following terms and conditions; however some grants may have additional requirements specific to that grant program:

- Accepting a BVSC Community Grant will create binding obligation between BVSC and the signatory;
- The grant, donation and/or scholarship must be used for the activity which it is provided;
- Any change to the proposed use of the grant, donation and/or scholarship must be agreed in writing by BVSC;
- If the grant is not spent in accordance with the agreement (or as amended with BVSC's written agreement) the full amount of the grant is repayable to BVSC;
- The grant, donation and/or scholarship does not commit BVSC to future support for the activity or any other activity run by the applicant;
- Any unspent funds must to be returned to BVSC;
- In-kind or non-cash support may be available, but will only be provided if resources and operational requirements allow;
- An acquittal of the grant, donation and/or scholarship will be required following the activity. Appropriate records including receipts and photos must be kept; and
- BVSC must be acknowledged on all promotional material.

## In-kind (non-cash)

In-kind or non-cash support is where BVSC provide assistance to activity organisers in ways other than through a cash donation or grant. There is still a cost to provide the assistance, but these costs are borne by BVSC not the organiser. Non-cash support may include things such as extra cleaning or site preparation, assistance with promotion, advice on use of public space, legislative or other regulatory requirements and so on.

Some activities have minimal requirements and are easily absorbed as part of BVSC normal works through scheduling and programming, other activities have traditionally sought significant non-cash support, which comes at cost that can impact on other BVSC activities.

Non-cash support is assessed on an application by application basis, and is only available within operational and budgetary constraints. Past non-cash support levels may not be able to be provided into the future.

## Goods and Services Tax

GST may apply to your grant funding, depending upon your organisation's tax status. For GST purposes your organisation, will be required to provide an Australian Business Number (ABN), or a declaration indicating a valid reason for not quoting an ABN.

If the successful grant applicant is GST registered, the successful applicant will need to provide Council with a tax invoice for the approved grant amount (plus 10% GST), once they have been notified of their success.

If a successful grant applicant is not GST registered, then GST does not apply to the grant funding.

For advice about GST issues, call the Australian Taxation Office on 13 28 66 (For businesses), 13 28 61 (For individuals) or visit their website at <http://www.ato.gov.au>

## Dispute resolution

Grant/donation allocation decisions made by the Council of the Bega Valley Shire are final and will not be reviewed.

Decisions made by officers are open to the normal BVSC complaints process. Information is available on Council's website at [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au).



# Relevant Strategic Plans

## Active and Healthy Communities Grants

### Community Festivals and Events

*Community Strategic Plan - Active and Healthy Communities – Outcome 1*

- Goal 1 - We are co-operative, caring and enjoy a culturally rich community life.  
Strategy 1 - Collaborate with partners to provide and support opportunities for social interaction, cultural industries, activities and events and care and services for disadvantaged people.
- Goal 2 - We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care.  
Strategy 4 - Collaborate with partners to provide facilities, activities and services that encourage more people to have active and healthy lifestyles.

*Economic Development Strategy 2016*

- Embracing business and a stronger economy: A Council that recognises the importance of a strong economy, and fosters a culture that is supportive of business and ensures the business development of the region is a central consideration in all its activities.
- Providing the foundations: To create a desirable and vibrant place through improved planning, infrastructure and services.
- Embracing opportunity: A region that embraces opportunities and attracts investment to create additional jobs and increase the wealth of the region and its residents.
- Partnering for success: A community that works together to provide the necessary skills to maximise meaningful employment opportunities.
- Enhancing visitor experiences: Providing opportunities for local residents and visitors to experience the unique social, cultural and natural attractions of the region.

## Active and Healthy Communities Grants

### Access Improvement Grants in partnership with the Access and Inclusion Advisory Committee

*Community Strategic Plan - Active and Healthy Communities – Outcome 1*

- Goal 2 - We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care.
  - Strategy 3 - Improve the accessibility of the built environment, recreation spaces and facilities
  - Strategy 4 - Collaborate with partners to provide facilities, activities and services that encourage more people to have active and healthy lifestyles.

### Seniors Festival

*Community Strategic Plan - Active and Healthy Communities – Outcome 1*

- Goal 1 – We are co-operative, caring and enjoy a culturally rich community life.
  - Strategy 1 – Collaborate with partners to provide and support opportunities for social interaction, cultural industries, activities and events and care and services for disadvantaged people.

### National Youth Week

*Community Strategic Plan - Active and Healthy Communities – Outcome 1*

- Goal 1 – We are co-operative, caring and enjoy a culturally rich community life.
  - Strategy 1 – Collaborate with partners to provide and support opportunities for social interaction, cultural industries, activities and events and care and services for disadvantaged people.

## Employment and Learning Opportunities

### Further Education Scholarship

*Community Strategic Plan - Employment and Learning Opportunities – Outcome 2*

- Goal 4 - We have meaningful employment and learning opportunities for all people in all stages of life.

Strategy 8 - Collaborate with partners and advocate for the development of local education, training and lifelong learning opportunities.

### Young Women's Scholarship

*Community Strategic Plan - Employment and Learning Opportunities – Outcome 2*

- Goal 4 – We have meaningful employment and learning opportunities for people in all stages in life.

Strategy 8 – Collaborate with partners and advocate for the development of local education, training and lifelong learning opportunities.

## Sustainable Living

### Community Environmental Grants Program

*Community Strategic Plan - Sustainable Living – Outcome 3*

- Goal 5 – Our air and water is pristine and our natural environment and rural landscapes are protected.

Strategy 10 – Support innovative land use policies, government and community/ business partnerships, and community engagement activities that care for and enhance the natural environment.

### Waste Community Assistance Program

*Community Strategic Plan - Sustainable Living – Outcome 3*

- Goal 6 – We are leaders in sustainable living and support innovative approaches to resource recovery and the production of renewable energy and food.

Strategy 12 – Collaborate with partners and our community to support innovative approaches to waste minimisation, and increase reuse and recycling opportunities.

## Liveable Places

### Local Heritage Assistance Fund in partnership with Office of Environment and Heritage

*Community Strategic Plan - Liveable Places - Outcome 4*

- Goal 7 – Our Shire continues to be a vibrant, enjoyable, safe and affordable place to live.

Strategy 17 – Improve the presentation, maintenance and physical accessibility of existing facilities and towns.

### Community group and individual fees and charges reimbursement

*Community Strategic Plan - Liveable Places - Outcome 4*

- Goal 8: Our places retain their character and scale, development is well planned, and a range of goods and services are available with our Shire that meet local needs.

Strategy 19: Advocate for decision makers to provide social services that meet the needs of all our community including families, children, youth and the aged.

## Help or further information

For specific grant information including program objectives, funding amounts, application dates, eligibility and timelines, see [www.begavalley.nsw.gov.au/grants](http://www.begavalley.nsw.gov.au/grants).

The Grants Administration Officer can be contacted to discuss ideas and proposals prior to lodging applications on 02 6499 2222.

## Other grant programs

The BVSC Community Grants Program may not be the grant program you or your group are looking for. There are many other grant opportunities available that may be better aligned to what you are hoping to achieve. As other grant opportunities change from year to year, BVSC officers may be able to assist with other opportunities.

Other grant programs include:

- **NSW Club Grants** – Three categories are available with two categories (Category 1 and 2) being managed locally <http://www.clubsnsw.com.au/community/clubgrants/about-clubgrants>
- **Mumbulla Foundation** – Annual funding program <http://mumbulla.org.au/>
- **Bendigo Bank** – Partnership and sponsorship opportunities <https://www.bendigobank.com.au/public/community/community-funding>
- **IMB Bank** – Annual grants program and sponsorship <http://www.imb.com.au/community-community-foundation.html>
- **NSW State Government grants** – Public Reserve Management Fund, volunteer grants, arts and cultural grants, environment and heritage grants etc. These are generally advertised through local media when available.
- **Commonwealth Government grants** – Include a range of small and large grants. These are generally advertised through local media when available
- <http://www.ourcommunity.com.au/> can also be a good source of grant opportunities, hints and tips and other useful information

Document Control					
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1	20/07/2016	Consolidated grant guidelines developed following review of Council's community grant programs.	Various	Various	A. Basford
2	08/12/2017	Updates to the Seniors Festival, National Youth Week, Tertiary Scholarship, Access Improvement and Fees & Charges reimbursement grant programs.	Peter Cross Katrina Berenguer	Anne Cleverley	A Basford
3	19/02/2018	Updates to Tertiary Scholarship and name change to Further Education Scholarship	Peter Cross	Anne Cleverley	A. Basford
4	07/08/2018	Updates to Local Heritage Assistance Fund guidelines	Erin Kluit	Keith Tull	A. Basford
5	26/10/2018	Updates to Seniors Festival timeline and contact details for Seniors Festival, National Youth Week, Further Education Scholarship and Young Women's Scholarship.	Ange McKechnie	Anne Cleverley	A. Basford
6	08/11/2018	Seniors Festival - Increase in funds available to \$10,000	Ange McKechnie	Anne Cleverley	K Brenner
7	25/02/2019	Further Education Scholarships timeline and contact details	Ange McKechnie	Anne Cleverley	Anne Cleverley
8	24/04/2019	Environmental Grants minor updates	Michael Fiedler	Michael Fiedler	J Martin
9.	29/05/2019	Updates to the Access Improvement Grants	Laura Golding	Laura Golding	Alice Howe
10	13/06/2019	Updates to Local Heritage Assistants Fund	J Rankin, A Merrick	J Rankin A Merrick	J Martin
11	28/10/2019	Update to refer grant specific information to the website	J Rankin	J Rankin	

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