

Community Grants Program Applicant Guidelines



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Bega Valley Shire Council acknowledges and pays our respects to the traditional custodians of the lands, waterways and airspace of the shire.

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What is the Community Grants Program?

Bega Valley Shire Council provides financial support through grants, donations and/or reimbursements to a range of individuals, community groups and organisations.

Funding enhances the efforts of community members and volunteers as they work across the shire to deliver projects, activities and events which benefit the community and which Council alone could otherwise not deliver.

Under the *Local Government Act 1993 (NSW)*, local councils can provide funding and resources to groups or individuals to undertake activities they may or could have otherwise done themselves. It is important that any funds provided by Council to the community support the ultimate achievement of our Delivery Plan and Community Strategic Plan priorities and actions, or other adopted strategies and plans. To view, go to [Relevant Strategic Plans](#) page in these guidelines for links to the plans or visit Council's website at begavalley.nsw.gov.au.

The grants program helps Council collaborate with partners to provide and support opportunities for social interaction that enhance people's quality of life and to advance local priorities – environment, community infrastructure, housing and economic growth. Grant funded activities encourage the community to provide activities programs and solutions to issues that matter most to them.



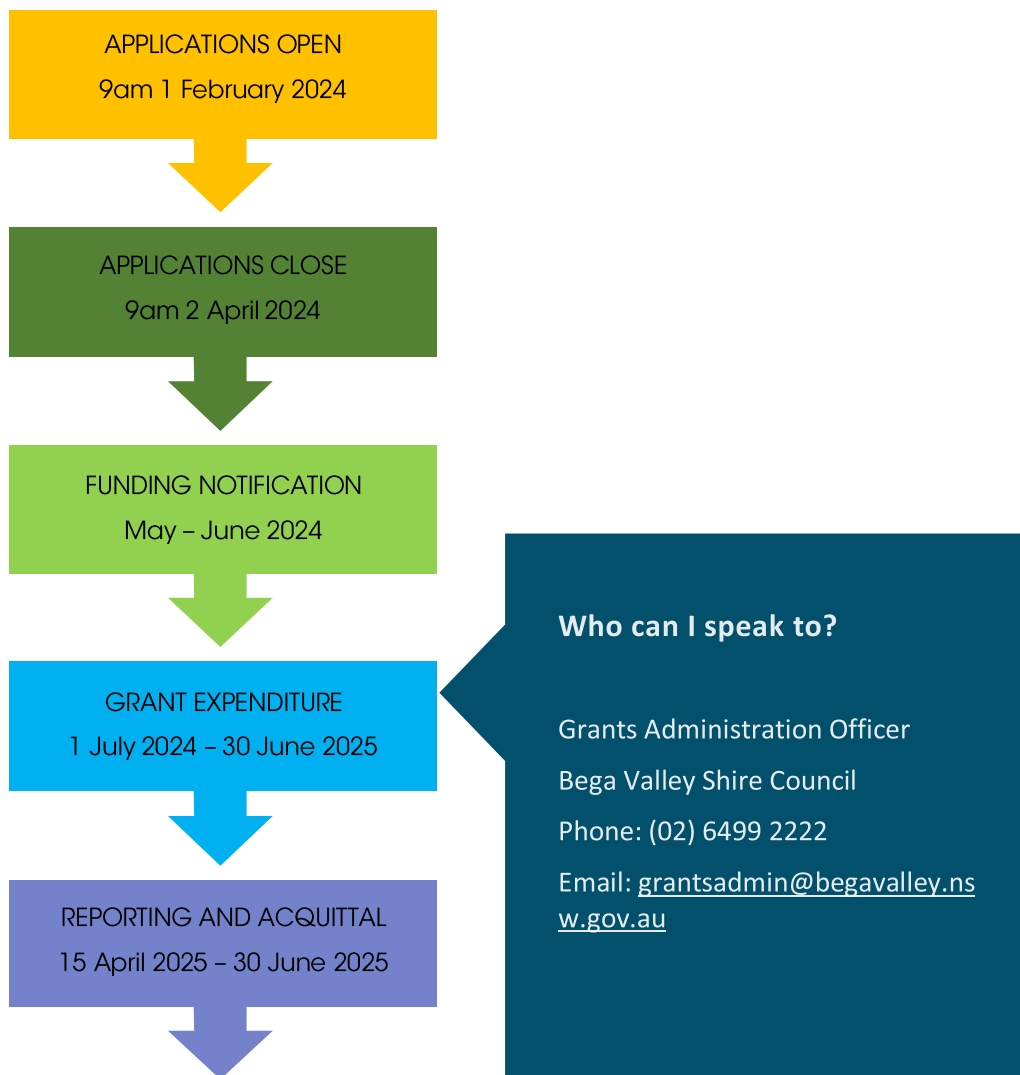
Key dates

Community Grants Program 2024-25

Previously, Council's grants were offered at various times of the year. Based on community feedback, the Community Grants Program will now open at the same time, making it easier for applicants to keep track of when grant rounds are open and plan their future projects

For a range of other information, and to apply online, please visit:

begavalley.nsw.gov.au/grants



Community Grants Program

Applications will be open 1 February – 2 April 2024

2024-25		
Theme	Grant Program	Funding Available
Our Community	ClubGRANTS – (administration of) funding provided by Merimbula RSL, Club Sapphire, Eden Fishermen’s Club, Club Bega, Tura Beach Country Club and Bermagui Country Club	Up to \$10,000
Our Economy	Business Activator Grant - funded by the Australian and NSW governments’ Bushfire Local Economic Recovery Fund.	Grants of either \$2,500 or \$5,000
Our Environment	Community Environment Grants	Up to \$6,000
	Waste Wise Events Grants	Up to \$5,000
	Community Waste Minimisation Grants	Up to \$5,000
	School Waste Education Programs (invitation only)	Up to \$2,000
	Small Waste Grant (always open)	Up to \$500

For more information on specific grant programs click on grant name above to take you to that grant’s webpage, or see begavalley.nsw.gov.au/grants.

Eligibility criteria

Before applying for a community grant, it is important to understand if you or your group are eligible.

Who is eligible to apply?

The following eligibility criteria apply to the Community Grants Program:

- Organisations/individuals applying for a grant/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 (exceptions may apply for certain grants, e.g. Business Activator Grant)
- Applications will be accepted from Committees of Council and Crown Reserve Committees
- Applicants must have acquitted and met any conditions of previous Council grants
- All applications must be submitted on time using the current application form.

What activities are not eligible?

Applications to the Community Grants Program 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 e.g. 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 (exceptions may apply for certain grants, e.g. Business Activator Grant)
- application is for ongoing staff salaries or administration costs
- activities would bring the reputation of Council 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 Council, i.e. 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.

Assessment criteria

There are common assessment criteria and specific program outcomes that applicants are assessed against under the Community Grants Program.

Applicants must:

- meet the eligibility criteria (listed above)
- comply with legislation, regulation and Council policies relevant to the activity
- agree to, and be legally able to enter into a funding agreement with Council
- adhere to the specific grant program requirements.

There are four criteria that need to be addressed by all applicants¹:

1. **Alignment with Council strategies, plans and/or policies**
How does your project align with the relevant Council Strategies/Plans?
2. **Evidence of need/community benefit**
Is there clear and identified need/community benefit/community support?
3. **Planning and delivery**
Do you have resources and relevant experience to support the delivery of the proposed activities?
4. **Finances and budget**
Do you have a realistic and evidence-based budget to demonstrate how you will spend the grant funding?

Please note: Submission of an application does not automatically guarantee a grant, donation, scholarship and/or reimbursement from Council. 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.

¹ Not all the common assessment criteria apply to scholarships and individual support.

Grant recipient requirements

Successful Council Community Grants Program applicants will need to meet the following terms and conditions, and some grants may have additional requirements specific to that grant program.

- Accepting a Council Community Grant will create a binding obligation between Council and the signatory.
- The grant, donation and/or scholarship must be used for the activity to which it is provided.
- Any change to the proposed use of the grant, donation and/or scholarship must be agreed in writing by Council – variations can be applied for online at: [Community grants program variation request - Bega Valley Shire Council \(nsw.gov.au\)](https://www.bega.nsw.gov.au/community-grants-program-variation-request).
- If the grant is not spent in accordance with the agreement (or as amended with Council's written agreement), the full amount of the grant is repayable to Council.
- The grant, donation and/or scholarship does not commit Council to future support for the activity or any other activity run by the applicant.
- Any unspent funds must to be returned to Council.
- 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 copies included with the final report.
- Council must be acknowledged on all promotional material.

In-kind (non-cash)

In-kind or non-cash support is where Council provides 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 Council and not the organiser. Non-cash support may include waiving waste disposal fees, extra cleaning or site preparation, assistance with promotion, advice on use of public space, legislative or other regulatory requirements.

Non-cash support is assessed via application 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

Goods and Services Tax (GST) may apply to your grant funding, depending on 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.

Do I need to add GST when invoicing Council for grant funding?

There is no GST applicable to any eligible Council or ClubGRANTS funding. Therefore, when providing a tax invoice for payment by Council, the invoice is to be provided for the approved grant amount only (no GST added or subtracted) and is considered GST exempt for BAS purposes.

Can I claim the GST suppliers include in their quotes?

This will depend on whether your organisation is registered for GST.

GST-registered applicants

When you are preparing an application, please calculate the funding you require based on the quotes you have received from suppliers less the GST component where it is charged. Submit quotes with the application. If your application is successful, you will need to provide Council with a tax invoice for the approved grant amount. No supplier GST component will be funded by the grant as you are registered for GST and are able to claim back the GST through the tax system.

Non-GST-registered applicants:

When you are preparing an application, please calculate the funding you require based on the quotes you have received including the GST component where it is charged. Submit quotes with the application. If your application is successful, you will need to provide Council with an invoice for the approved grant amount that includes any GST you need to pay to suppliers. If you are not registered for GST, grant funds can be used to pay GST incurred in carrying out the grant project.

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>.

Grant determination

Grant/donation allocation decisions made by Council are final and will not be reviewed.



Relevant Strategic Plans

Council welcomes applications from eligible organisations for initiatives that align with our Community Strategic Plan, or other adopted strategies and plans.

Community Strategic Plan 2042

<https://begavalley.nsw.gov.au/council/bega-valley-community-strategic-plan>

Our Community

- ClubGRANTS – funding provided by Merimbula RSL, Club Sapphire, Eden Fishermen’s Club, Club Bega, Tura Beach Country Club and Bermagui Country Club.

Community Strategic Plan 2042	
Strategic Objectives	Strategies
We are a vibrant, respectful, inclusive and connected community that enjoys a culturally rich community life	A.1. Collaborate with partners to provide and support opportunities for social interaction, activities and events.
We are a resilient and caring community that supports the health and wellbeing of our residents.	A.3. Collaborate with partners to provide and support aged, disability and community services that enhance people’s quality of life.
We value the role of community in supporting and enhancing the life of all Bega Valley Shire residents.	A.6. Acknowledge and collaborate with local groups to advance local priorities – environmental impact, community infrastructure, housing and economic growth.

Our Economy

- Business Activator Grant - funded by the Australian and NSW governments’ Bushfire Local Economic Recovery Fund.

Community Strategic Plan 2042	
Strategic Objectives	Strategies
Our economy is prosperous, diverse and supported by innovative and creative businesses.	B.1. Support and collaborate with local business and industry to respond and recover from the COVID-19 pandemic. B.2. Collaborate with relevant parties and industry to promote and support opportunities to diversify and grow our economy and provide local jobs.
Our key industries are resilient and strong.	B.7. Facilitate and support industry collaboration and diversification to build a resilient regional economy.





Our Environment

- **Community Environmental Grants Program**
- **Waste Programs**
 - i. **Waste Wise Events Grants**
 - ii. **Community Waste Minimisation Grant**
 - iii. **School Waste Programs**
 - iv. **Small Waste Grant**

Community Strategic Plan 2042	
Strategic Objectives	Strategies
Our air and water is pristine and our natural environment and rural landscapes are protected.	C.2. Ensure land use planning and resource use supports sustainable growth whilst protecting the quality of the natural environment and our rural landscapes.
We are leaders in sustainable living and support innovative approaches to resource recovery and the production of renewable energy and food.	C.3. Collaborate with partners and our community to support innovative approaches to waste minimisation and increase reuse and recycling opportunities.

Waste Management and Resource Recovery Strategy 2018-2028 “Recycling the Future”

<https://begavalley.nsw.gov.au/services/recycling-the-future>

Waste Management and Resource Recovery Strategy 2018-2028	
 <p>Theme 1. Avoid and reduce waste generation</p>	 <p>Theme 2. Increase recycling</p>
 <p>Theme 3. Divert more waste from landfill</p>	 <p>Theme 4. Manage problem wastes better</p>

How to apply

All applications must be submitted online at www.begavalley.nsw.gov.au/grants using the relevant application form for the grant you are applying for.

Applications for the 2024-25 Community Grants Program will be open between:

9am Thursday 1 February 2024 and

9am Tuesday 2 April 2024

Late applications will be deemed ineligible and will not be considered.

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.

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



Other grant programs

Council's Community Grants Program may not suit what 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.

Other grant programs include:

- **NSW Club Grants** – Three categories are available with two categories (Category 1 and 2) being managed locally (Category 3 is managed by NSW Government) [How to apply | ClubGRANTS](#)
- **Foundation for Rural Regional Renewal (FRRR)** – funding for small, one-off items <https://frrr.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>
- Council has partnered with GrantGuru which provides a one-stop funding search engine that represents all grants, including government and non-government grants. Access the Bega Valley Shire Council **Funding Finder**: [Funding finder - Bega Valley Shire Council \(nsw.gov.au\)](#)
- <http://www.ourcommunity.com.au/> can also be a good source of grant opportunities, hints and tips and other useful information

Revisions

Revision number	Revision date	Reviewed by	Approved by
Revision 3	December 2024	Louise Kuit	Kalieg Smerdon



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