



## **Uralla Shire Community Grants Program**

### **GUIDELINES**

#### **Introduction**

This document provides details of funding opportunities available to eligible community groups, community organisations and individuals through the Uralla Shire Community Grants Program.

Grants made available by Council are aimed at:

- Building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that are in line with the Uralla Shire Community Strategic Plan.
- Recognising outstanding individual achievement.

#### **Purpose of grants**

##### **Groups and Organisations**

Non-recurrent grants of up to \$3,000 (which may include in-kind support) are available to community groups and organisations to undertake projects/activities/events, or purchase items, which benefit the wider Uralla community.

These grants will be awarded to community groups and organisations within the broad categories of:

- Community development
- Arts and cultural development
- Social services
- Environmental initiatives
- Sport and recreational activities
- Educational support

Projects supported will demonstrate that they:

- Enhance the well-being of the community
- Address a demonstrated need
- Encourage community activities
- Support economic development
- Build capacity for long-term sustainability and liveability
- Strengthen social cohesion and inclusion
- Have defined achievable outcomes and financial feasibility

## Individuals

Non-recurrent grants of up to \$300 are available to residents of Uralla Shire to pursue achievements in their chosen area of expertise; this may include, but is not limited to significant sports and recreation, arts and culture and academic endeavours.

## Eligibility

### Groups and Organisations

To apply for funding and/or in-kind support up to the value of \$3,000 through the Uralla Shire Grants Program, organisations must:

- Be a not-for-profit entity<sup>1</sup>.
- Have adequate public liability insurance (minimum \$10 million).
- Have no outstanding grant acquittals or outstanding debts owing to Council.
- Propose an initiative which will benefit the Uralla Shire Community.
- Be able to supply financial statements and information as requested.
- Be able to meet conditions associated with receiving the grant.
- Work in a collaborative manner with Council and its representatives to ensure the event or project's success.
- Agree to have details of the event published in Council newsletter, website and reports for the purpose of advertising the Community Grants Program.

The Uralla Shire Council Community Grants Program will prioritise support where:

- The applicant's proposed activity focuses and directly benefits the Uralla Shire community and occur within the council boundaries.
- The applicant is providing a proposed activity that aligns with Council's objectives, priorities and strategies set out in the Uralla Shire Community Strategic Plan.
- The applicant has limited financial means to access other sources of funding.
- The applicant can demonstrate a significant contribution in the form of cash, voluntary services, and/or in-kind support by the applicant.
- The applicant has sought funding/in-kind support from other sources, where the applicant is deemed to be in a position to do so.
- The proposed activity maximises community benefit i.e. can demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.
- The applicant is not already in receipt of substantial funding/in-kind support from Council. i.e. free venue hire, transport.
- The applicant can demonstrate the proposed activity is consistent with Local, State and Federal laws.

---

<sup>1</sup> Commercial organisations may be considered for funding/in-kind support if they are able to provide evidence that their project will be of significant economic and cultural benefit to the Uralla Shire community and that it meets the remaining eligibility criteria.

- The applicant can demonstrate the proposed activity addresses the needs of residents with limited access to programs, services and activities.
- The proposed activity incorporates collaboration/partnering with other groups.
- The applicant clearly demonstrates their capacity to deliver the project.
- The applicant must demonstrate that the organisation is sustainable and not dependent on continued Council financial support beyond the period of the grant.

Low priority will be given to organisations that have significant sources of income or receive funding from other government or charitable organisations and have the financial capacity to fund projects.

The following will not be considered for funding:

- Projects or activities that are considered to be core services of State or Federal Government.
- Initiatives that do not focus or directly benefit the Uralla Shire community.
- Initiatives that are singular, insular or of self-interest to the applicant or that promote the business or profit interest of the applicant.
- More than one project by an applicant in a financial year.
- Requests for retrospective funding, where projects have commenced or are completed prior to submitting an application or receiving funding approval.
- Projects that are not ready to proceed.
- Applications submitted after the closing date.
- Requests for operational costs such as salaries, rent, utilities payments, office furniture, general furnishings, facilities maintenance and insurance.
- Applicants seeking funds to cover venue hire, catering costs or other expenses for regular meetings, social functions or other activities that are the routine function of the group.
- Purchases of equipment that are associated with the routine function of the group.
- Costs associated with the purchase or maintenance of vehicles of any kind.
- Applications from schools for curriculum based activities or activities outcome is confined to the school.
- Permanent public art installations.
- Core programs or services that are funded by Council.
- Proposals which fail to provide information requested in the Uralla Shire Community Grants Program.
- Applications who fail to meet eligibility requirements and/or cannot provide public liability insurance policy that provides appropriate coverage for the proposed activities.
- Applications seeking funding to cover outstanding loans or debts.
- Any applicant in arrears in debt repayment to Council.
- Applications where the recipient organisation/s promote and/or benefit directly from electronic gaming machines.
- Organisations that have failed to complete any previous projects funded by Uralla Shire Council and/or have not submitted acquittal documentation in full.
- General fundraising and fundraising events, competitions, trophies, prizes or awards.
- Applications from community organisations currently receiving operational funding, for funding in any other grant category.

Even though an application may meet the eligibility criteria, grants are highly competitive and success will depend on the number of applications received, the relative merit and quality of the application, how well the project aligns with priorities of the Community Grants Program and available funds. If the total number of applications received exceeds the amount of funds available, priority will be given to organisations that have not received funding within the previous three years.

### **Individuals**

For amounts of up to \$300 financial assistance will be considered for:

- Applications from Uralla Shire residents (minimum 12 months residency).
- Applications to enable participation in State, National and International endeavours or within recognised State or National Associations.
- Applicants who have demonstrated a strong commitment to their area of endeavour and can demonstrate a high level of achievement.
- Applicants who demonstrate formal recognition by an accredited State, National or International Association.
- Applications which seek funding assistance to help cover costs associated with the development activity that are not covered by any other means, limited to:
  - Travel requirements
  - Accommodation
  - Activity registration or entry fees
  - Purchase or hire of equipment or materials required to compete or participate in the development activity
  - Transportation of equipment or materials.

The following will not be considered for funding:

- Attending sporting events and championships run by organisations without a recognised peak body organisation.
- Costs that are being covered by, or considered the responsibility of another involved party.
- Daily costs such as food, beverages, personal products and accommodation on-costs.
- New equipment or materials not directly related to being able to compete or participate in the development activity.
- Non-competitive sports activity, such as, training camps and coaching clinics.
- School, TAFE or university fees or scholastic materials.
- Publishing, promotion or distribution of CDs, DVDs or writing works.
- Website development or maintenance.
- Insurance.
- Expenses for coaches or trainers.
- Development activity that occurs before Council has received an application.

In the instance that the applicant does not attend the development activity, the applicant will be required to repay the full amount of the funding awarded.

## Timetable for grants

### Groups and Organisations

Two rounds of funding will be available each financial year as per the following schedule:

	Round 1	Round 2
Applications open	1 August	1 February
Applications close	31 August	28 February
Assessment of applications	September	March
Recommendations to Council	September	March
Funds granted	October	April
Grant acquittal	60-days after completion of project	

Late applications will not be accepted.

### Individuals

Applications can be submitted any time of the year at least four (4) weeks prior to planned activity and will be accepted until funds are expended for this category. Consideration may be given if an applicant's departure from this timeframe is reasonably necessary.

### Assessment of applications

Applications must be lodged using the Uralla Shire Community Grants Application Form by the closing date of the relevant funding round.

The Community Grants Assessment Committee will assess applications to determine whether they meet the basic eligibility requirements. Applications from organisations, or for purposes, that do not meet the requirements will not be considered further.

Remaining applications will be assessed and prioritised and scored on:

- Evidence of need
- Compatibility with Council's plans, policies and priorities
- Community involvement and inclusion
- Equity and access for the community
- Sustainability
- Overall expected benefits

Council will determine the grant allocations at a Council Meeting and may allocate less than the full amount for which an application is made.

All applicants will be advised of the results of their application. Successful applicants will be advised in writing.

## **Payment of grants**

### **Groups and Organisations**

Grant amounts will be determined by Council exclusive of GST. Payments to organisations that are registered for GST will include an additional GST component.

Successful applicants will be required to present Council with an invoice for payment. Invoices should be made out to Uralla Shire Council. A tax invoice from an organisation that is registered for GST must include a GST component and state that this amount is included.

An organisation that does not have an ABN must complete a 'Statement by Supplier' (to be provided by Council) to accompany the invoice. Auspicing bodies will be responsible for submitting an invoice for any auspiced project and will be responsible for the funds. Payment will be made to the auspicing body.

### **Individuals**

Payment of funds will be made by cheque or electronic funds transfer in the name of the applicant.

## **Conditions of grant, reporting and acquittal**

### **Groups and Organisations**

Successful applicants are expected to:

- Enter into a Funding Agreement, which outlines the conditions under which the grant will be made available.
- Use the grant only for the approved project and within the specified timeline.
- Return any unspent part of the grant to Council.
- Follow sound governance practices, comply with all laws and regulations, adequately support and supervise volunteers.
- Ensure Public Liability Insurance cover for the project and indemnify Council against any legal claims arising out of the project.
- Acknowledge Uralla Shire Council's contribution in all public documents and announcements about the project.
- Take photographs during the project for inclusion in acquittal. Submission of photographs automatically gives Council permission to use images for the purpose of advertising the Community Grants Program.
- Complete an acquittal form which is to be submitted to Council within 60-days of completing the project.

### **Individuals**

Successful applicants are expected to:

- Enter into a Funding Agreement, which outlines the conditions under which the grant will be made available.
- Use the grant only for the approved activity.
- Return any unspent part of the grant to Council.

- Acknowledge Uralla Shire Council's contribution in all public documents and announcements about the funded activity.
- Report on the spending of the funding received in the form of photographs or publications. Submission of photographs automatically gives Council permission to use images for the purpose of advertising the Community Grants Program.

#### **Related documents**

- Uralla Shire Community Grants Program Policy
- Uralla Shire Community Grants Program Procedure
- Uralla Shire Community Grants Program Application Form – Groups and Organisations
- Uralla Shire Community Grants Program Application Form – Individuals
- Uralla Shire Community Grants Program Acquittal Form
- Uralla Shire Community Grants Program Acceptance of Grant/Funding Agreement

#### **Submit Applications to:**

Community Grants Program  
Uralla Shire Council  
PO Box 106  
Uralla NSW 2358

Fax: 02 6778 6349

Email: [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)

Information: 02 6778 6300