

# -COMMUNITY- GRANTS GUIDELINES



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**KEMPSEY**  
Shire Council

We lead and work with our community to build an inspired, connected Macleay Valley.

Kempsey Shire Council acknowledges the land of the Thunggutti/Dunghutti Nation.

We pay respect to Elders past and present. We acknowledge the role of emerging leaders to continue to guide us in the future.

We acknowledge the Stolen Generations and the need to change practices to be inclusive. This land always was and always will be Thunggutti/Dunghutti land.

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# INTRODUCTION

Kempsey Shire Council recognises that many important services across the shire are best supplied by community organisations. We are passionate about supporting non-for-profit organisations as they help to improve life in our shire and the wellbeing of residents.

The community grants program is an expansion of the traditional Mayoral Community Fund that aims to increase awareness of grant funded projects, ensure standards of fairness, equity, and transparency, and increase the capacity for local community organisations to successfully obtain a range of grant funds.

The program offers grant funding to active community groups so they can deliver community led projects in a wide variety of forms that benefit the shire.

The Community Grants program has three main funding streams and four Quick Grant categories:

## **The Mayoral Community Fund**

The Mayoral Community Fund provides funding support to community groups and organisations who want to establish, strengthen, or implement projects that align with the Kempsey Shire Council Community Strategic Plan and benefit local residents.

## **Environmental Levy Grants**

Environmental Levy Grants assist volunteer environmental groups with environmental restoration works that protect and enhance local ecosystems and habitat.

## **Sporting Grants**

Sporting Grants are for local sporting clubs to fund equipment and minor capital works in line with the Council's Sports Strategy.

## **Quick Grants**

\$500 Community Quick Grants have been established using a simpler application process as reflected by the smaller amount of financial support. These grants are aimed at celebrating specific themed events throughout our community such as Youth Week, Seniors Festival, NAIDOC Week and Festive events.



# ELIGIBILITY

## Program Objectives

The overall objectives for the Community Grants program are to:

- Facilitate the establishment and or development of innovative community projects, in line with the Community Strategic Plan and the Delivery Plan which can be located at [ksc.pub/corporate-plans](http://ksc.pub/corporate-plans)
- Increase the participation, accessibility and range of quality community activities and/or programs for the residents of the Local Government Area (LGA).
- Create authentic and vibrant public places that are valued by their communities and admired by visitors.

## Eligibility Criteria

To be eligible for funding the organisation **MUST** meet the following criteria:

- Shire based - projects must be located within the LGA and serve its residents. Organisations that are located outside of the LGA are eligible to apply if the project solely benefits local residents.

- Not-for-Profit Community Organisations (NFP) - Only incorporated not-for-profit community-based organisations that are directly responsible for the intended project are eligible for funding. Individuals or organisations without not-for-profit status are ineligible. A definition of Not-for-Profit Organisations is provided in Appendix 1.

As part of their application organisations **MUST** provide:

- An Australian Business Number (ABN);
- A copy of the Certificate of Currency for Public Liability (minimum of \$20 million);
- If the applying organisation is more than one year old, financial statements for the previous two financial years. This includes Auspicing Agencies where applicable.

### Financial Accountability

Organisations that have not fulfilled their financial or reporting accountability requirements (acquittals and evaluations) associated with previous Council funding will not be considered. This includes Auspicing Agencies where applicable.

### Due Date

Applications received after the closing date will not be eligible.

## Ineligible Projects

The grant **DOES NOT** fund projects that:

- do not meet the grant program objectives;
- have already commenced or are complete;
- are of a commercial nature or for personal profit;
- are for, or include, ongoing operating costs, for example salaries, electricity, postage, telephone, stationary, cleaning, public liability insurance, rent.
- are for uniforms\* or newsletters;
- reflect or replicate core business of Council or other Government Departments;
- have received other funding from Council (for the same project);
- are for works on private property
- are for projects that are on school grounds.

\*PPE gear for the safety of volunteers is permitted.

# GRANT PROGRAMS

Only one application per organisation may be submitted each grant round (unless auspicings for another unincorporated organisation, contact Council for advice if required).

## Mayoral Community Fund

The Mayoral Community Fund category provides approximately \$15,000 in funding support, up to a maximum \$5,000 per organisation, to establish, strengthen or implement projects which align with the objectives of the Kempsey Shire Council Community Strategic Plan and can demonstrate evidence of need. Partnerships between agencies are encouraged.

Projects that provide opportunities for community participation and development will be looked upon favourably. These are generally those that focus on capacity building for your volunteers or for the community.

Projects can seek funding for the following purposes:

- to undertake minor capital works
- for the purchase of small capital equipment items provided that these are directly relevant to the particular community development project and that this is clearly demonstrated in the application;

- for establishment costs where the project can demonstrate that it will be self-funded after the initial grant allocation; or
- for one off projects that demonstrate outcomes beyond the life of the project.

## Environmental Levy Grants

The Environmental Levy Grants funds projects which seek to assist volunteer environmental groups with environmental restoration and preservation works. The maximum that a group can apply for is \$5,000 with approximately \$20,000 allocated to this category.

In this grant round, eligible projects must improve local, native ecosystems and habitat on public land. Your group may select the public land on which your project will take place (with landowner permission), or you can contact Kempsey Shire Council's Strategic and Environmental Planning Team and they may be able to offer you a parcel of public land for your group to deliver your project.

Prior to applying every organisation **MUST** present their project outline to Council to ensure it meets the requirements of the Program. Contact Council's Senior Natural Resource Officer via email at [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au).

## Quick Grants

**Youth Week Grant:** The Youth Week Grant provides local organisations with funding to hold an event aimed at engaging local youth during Youth Week held in April 2023.

**Seniors Festival Grant:** The Seniors Festival Grant aims to support organisations who want to engage local seniors during Seniors Week held in February 2023.

**NAIDOC Week Grant:** The NAIDOC Week grant is available to organisations wishing to hold an event to recognise and celebrate NAIDOC Week within our community in July 2023.

**Festive Event Grant –** The Festive Event Grant supports organisations in delivering a festive event at the end of each calendar year, for example Christmas and New Year's Eve.



## Sporting Grants

Sporting Grants are available to local sporting organisations for sporting equipment purchases or for general facility or clubhouse equipment purchases that improve the club's facilities.

\$20,000 is available in this program with \$2,500 the maximum a group can apply for.

Projects should align with the objectives of the Macleay Valley Sports Strategy which can be viewed at [ksc.pub/sports-strategy](http://ksc.pub/sports-strategy).

Uniforms (jerseys etc), travel costs to sporting events and equipment purchases for individuals are not eligible for funding.



# PREPARING AN APPLICATION

## 1. Application Form

Council is using an online application system called SmartyGrants. Here you can locate all grant program application forms. You can locate this at: [kempsey.smartygrants.com.au](https://kempsey.smartygrants.com.au)

The Smartygrants website has a help guide to step you through your application. For technical issues you can contact the SmartyGrants team for assistance at [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or call (03) 9320 6888.

If you do not have access to a computer, the internet or a scanner you can access these facilities at no charge through the Libraries. To ensure that a computer is available you will need to book a computer.

Call your local library to book a computer: <https://library.kempsey.nsw.gov.au/Home>

Please note: Library staff can assist with accessing the online application, scanning and attaching documents. However, they will not be able to assist regarding the application guidelines or content.

Please contact Council's Community Development Business Support Officer, Keely Halliday, on 02 6566 3200 or via email [keely.halliday@kempsey.nsw.gov.au](mailto:keely.halliday@kempsey.nsw.gov.au)

## 2. Project Outputs and Outcomes

The application must clearly describe the project outputs and outcomes.

Outputs are the results that are directly produced by the project. They are typically tangible and easy to measure. They are not the reason why the project was necessary. For example: A new lawn mower.

Outcomes describe what will happen as a result of the project. They may be intangible and harder to measure. They are the reason the project was necessary. For example: Keeping lawns looking good.

In describing the project, applicants should consider how their project outputs and outcomes address the five W's:

**WHO:** Who is involved? (Both who in the community benefits as well as who is going to run the project).

**WHAT:** What do I want to accomplish? (Describe both the outputs and outcomes). The project outputs and outcomes must link to Kempsey Shire Council's objectives and the objectives of the grant program.

**WHY:** Specific reasons for the project.

**WHERE:** Identify a location where the project will take place.

**WHEN:** Start and end dates of the project.

## 3. Project Budget

The application must include a budget for the project. The budget should be realistic and cost effective.

The budget should indicate the amount of grant funding being sought and a breakdown of the project's total expected expenditure and income, including any contribution by the applicant.

The applicant's contribution may be financial, in-kind materials and/or volunteer labour. For projects that include volunteer labour, the Community Grants Program currently rates voluntary labour at \$41.72 per hour.

It is important to provide a breakdown of how the grant will be spent. A sample budget is provided in Appendix 3.

Applicants should note the maximum limits for each program. Applications that exceed the maximum limit within the relevant program will be considered ineligible.



## 4. Supplementary Information Requirements

Mayoral Community Fund Grants and Sporting Grants applicants will need to attach the following information. If this information is not supplied, where it is required, the application will be rejected as ineligible..

- a. Development Approval (DA) - Projects that include building or minor capital works, and some events, may require a DA. Where required, a copy of the DA or Exemption must be attached to the application. Applicants are advised to check DA requirements with the Duty Planner at Council on 02 6566 3200 prior to submitting a grant application.
- b. Leases - If the project you are planning to undertake is on land that you do not own, a copy of a lease or a letter from the landowner must be provided. Please note capital grants will not be provided for works on private property.
- c. Quotes - Projects requiring building or minor capital works or equipment purchases over \$500 MUST provide two quotes with the application. Any applications that do not provide two quotes will not be eligible for funding.

- d. Building and contents insurance - Building or contents insurance is required for all building works or minor capital works and equipment purchases. A current copy of the insurance certificate will need to be attached to the application.
- e. Project need - Statistics, survey results, photos, or other forms of evidence that demonstrate the need for the project must be provided. Local need relevant to the project is required not State or National statistics.
- f. Support - Applications must include one letter of support from a recognised agency or organisation. A sample letter is provided in Appendix 2.

### 4.1 Environmental Levy Program

Applicants will need to conform to conditions a to e above, and will also need to conform to existing Site Action Plans or have a new Site Action Plan developed in consultation with Council's Natural Resources Officer.

Applicants will need to demonstrate their experience and ability to manage and deliver projects and will be required to provide written landowner consent and support to undertake any proposed environmental rehabilitation activities.





# SUPPORTING OUR VIBRANT COMMUNITY







# ASSESSMENT CRITERIA

Once eligibility criteria and supplementary information requirements have been checked (Stage 1), each project will be assessed against the criteria in Table 1 (Stage 2).

Criteria	Assessment Criteria	Weighting
<b>Criteria 1</b>	<p><b>OUTPUTS AND OUTCOMES</b></p> <p>Do the project outputs and outcomes meet the objectives of grant funding.</p> <p>This will primarily consider the benefits the project will bring to the community and how they will continue beyond the project.</p> <p>Consideration will be given to how the project objectives and outcomes have been linked to Kempsey Shire Council's Community Strategic Plan which can be viewed at <a href="http://ksc.pub/strategic-plan">ksc.pub/strategic-plan</a></p>	<b>30%</b>
<b>Criteria 2</b>	<p><b>NEED</b></p> <p>The extent to which the applicant has demonstrated the need for the project and planning has already occurred. (See 4e on the previous page - Applications should provide evidence through statistics, photographs, surveys or other evidence that the project is needed.)</p>	<b>30%</b>
<b>Criteria 3</b>	<p><b>BUDGET</b></p> <p>The extent to which the budget is comprehensive, realistic and demonstrates value for money. This includes 'in kind' support and/or additional sources of funding.</p>	<b>20%</b>
<b>Criteria 4</b>	<p><b>CAPACITY</b></p> <p>The capacity of the organisation to undertake and deliver all aspects of the proposed project (as evidenced by planning; budget; evaluation/acquittals; quality of application; financial statements; letters of support).</p>	<b>20%</b>



# ASSESSMENT PROCESS

The Community Development Officer will be responsible for reviewing applications for eligibility and preparing information for consideration by the Council's Executive Leadership Team, Mayor and Councillors.

## STEP 1 – Eligibility screening

Once the round has closed, the applications will be screened to check that:

- > The organisation applying is eligible to apply
- > The project is eligible for consideration; and
- > The application has been completed in full, and all essential supplementary information has been provided. Incomplete applications will not progress to Step 2.

## STEP 2 – Assessment against criteria

If the application passes screening the project will be assessed on merit against the assessment criteria. In assessing applications Council will also give consideration to ensuring an equitable geographic distribution of funding across the LGA.

Please note, satisfying the assessment criteria alone does not guarantee the receipt of

funding. The proposed project will also be assessed against the relative merit of other projects in meeting the grant criteria.

In addition, it is anticipated that the number of eligible applications and funds sought will exceed the funds available and therefore Council does not guarantee projects will be successful, nor that successful projects will receive the full amount of funding requested.

Following review by the Executive Team, Mayor and Councillors the list of recommended applicants will be taken for endorsement to the next available Council meeting.

## Notification of outcome

Both successful and unsuccessful applicants will be notified in writing of the outcome of their applications.

Successful organisations will be required to:

- > provide a Tax Invoice which states the name of the organisation, ABN and GST status of the organisation and the grant amount; and
- > enter into a Funding Agreement with the Council. A sample Agreement is provided in Appendix 4.



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## Appendix 1: Eligibility

### Eligible organisations

The Community Grants program is open to not-for-profit charitable organisations and not-for-profit public companies limited by guarantee.

To be eligible for funding, an organisation must have an ABN and be a legal not-for-profit entity. Eligible organisations include:

- > a co-operative society under the Co-operatives Act 1992
- > a Crown Reserve trust
- > a company limited by guarantee
- > an incorporated association under the Associations Incorporation Act 2009
- > an incorporated association or council under the Corporations (Aboriginal and Torres Strait Islander) Act 2006
- > a charity Registered with the Australian Charities and Not-For-Profit Commission.

### Auspicing Agency

If your group is not a registered not-for-profit you can still apply for a Community Grant if an organisation that fits the criteria outlined above takes on the role of Auspicing Agency.

The Auspicing Agency is an incorporated organisation that assumes the legal and financial responsibility for the grant, including

insurance and reporting. The Funding Agreement will be between Council and the Auspicing Agency.

Specifically, the role of an Auspicing Agency is to:

- > cover grant funded activities with Public Liability Insurance (minimum of \$20,000,000);
- > accept grant monies on behalf of the sponsored organisation in accordance with the grant conditions;
- > provide project management assistance to the sponsored organisation; and
- > ensure the required financial acquittal information is provided to Council after the project is completed.

It is good practice for the Auspicing Agency and the unincorporated group to enter into a written agreement outlining the roles, responsibilities and expectations of each party

## Appendix 2: Sample Letter of Support

HELPING PEOPLE ORGANISATION

ADDRESS & DATE

To Whom It May Concern

RE: Community Grants Round - General Community Grants Program

I would like to support the application by the *<Add name of Agency seeking Grant Funds for a Community Grant>*.

I am the (President/Chairperson), of (e.g. Helping People Organisation) a *(describe type of agency e.g. not-for profit/Government agency/peak industry body)*. Our goal is to ... *(describe purpose of agency)*.

On behalf of the Helping People Organisation I would like to support the application by *(Add agency name applying for grant)* for a Community Grant.

*(Describe why the letter writer is supporting the agency applying for a grant, in what context they know the agency applying for the grant and how long their association with the agency applying for the grant has been).*

Yours sincerely

Name

Position

Title



## Appendix 3: Sample Budget

Income	Item	Expenditure (this column should clearly describe the costs of the project)	Item
Grant sought	\$2,500	Purchase of laptop for workshops	\$1,600
		Hire of venue for workshops	\$900
		<b>Total grant sought</b>	<b>\$2,500</b>
<b>In-kind contribution</b> Voluntary labour @ \$41.72 per hour x 60 hours total for 10 workshops	\$2,503.20	Volunteer labour	\$2,503.20
<b>Funding through XX partner</b> agency to cover catering for 40 participants at \$15 per head	\$600	Catering - funded by X Partner	\$600
Promotion and printing of flyers covered by the organisation	\$300	Promotion and printing of flyers covered by the organisation	\$300
<b>TOTAL INCOME</b>	<b>\$5,903.20</b>	<b>TOTAL EXPENDITURE</b>	<b>\$5,903.20</b>



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## Appendix 4: Sample Funding Agreement

Terms and Conditions Grants Funding -  
(*Name of Recipient Organisation*)

The recipient acknowledges funding of  
(*amount \$*) for the (*Project Title*) Project under  
the Community Grants program

By accepting funding from the Kempsey Shire  
Council Community Grants program you will  
be agreeing to the conditions set out in this  
Funding Agreement:

- > Funds must be expended on the project, as described in the application.
- > All projects must be completed within 2 years of receiving the funds, or in accordance with the timeframe set in the application. If the project has not commenced or been completed by this date, Council may withdraw the funding or any unspent balances, or require immediate repayment of the funding or unspent balances, at its discretion.
- > A project Acquittal and Evaluation form must be submitted within 3 months of completing the project. This form can be accessed via the organisation's application submitted on SmartyGrants.
- > The Acquittal should include evidence of expenditure and project outcomes. For

example receipts, press releases, flyers and photos. Copies of receipts for purchases over \$50 must be attached to the Acquittal. The Acquittal must be for the full Grant amount.

- > Allocation of funds to a community group for any purpose in any one year is not a commitment by Council for funding in subsequent years.
- > All funds allocated should be invested in an approved financial institution until such time that they are used for the specified purpose.
- > Written formal advice of unexpended funds is required. Funds not expended for the purpose outlined in the application should be returned to Council, unless an agreement has been reached to use these funds for other approved purposes.
- > Any variation to the project must be agreed to in writing by Council.
- > Organisations which cease to function should negotiate with Council or return capital equipment to the Council for distribution to community groups.
- > Acknowledgement should be given to the support, through the Community Grants Program, provided by Kempsey Shire Council. Use the Kempsey Shire Council logo and provide acknowledgement on promotional material (posters, flyers, media releases).

- > Invitations are to be extended to Council representatives for any public project launches, events or publicity activities.
- > Organisations must have current and appropriate levels of public liability and, contents and building insurances. Council does not incur liability for projects funded through the Community Grants program.

If the recipient breaches any of these terms and conditions, Council reserves the right to withhold or reclaim in part or in whole the funding at its discretion.

Signature of authorised signatory for recipient organisation:

Name:

Date:

Position in recipient organisation:

Name of recipient organisation:



## Appendix 5: Sample Application

**Project Name:** Community Preschool Makeover

### Project Description

The Kempsey Community Garden and the Kempsey Women's Shed will work together to build a small vegetable garden at the Kempsey Community Garden to allow the young children there to learn how to grow and benefit from eating fresh vegetables.

What is the address of the project?

Tozer Street, Kempsey

How does your project align with Kempsey Shire Council's Community Strategic Plan and the Delivery Plan?

Our project aligns to Kempsey Shire Council's goals as follows:

- Plan for and provide infrastructure that encourages and allows for active lifestyles (HS-01)

The gardens will allow young people to be active through gardening.

- Provide education around healthy lifestyle activities (HS-02)

Young people and their families will be shown how to grow and cook healthy food.

- Provide vibrant public spaces owned by the community (SAS-06)

The Kempsey Community Preschool will benefit from having an interactive garden space.

How do the outputs and outcomes of this project address the 5 W's?

**Who:** The volunteers from the Kempsey Women's Shed and the Kempsey Community Garden will partner to build and install the garden beds within the grounds of the Kempsey Community Preschool. Once completed the garden beds will be planted with the children and family members from the Preschool along with the volunteers that built the garden.

**What:** The project will involve building 6 raised garden beds at the Kempsey Community Preschool.

**When:** if funding is secured we will aim to have the garden beds completed and installed by November 2020.

**Where:** The garden beds will be built at the Kempsey Women's Shed and installed at the Kempsey Community Preschool.

**Why:** many of the young children that attend the Kempsey Community Preschool are from low income families and often due to a lack of parental understanding have poor nutrition.

By having garden beds at the Kempsey Community Preschool the staff will be able to engage the children in gardening activities and create healthy meals from the produce that they have grown themselves.

We have found that children that do not like to eat vegetables tend to do so more if they have grown them themselves. We hope to be able to provide enough produce to be able to give to the parents to take home with them.

Why is this project needed?

The Kempsey Shire has a SEIFA Index of 888 which makes it one of the most socially and economically disadvantaged communities in NSW. In 2016 9.7% of the Kempsey population was unemployed and 6.6% was away from work, both of which are also high compared to other communities in NSW. 13.1% of Kempsey's population is under the age of 9 years (2016 Census). These statistics show that Kempsey has both low socio-economic levels and a high proportion of young people.

It is often the case that health and nutrition are poor in such communities and low income families have little access to fresh food.

By installing garden beds at the Kempsey Community Preschool, the young people that attend and their families will not only be able to learn how to grow fresh food but they will also be given the opportunity to learn how to

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cook it and take it home with them.

We hope that this will not only provide short term benefits but it will encourage the families to grown their own produce at home for longer term gains.

## Budget

Income	Amount	Expenses	Amount
KSC Grant	\$2,500	Timber	\$2,000
Preschool contribution	\$500	Screw, nails etc.	\$100
In-Kind volunteer contribution	\$1,200	Trailer hire	\$100
		Soil	\$500
		Plants	\$200
		Gardening equipment	\$300
		In-Kind volunteer contribution	\$1,200
<b>TOTAL</b>	<b>\$4,200</b>	<b>TOTAL</b>	<b>\$4,200</b>





For more info visit

[ksc.pub/grants](http://ksc.pub/grants)

[www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)

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