



# Central Coast Council

## Stronger Communities Fund Community Grants Program

### 1 WHAT IS THE STRONGER COMMUNITIES FUND COMMUNITY GRANTS PROGRAM

The Stronger Communities Fund has been established by the NSW Government to provide Councils with funding to kick start the delivery of projects that improve community infrastructure and services.

The fund includes a Community Grant Program, allocating \$1 million in grants of between \$10,000 and \$50,000 to incorporated not-for-profit community groups, for projects that build more vibrant, sustainable and inclusive local communities.

### 2 AVAILABLE FUNDING

Total funding available \$1,000,000.00

Minimum funding available per application - \$10,000

Maximum funding available per application - \$50,000

- Round 1 – Opens: 18<sup>th</sup> July 2016, Closes: 26<sup>th</sup> August 2016
- Round 2 – Opens: 30<sup>th</sup> January 2017, Closes: 24<sup>th</sup> February 2017
- Round 3 – Opens: 17<sup>th</sup> July 2017, Closes: 11<sup>th</sup> August 2017
- Round 4 – Opens: 29<sup>th</sup> January 2018, Closes: 23<sup>rd</sup> February 2018

### 3 COMMUNITY PRIORITIES

Each application is required to address a minimum of **one** of the following community priorities identified in the Community Strategic Plans:

- 3.1 Creating a vibrant, caring and connected community
- 3.2 Creating safer communities
- 3.3 Valuing the communities local history, culture and diversity
- 3.4 Ensuring fair access and opportunity to participate in Community Life
- 3.5 Providing opportunities for active and healthy lifestyles
- 3.6 Advancing community expertise, capacity, networks, resources and innovation
- 3.7 Building stronger more resilient communities

### 3.8 Enhancing the sense of local identity

## **4 ELIGIBILITY**

- 4.1 Applicants must be a legally constituted not-for-profit organisation.
- 4.2 Applicants must operate within the Central Coast area or be able to demonstrate that the project will benefit residents of the Central Coast community.
- 4.3 All applicants must meet the grant program eligibility criteria and address one or more community priorities
- 4.4 Only one application per project, per financial year, may be successful in obtaining funding across any of Council's grant funding programs.

## **5 THE FOLLOWING ARE INELIGIBLE**

- 5.1 Late or incomplete applications.
- 5.2 Applicants who have overdue acquittals from previous funding from Council under any of Council's grant programs will not be eligible.
- 5.3 Events, projects or activities with a religious, political or sectarian purpose, where that purpose may exclude or offend members of the broader community.
- 5.4 Retrospective funding of any event, project or activity.
- 5.5 General fundraising appeals.
- 5.6 A project, event, service or activity which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship or a philanthropic trust.
- 5.7 In a position to self-fund the project.
- 5.8 A project, event, service or activity which primarily benefits a single individual or business.
- 5.9 Funding for a project already allocated funds in Council's annual budget.
- 5.10 Operational and administration expenses that do not relate specifically to the funded project, or are considered 'core business' of the organisation.
- 5.11 Purchase of land or buildings.
- 5.12 Applicants who have an outstanding debt to Council.

*Where alternative funding options exist for any of the above exclusions, applicants will be advised accordingly.*

## 6 ASSESSMENT CRITERIA

Each application will be assessed as follows:

- 6.1 Addresses an identified community priority as outlined in Section 3 – 30%
- 6.2 The extent to which the project delivers social, cultural, economic or environmental benefits to local communities – 30%
- 6.3 The extent to which the budget is comprehensive, realistic and provides value for money – 20%
- 6.4 The extent to which the application demonstrates that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended – 10%
- 6.5 Capacity of the organisation to undertake all aspects of the proposed project – 10%

*As resources are limited, not every application that meets the assessment criteria will necessarily receive a grant.*

## 7 ASSESSMENT PROCESS

- 7.1 Applications are only accepted online through Central Coast Council's website [www.centralcoast.nsw.gov.au](http://www.centralcoast.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.
- 7.2 Applications will be assessed by a Stronger Communities Fund Assessment Panel. The Panel will assess and make recommendations for projects received through the community grant program and recommendations will be reported to Council for endorsement. The panel comprises the following representatives;
  - Mayor or other nominated Councillor
  - State Member(s) of Parliament or representative
  - Regional Coordinator of the Department of Premier and Cabinet, or delegate
  - The Group Leader Connected Communities
  - Other members, appointed by the Mayor or other nominated Councillor as required
  - An independent probity adviser, appointed by the Mayor or other nominated Councillor to advise the Panel on their deliberations and assessment process
- 7.3 All applicants will be notified of the outcome of their application.
- 7.4 Unsuccessful applicants are encouraged to seek feedback from the Council's Grants Team on their application. Some grant programs are highly competitive and even

though an application may meet the program criteria it may not be competitive against other applications.

- 7.5 Successful applications will be invited to meet with a Council representative to negotiate and sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed prior to funding being provided.
- 7.6 All projects must be completed as agreed upon within the funding agreement.
- 7.7 All grantees are required to provide a three (3) monthly report on their project and a final project report no later than four (4) weeks after the agreed completion date of the activity/project with copies of any photos and promotional materials as specified in the funding agreement. All funds will need to be acquitted as detailed in their funding agreement.

## **8 ADDITIONAL INFORMATION**

- 8.1 In addition to the completed application form, the following must be provided:
  - A copy of your most recently audited financial statements (or a statement of income and expenditure signed by your finance manager, if your organisation is not subject to audit requirements).
  - Your organisation's most recent Annual Report - minimum of Form A12, if this is your annual reporting obligation to NSW Fair Trading.
  - Evidence of other funding secured or applied for (if relevant).
  - 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.
  - A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million.
  - For capital works and / or equipment, two quotes for each item valued at \$1000 or more.
  - Inclusion of an appropriate project management plan
- 8.2 Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Central Coast Council or the NSW Government.
- 8.3 Approval of a grant does not imply that Central Coast Council has given any other consent. Applicants should note that many festivals and events require approvals and consents from Central Coast Council, NSW Police and other state government agencies.
- 8.4 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest.
- 8.5 All written and verbal communication regarding an application will only be with the applicant or the contact person listed in the application.

8.6 All decisions of Central Coast Council are final and no negotiations will be entered into.