

Community Grants and Subsidies Program 2023/2024 GUIDELINES



SUTHERLAND SHIRE

2023 / 2024 Community Grants and Subsidies Program Guidelines

Applications are open from 27 Feb – 27 Mar 2023

In this guide you will find:

1. Guidelines
2. Criteria
3. How to apply

If you have any further questions, please contact Sutherland Shire Council at communities@ssc.nsw.gov.au or 9710 0159

1. GUIDELINES

Supporting the local community

Sutherland Shire Council believes in a supported and empowered local community that recognises the principles of equity, access, and participation. Our Community Grants and Subsidies Program aims to provide financial support to local not-for-profit organisations that contribute to a connected, supportive, caring, inclusive and engaged community.

The following target groups are identified as priority areas for funding, seniors, young people, people with disability, culturally and linguistically diverse communities, indigenous communities and children and family.

Who can apply?

Local not-for-profit organisations that provide services to residents of Sutherland Shire. Organisations must have an Australian Business Number, documentation that support it's not for profit status and an Australian bank account.

How much are the grants?

Grants are for a maximum of \$20,000 per application. Organisations can submit up to two applications.

Funding Period

Funding is for activities and projects that can be delivered during the 2023/2024 financial year. Any organisation that cannot deliver their program in this time, will be required to return unspent funds to Council.

What we will fund

We will not fund core expenses (such as rent, insurance, phone rental, IT upgrades, policy updates, general business operations etc), retrospective funding or funding to direct individuals.

Grants are a competitive process and applications that meet the assessment criteria are not guaranteed funding. Successful applicants may receive a percentage of the total sought, rather than the full amount.

Key dates

27 February 2023	Community Grants and Subsidies Program applications open
27 March 2023	Community Grants and Subsidies Program applications close
April 2023	Grants assessed
June 2023	Council meeting
June 2023	Applicants notified of outcome
July 2023	Funding made available
September 2023	Recognition event

Any changes to these dates will be updated on the Community Grants and Subsidies homepage on our website.

Successful applications

If your application is successful, you will be required to sign a funding agreement with Sutherland Shire Council which will stipulate terms and conditions of funding.

Before the opening of the subsequent grant round, we will request an Acquittal or a Progress Report asking about the project outcomes achieved.

2. CRITERIA

Funding Categories

There are two funding categories aimed at providing a fair distribution of funding across the community sector and the arts and cultural community. The program will fund projects that best align with the outcomes of either funding category. Funding categories are:

1. A Caring and Supportive Community

Each project must demonstrate how it meets one or more of the following outcomes:

- Access to services, programs, and facilities to support health and wellbeing
- Support and enable all in our community, including multicultural and Aboriginal and Torres Strait Islander communities
- Opportunities that help build a sense of community
- Protect and improve environmental and community health

Priority will be given to projects which target demonstrated and emerging needs/issues within the community including, but not limited to:

- Projects that actively reduce social isolation across all age groups and sectors
- Services and programs that support mental health and emotional wellbeing
- Activities and programs that strengthen community connections and sense of belonging
- Proactive and preventative programs that target domestic and family violence

2. A Culturally Rich and Vibrant Community

Each project must demonstrate how it meets one or more of the following outcomes:

- Actively encourage participation in arts and cultural experiences
- Foster artists and creative industries in Sutherland Shire
- Contribute to the delivery of a range of community events and cultural experiences for residents of Sutherland Shire
- Protect and embrace our Aboriginal heritage

Priority will be given to projects which target demonstrated and emerging needs/issues within the community including, but not limited to:

- Public spaces activated with cultural and creative initiatives
- Opportunities and events that improve cultural awareness and connections
- Contribute to artistic, cultural and heritage outcomes for Aboriginal and Torres Strait Islander people

Assessment process

Applications are assessed against the assessment criteria below. Sutherland Shire Council receives more funding applications than it can support. Therefore, successful applications are those that clearly meet the grant outcomes and best respond to the assessment criteria.

** Please note, applicants may be called upon to present their project to Council for final decision making*

Assessment Criteria – Funding Category 1

1. A Caring and Supportive Community

Alignment to the Community Grants outcomes (30 per cent weighting)

- Will the project contribute towards the outcomes of the Community Grants program?
- Is the project well described with clear goals and outcomes?
- Is there a clear link between the activities that will be delivered and the project outcomes and goals?
- How is the project evaluated – what measures are used to determine if the program has delivered on the planned outcomes?

Community need (20 per cent weighting)

- Is there a clearly identified and demonstrated local need for this project?
- Does the project and identified activities effectively address this need?
- Does the project target vulnerable or marginalised sectors of the community?
- Have local residents, service users and/or service providers been involved in identifying the need and planning the project?

Organisational capacity (20 per cent weighting)

- Are the milestones clear, logical, and achievable?
- Does the project identify appropriate partners that will work with them in a collaborative way?
- Does the organisation demonstrate the ability to execute the project successfully within the set timeframe?
- Is the project sustainable beyond the funded activities?

Access and inclusion (15 per cent weighting)

- Are the project beneficiaries / audience clearly identified?
- Is the project accessible and inclusive for the targeted beneficiaries to participate in the planned activities?
- Does the project remove barriers and create opportunities for people to attend, including people with a disability?

Budget (15 per cent weighting)

- Does the budget clearly identify what the grant funding will be spent on?
- Has the applicant demonstrated a need for financial support from Council?
- Does the budget accurately reflect the scope and scale of the application and have the resources that are required to deliver the project been clearly identified?
- Have other funding sources been identified?

Assessment Criteria – Funding Category 2

2. A Culturally Rich and Vibrant Community

Alignment to the Community Grants outcomes (30 per cent weighting)

- Will the project contribute towards the outcomes of the Community Grants program?
- Is the project well described with clear goals and outcomes?
- Is there a clear link between the activities that will be delivered and the project outcomes and goals?
- How is the project evaluated – what measures are used to determine if the program has delivered on the planned outcomes?

Community participation (20 per cent weighting)

- Has the project engaged local residents and / or artists?
- Does the project contribute to a range of community events and cultural activities for local residents?
- Does the project support the arts and cultural sector of the Sutherland Shire?
- Have local residents, service users and/or service providers been involved in the planning of the project?

Organisational capacity (20 per cent weighting)

- Are the milestones clear, logical, and achievable?
- Does the project identify appropriate partners that will work with them in a collaborative way?
- Does the organisation demonstrate the ability to execute the project successfully within the set timeframe?
- Is the project sustainable beyond the funded activities?

Access and inclusion (15 per cent weighting)

- Are the project beneficiaries / audiences clearly identified?
- Is the project accessible and inclusive for the targeted beneficiaries to participate in the planned activities?
- Does the project remove barriers and create opportunities for people to attend, including people with a disability?

Budget (15 per cent weighting)

- Does the budget clearly identify what the grant funding will be spent on?
- Has the applicant demonstrated a need for financial support from Council?
- Does the budget accurately reflect the scope and scale of the application and have the resources that are required to deliver the project been clearly identified?
- Have other funding sources been identified?

3. HOW TO APPLY

Please do not assume we know about your organisation or your project, even if you have received a grant in the past. Throughout the application form we have provided some tips as a guide on what to include in your answers. Please keep responses succinct and only include relevant information.

Applications will be submitted and managed online via [Smarty Grants](#). Application forms can be accessed from the Sutherland Shire Council website once the grant round is open.

Late applications will not be accepted.

Please ensure you review eligibility criteria before beginning your online application.

Eligibility Criteria

To be eligible for a Community Grant your organisation must:

- Be a local not for profit organisation or charity or be auspiced by one
- Be able to demonstrate your organisation is registered with the Australian Charities and Not-for-profit Commission and /or documents which confirm your organisation's not-for-profit status.
- Have an Australian Business Number (ABN)
- Provide annual financial statements for review
- Demonstrate that the project will benefit Sutherland Shire residents
- Adhere to Work Health and Safety policy and practices as required under legislation
- Have appropriate current insurance
- Have appropriate current certificates where required (eg. Police Checks)
- Have acquitted all previous grant conditions and have no debt to Council
- Complete and lodge an online Grant Application by the due date

Ineligibility Criteria

- Organisations that failed to acquit previous funding by the due date
- Projects that do not primarily target Sutherland Shire residents
- For-profit organisations or political organisations
- Applications that seek support for supplementing the funding for core business expenses (e.g. rent, utilities, insurance, staff wages).
- Facility upgrades that include significant building works (applications for upgrades will be capped at \$20,000 for total project costs).
- National registered charities that actively source donations
- Prize money, payment of debts, insurances, fund raising activities

In-kind support

If you are successful in receiving a grant under the Community Grants and Subsidies Program you will NOT be eligible to receive any further in-kind support from Council for your project. Please ensure you include the value of any in-kind support in your project budget to ensure you have sufficient funds for your project. Examples of in-kind support include; event bond, site fees, waste fees, venue hire.

Lobbying

Canvassing or lobbying of Councillors and employees of Sutherland Shire Council in relation to any grants application is prohibited during the application process.

No further consideration will be given to an application submitted by an applicant that canvasses or lobbies a Councillor or employee of Sutherland Shire Council.

4. QUESTIONS

Application Assistance

SmartyGrants provides video tutorials and help guides on their website.

<http://www.smartygrants.com.au>

If you require additional advice or assistance, contact Sutherland Shire Council's Community Development and Grants Advisor

Ph. (02) 9710 0159

Email: communities@ssc.nsw.gov.au

Grants information workshops and online training courses will also be provided.

Interpreter Services

Applicants requiring an interpreter to talk to Council staff regarding an application should first phone the **Translating and Interpreting Service (TIS National)** on 131 450.