

# Willoughby City Council Community Small Grants Program Guidelines

**OPENING DATE: Monday 27 March 2017**

**CLOSING DATE: Friday 12 May 2017**

## Category 1A - Community Development

This is a small grants program available to non-profit community organisations that offer services to the Willoughby Local Government Area. **For Category 1A the maximum that will be granted is \$4,000, excl GST. The minimum that will be awarded is \$500 excl GST.**

Priority for funding will be given to projects that will help the community achieve the following:

- Celebrate diversity and community spirit.
- Access quality community services and facilities.
- Achieve healthy lifestyles and lifelong learning.

(as listed under the title "Community & Cultural Life" within Willoughby City Council's Community Strategic Plan *The Willoughby City Strategy 2010 – 2025* (pg 15).

### Priority areas

- Children and Young People
- Aging and Disability
- Aboriginal and Torres Strait Islander peoples
- Multicultural and Culturally Linguistically diverse communities
- Access and inclusion
- Health and Wellbeing
- Community safety

### Aims of the Small Grants Program – CATEGORIES 1A

#### Categories

Applicants must align to the specific category purpose and meet one or more of the relevant priorities.

#### Community and Cultural Development

Projects and initiatives that respond to an identified need and focus on; community capacity building, community leadership, enhance cultural awareness and diversity, fostering partnership within the community and building safer communities.

**Priorities** (address one or more):

- To support local community services to meet the needs of a diverse Willoughby community.
- To encourage innovative and effective programs that address identified gaps in local service provision.
- To assist local organisations develop inclusive, effective, community-based projects.
- Further develop and revitalise an established program or project.

- To support high quality service delivery.
- Initiatives that support sustainable community events and celebrations that reflect cultural values, diversity and the lifestyle of our communities.
- Engage the wider community in local creative and cultural projects and/or events.
- Promoting a vibrant, diverse and fun place to live and visit.
- Celebrate and contribute to our lifestyle, environment and culture.
- Encourage cultural awareness and diversity.
- Demonstrate a creative or innovative approach.
- To promote sustainability and increase the capacity and skills of the local community.
- To stimulate partnerships across the community and encourage community participation.
- Foster community leadership.
- Foster partnerships and collaboration between community groups.
- Enhance community safety.

### **Health and Wellbeing**

Initiatives that aim to build healthy and interactive programs, activities or events for the community and encourage physical and social wellbeing and aims to create a community that is socially inclusive and resilient.

**Priorities** (address one or more):

- Contribute to building healthy and active communities.
- Contribute to building strong communities: inclusive, connected, engaged, healthy and active.
- Provide physical activity initiatives, programs or opportunities.
- Encourage healthy eating and the availability of fresh, healthy foods.
- Engage a broad spectrum of the community.
- Provide access for all abilities.
- Provide benefit to multiple user groups.

### **Community Services & Facilities**

Projects that involve the development, maintenance or improvement of buildings or land that contributes to providing a safe, accessible and inclusive community facility.

**Priorities** (applicants must address all):

- Provide well maintained and accessible community facilities which enable opportunities for social interaction.
- Adhere to the principles of access and equity.
- Address issues of risk management or compliance with Australian standards.
- Have a current maintenance schedule.

*Note: Organisations with formal council tenure are required to complete any works outlined in their **lease performance inspections** prior to being funded for other projects.*

### **Examples of projects/service types that will be considered include:**

- Projects that promote access & equity (access applies to physical access, affordability & transport).
- Child care services that cater for children/families with special needs.
- Services for the frail aged and/or people with a disability or their carers.
- Services that promote healthy lifestyles.
- Services that promote volunteer involvement.
- Services that target marginalised young people and/or youth at risk.
- Crime prevention/community safety projects/domestic violence support projects.
- Mental health services/projects.
- Family support services/projects.
- Projects that support people who are physically or socially isolated.

**Projects that do not fit into any of the above funding areas may still be considered. If you are uncertain as to whether your project meets the funding criteria, please contact Willoughby Council on 9777 7990 for assistance.**

### **WHO CAN APPLY**

Organisations must;

- Be not-for-profit, incorporated groups (or groups auspiced by an incorporated body).
- Offer services or a project that directly benefits the residents of the Willoughby LGA.
- Be able to demonstrate in their application the ability to successfully deliver the project.
- Have current Public Liability Insurance (\$10 million).

### **WHO CANNOT APPLY**

- Profit making organisations.
- Individuals/groups that are not auspiced by an incorporated body.
- Individuals who were funded in either of the three previous grant rounds.
- Applicants that are in a position to self-fund their project.
- Applicants who have failed to comply with previous funding requirements.
- Applicants with considerable opportunity to access funding from other sources.
- Applicants that are already receiving considerable in-kind assistance from Council e.g. free or discounted venue hire to the value of over \$10,000 per year.
- Government departments or agencies. Applications from school P&C groups or similar school based groups from the Willoughby LGA will be considered.
- Educational, religious or medical organisations, where the applicant is for the organisation's core business
- Organisations with a considerable amount of funds in reserve.
- Council staff. Family members of Council staff can apply if they meet all of the criteria.

### **INELIGIBLE PROJECTS**

- Projects outside of the Willoughby LGA.
- Retrospective projects.
- Staff positions that require recurrent funding.
- Ongoing operational or recurrent costs including salaries, rent, fuel
- The core business of educational, religious or medical organisations
- Prize money, prizes or trophies
- Projects run solely for commercial profit
- Celebration activities or events where attendance is limited to individual organisations or their members
- Purchase of uniforms, merchandise, catering, hospitality, food and beverages.

- Upgrades to Council owned property.
- Payment of Public Liability Insurance.
- Major capital works projects i.e. Total project value is more than \$10,000.
- Projects that have been funded by Council for three consecutive years.
- Fundraising initiatives or events that are organised for commercial purposes.
- Standard operational costs for a group/organisation.

#### **LOWER PRIORITY IS GIVEN TO**

- Applicants who have been funded within the previous 12 months
- Projects or programs that have previously received council funding

#### **INCORPORATION**

All groups/organisations applying for grants **MUST** be incorporated. Non-incorporated groups **MUST** ask an incorporated organisation to act as their Auspice (i.e. to apply for and manage the grant on their behalf). The Auspice Body must also hold current Public Liability Insurance of at least \$10 million. If the application is successful, payment will be forwarded to the Auspice Organisation which will then be responsible for the allocation of the grant money to the project. The Auspice Organisation will also be responsible for acquitting and reporting on the funded project on completion or prior to the end of the financial year whichever comes first.

#### **ASSESSMENT OF APPLICATIONS – CAT. 1A – COMMUNITY DEVELOPMENT**

*Applications under Category 1A will be assessed by specialist Council officers according to the selection criteria below;*

- 1) Relevance to the *Community & Cultural Life* section of Willoughby City Council's Community Strategic Plan 2010 – 2025 (Total 20%).
  - Project fills an identified gap/high priority area in local service provision.
  - The project assists the community to meet Community Strategic Plan outcomes.
- 2) Promotes community involvement and long term positive community outcomes (Total -20%).
  - Actively involves the community in the delivery of the project.
  - Develops/Utilises the skills of the community & direct stakeholders.
  - Improves the capacity of the group to offer services and activities.
  - Will have long term benefits to the community.
- 3) Compliance with the guidelines (Total -20%).  
The organisation and project are eligible for funding under the guidelines, including the provision of all financial and legal information.
  - Additional supporting information has been provided where appropriate.
- 4) Funding options (Total -20%).
  - The Community Development program is an appropriate source of funding.
  - The organisation has demonstrated efforts to seek funding from other sources.
  - The organisation is actively contributing to the cost of the project, including in-kind support.
  - The organisation has limited access to funds.
- 5) Project management (Total -20%).
  - The project has been properly researched and is feasible/viable.
  - The project has clearly identified community outcomes.

## **CONDITIONS FOR SUCCESSFUL APPLICANTS**

- Funds must be used only for the purposes detailed in the grant, unless agreed to in writing.
- Applicants must provide a tax invoice if registered for GST.
- An acquittal report must be provided at the end of the grant, using Smarty Grants.
- Applicants must acknowledge Council support on publicity material and public statements made about the project.

**Note: This is a small grants program that is non-recurrent and should not lead to a dependency on Council for on-going support. It is expected that recipients will make some financial contribution to the overall cost of their project.**

**It is advised that you contact Willoughby City Council on 9777 7595 to discuss your project to ensure that it complies with the objectives of the Small Grants Program.**

**CLOSING DATE: Friday 12 May 2017.**

**Late applications will not be considered.**