

# Willoughby City Council Community Small Grants Program Guidelines

**OPENING DATE: Monday 27 March 2017**  
**CLOSING DATE: Friday 12 May 2017**

## Category 1B - Individual Development & Sports Applicant

This is a small grants program available to Individuals and Sporting Clubs that offer services to the Willoughby Local Government Area. **For Category 1B the maximum that will be granted is \$500, excl GST. Groups or teams attending the same event can apply for a group total of up to \$2,000, excl GST.**

### Category 1B (Individual / Sports Application)

- Residents who represent the Willoughby Local Government Area at competitions or events may apply for Individual Development and Sports Grants.
- Applicants must be between the ages of 12 – 25 years.
- Representation must be at a state, national or international level (e.g. sport, arts, cultural, community, heritage, economic and environment).
- Individuals must be selected by a recognised national governing body or equivalent and provide a letter of selection. Representation may be in the form of:
  - Performing
  - Competing
  - Presenting

Funding will assist with expenses incurred whilst attending an activity e.g. travel, accommodation, entry fee and registration.

Individuals must be selected by a recognised national body and provide a letter of selection.

Applications from individuals or athletes who are formally endorsed by their sport's governing body, a club or other incorporated body will be considered. Applications should clearly demonstrate that the individual is unable to self-fund and that his/her personal circumstances indicate that additional assistance is required. *All information on the individual will be treated in confidence.* Funds will NOT be given directly to an individual. A recognised sport governing body, Club or other Incorporated body MUST agree to formally auspice the grant.

**If you are uncertain as to whether your project meets the funding criteria, please contact Willoughby Council on 9777 7595 for assistance.**

## **WHO CAN APPLY**

Individuals seeking funding must;

- Be selected by a recognised governing body (or equivalent) to attend. You must provide a letter of selection
- Have been a permanent resident in the Willoughby Local Government Area for the past 12 months
- Applicants must be between the ages of 12 – 25 years.
- Submit the application prior to the event
- Be representing the region by performing, competing or presenting at state, national or international competitions, conferences or events
- Have met acquittal conditions for previous council grants and have no debt to council.
- Be not-for-profit, incorporated groups (or groups auspiced by an incorporated body).

For non-sporting applications, the assessment panel will confirm the status of the selecting body.

In addition to the above, applications for sporting events must be competing in:

- A selected official New South Wales or Australian team, endorsed by the relevant National Sporting Organisation.
- Official national or international championships recognised as a National Sporting Peak Body or Organisation through its endorsed by the Australian Sports Commission.

For a list of national sporting organisations recognised by the Australian Sports Commission, visit the [Australian Sports Commission website](#)

## **WHO CANNOT APPLY**

- Profit making organisations.
- Individuals/groups that are not auspiced by an incorporated body.
- Applicants that are in a position to self-fund.
- 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.
- 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 APPLICANTS**

- Individuals who live outside of the Willoughby LGA.
- Individuals 25 years and over.
- Payment of Public Liability Insurance.
- Projects that have been funded by Council for three consecutive years.
- Standard operational costs for a group/organisation.

## **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 & ENDORSEMENT PROCESS - CATEGORIES 1B**

The application will be assessed by specialist Council officers and Executive Leadership team. An overview of each project and officer recommendations will be presented to Councillors for endorsement. **Applicants can expect to receive notice of Council's decision for funding in August.**

## **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.

## **FUNDING**

- Amounts of up to \$500 for Individuals and \$2000 for teams will be allocated that must be used within 12 months of the grant being awarded.

**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.**