

**Community Grants
and Subsidies
Program 2020/2021
GUIDELINES**



SUTHERLAND SHIRE

2020 / 2021 Community Grants and Subsidies Program Guidelines

Applications are open from 2 March – 27 March 2020

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 0602.

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 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.

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

2 March 2020	Community Grants and Subsidies Program applications open
27 March 2020	Community Grants and Subsidies Program applications close
April 2020	Grants assessed
June 2020	Council meeting
June 2020	Applicants notified of outcome
July 2020	Funding made available
September 2020	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
- 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:

- Homelessness and affordable housing support
- Proactive disability and mental health programs
- Programs that support healthy active ageing
- ATSI and multicultural awareness programs
- Youth engagement; particularly programs that target drug and alcohol misuse

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 engaging community 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
- Inclusive programs that maximise access and reduce costs and logistical barriers to participation
- 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)

- How clearly are the project aims and outcomes identified?
- How closely do the project aims and outcomes align to the Grants Program funding categories?
- How the project is evaluated – the ability to measure whether the program has delivered on the Grants Program outcomes

Community need (20 per cent weighting)

- Is there a clearly identified and demonstrated local need for this application?
- Does the project and identified activities effectively address this need?
- Has the organisation appropriately engaged with the local community?
- Have local people, members, service users and/or service providers been involved in identifying this need and had input into the response?

Organisational capacity (20 per cent weighting)

- Does the organisation have the ability to execute the project successfully with a clear vision of what is to be achieved?
- Are the project milestones viable and achievable within the timeframe?
- Is there a clear link between the community need, the community outcomes and the activities that will be delivered?
- Does the project identify appropriate partners that will work with them in a collaborative way?

Access and equity (15 per cent weighting)

- Does the project address issues of social exclusion or barriers to participation?
- Does the project target vulnerable sectors of the community?
- Is the project accessible and inclusive?
- Does the project address issues of disadvantage?

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)

- How clearly are the project aims and outcomes identified?
- How closely do the project aims and outcomes align to the Grants Program funding categories?
- How the project is evaluated – the ability to measure whether the program has delivered on the Grants Program outcomes

Community participation (20 per cent weighting)

- Has the project engaged local residents and / or artists?
- Does the project meet local demand?
- Does the project develop the arts and cultural sector of the Sutherland Shire?
- Is the project inclusive and does it actively attempt to increase access to participation?

Organisational capacity (20 per cent weighting)

- Does the organisation have the ability to execute the project successfully with a clear vision of what is to be achieved?
- Are the project milestones viable and achievable within the timeframe?
- Is there a clear link between the community need, the community outcomes and the activities that will be delivered?
- Does the project identify appropriate partners that will work with them in a collaborative way?

Diversity and Inclusion (15 per cent weighting)

- Does the project contribute to the creative and cultural profile of the Sutherland Shire?
- Does the project contribute to the diversity of cultural expression in Sutherland Shire?
- Is there a range of artists and cultural practitioners engaged in the delivery of the project?

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 an incorporated 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 0602

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.