

**Community Grants
and Subsidies Program
2024/2025**

INFORMATION GUIDE

SOUTHAMPTONSHIRE

2024/2025 Community Grants and Subsidies Program Information Guide

Applications are open from Monday 26th February – Monday 25th March.

In this guide you will find:

1. Overview
2. Criteria
3. How to apply
4. Acquittal Process
5. Terms/Definitions

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

1. OVERVIEW

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.

Council seeks to actively engage the community sector in projects that build capacity and skills and deliver community events that celebrate and connect people. Applicants applying for funding will need to demonstrate how their organisation and project align with Councils' [Community Development Strategy \(2021-2031\)](#). [The community development strategy is integral in delivering Councils' planned actions to support the community as part of the operational and delivery plans.](#) The Community Strategic Plan outlines how Council will develop and enhance programs that support and enable the safety and wellbeing of all in our community, as part of The Operational Plan 3G.23.01 "Coordinate grants and subsidies to support prioritised community development."

All Council officers involved in the administration of the Grants and Subsidies annual program, act in line with all requirements of the NSW Local Government Act 1993.

The following target groups are identified as priority areas for funding. These include seniors, young people, people with disability, culturally and linguistically diverse communities, Aboriginal and Torres Strait Islander people, LGBTQIA+, homelessness, squalor, mental health and domestic violence, communities, children, and family.

Who can apply?

Applicants must be a local incorporated not for profit organisation or charity or be auspiced by one. Applicants must provide services to residents in the Sutherland Shire and have an Australian Business Number, Australian bank account, and documentation that support it's not for profit status.

Groups not registered as a not-for-profit organisation are encouraged to consider being auspiced by a registered not-for-profit organisation to be able to apply for a community grant. A letter from the auspicing organisation outlining the arrangement will need to be attached to the application by the unregistered group.

How much are the grants?

The Community Grants and Subsidies Program is a three-tier program designed to support local not – for profit organisations seeking funding for projects, events and initiatives that contribute to a connected, supportive, caring, inclusive and engaged community that.

- Builds community capacity.
- Empowers vulnerable members of our community.
- Promotes partnerships.
- Encourages community participation.
- Delivers programs that are sustainable.

Tier One – A supported and enabled community –Grants of up to \$20,000 aim to fund Sutherland Shire projects that facilitate access to services and programs that support, strengthen, and enable all in our community and prioritise projects that contribute to social wellbeing, participation, and inclusion locally.

Tier One funding best aligns with both the outcomes of Category 1 Outcomes A Caring and Supportive Community and Category 2 Outcomes - A Culturally Rich and Vibrant Community

Tier Two – An engaged and activated community. Grants of up to \$10,000 aim to fund local annual concerts, festivals and events that demonstrate a high level of community participation through the organisation of events or activities in the Sutherland Shire that will activate and strengthen our community.

Tier Two funding will best align with Category 2 Outcomes - A Culturally Rich and Vibrant Community*

Tier Three – Venue Hire Subsidy. A subsidy provided for Council venue hire to community organisations offering social support and engagement to the community. Council venues that are eligible are bookable community venues including Council community centres, halls and performance venues.

Tier Three funding best aligns with both the outcomes of Category 1 Outcomes A Caring and Supportive Community*

Organisations can submit a total of two applications across the three tiers.

Organisations for the purpose of this program will be deemed as one entity, irrespective of how many outlets, or how many various ABNs are registered.

Funding Period

Funding is for activities and projects that must be delivered during the 2024/2025 financial year. Any organisation that cannot deliver the program(s) in its entirety within this time, will be required to return unspent funds to Council by 31 July 2025.

What will we fund?

Sutherland Shire Council 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

26 February 2024	Applications open
26 March 2024	Applications close
April/May 2024	Grants assessed
June 2024	Council meeting
June 2024	Applicants notified of outcome in writing
July 2024	Funding made available
September 2024	Recognition event

Any changes to these dates will be updated on the Community Grants and Subsidies homepage on our website at <https://www.sutherlandshire.nsw.gov.au/living-here/community-support/grants/community-grants-and-subsidies-program>

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. It is imperative both parties sign this funding agreement.

Your funding agreement will be emailed for signing and must be returned within 14 days.

This funding agreement will also be dependent upon the submission of any outstanding acquittals from the previous grant round outlining project outcomes achieved.

2. CRITERIA

Funding Categories

There are two funding categories aimed at providing an equitable 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:

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

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
- Concerts, festivals, and events that promote social wellbeing and health outcomes for the community.

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.
- Public spaces activated with annual cultural and creative initiatives and connections

Assessment process

Applications are assessed against the assessment criteria below.

There are three stages of assessment which includes:

- a) initial rating performed by the Community Services team
- b) an independent senior assessment panel
- c) review and endorsement by the Grants and Subsidies Sub Committee

At all stages there is opportunity for assessors to declare any conflicts of interest.

Applications will be assessed by the community service team. There are three stages to the assessment.

- i. initial assessment performed by the community services team and assessed against the eligibility and selection criteria
- ii. an independent senior assessment panel will review and evaluate the application rankings making final recommendations to the Sub -Committee
- iii. review and endorsement by the Grants and Subsidies Sub Committee for distribution

At all stages there is opportunity for assessors to declare any conflicts of interest.

Process for Review and Approval

Each stage is dependent on the previous one. There are opportunities to review and clarify information during each process and/or seek further information from the applicant. The Grants and Subsidies Sub Committee has the responsibility of the final endorsement of all

applications. This may occur during the meeting or during follow up consultation with Council officers.

FUNDING

Applicants agree to sign a funding agreement which will stipulate terms and conditions of funding. Funding agreements will need to be signed by both the recipient and Council. The purpose of this agreement is to establish a funding arrangement that correlates with the planned activities and outcomes as outlined in the grant application form and is an undertaking to deliver projects and events that align with Councils' Community Strategic Plan.

The funding agreement will be emailed for signing and must be returned within 14 days.

In the funding agreement applicants agree to:

- Recognise the value of the community-based activities being undertaken in the Sutherland Shire utilising Council funding.
- Acknowledge that local community organisations have an important role in the health and well-being of the residents of the Sutherland Shire and should continue to maintain and develop a program of local projects and events that contribute to a connected, supportive, caring, inclusive and engaged community.
- The funding agreement will also be dependent upon the submission of any outstanding acquittals from the previous grant round outlining project outcomes achieved.

Financial Delegations:

Recipients of funds are required to meet the funding conditions, acquittal, agreement, and reporting requirements. Recipients enter into a written funding agreement with Council that outlines the use of funds.

Following endorsement by the Grants and Subsidies Sub- Committee evidence of approved funding will be minuted and approved, outlining the total funding pool available and the distribution of funds per applicant. Finance will make payments when evidence of endorsement has been received.

Sutherland Shire Council receives significantly more funding applications than can be supported. Therefore, successful applications are those that clearly meet the grant outcomes and best respond to the assessment criteria.

The criteria are weighted giving some more worth than others depending on which funding category you apply under. The differences highlight that applications received under the culturally rich and vibrant category need to be treated differently during the assessment process than applications received under the first funding category.

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

Assessment Criteria – Funding Category 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?
Demonstrated evidence of consultation with local stakeholders.

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

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 your organisation has received a grant in the past. Throughout the application form Council have provided some tips as a guide on what to include in your answers. Please keep responses succinct and only include relevant information.

Applications must 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.

Hard copy applications will not be accepted.

Please ensure eligibility criteria is reviewed before beginning the 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 provide a service to Sutherland Shire residents
- For-profit organisations or political organisations
- Organisation or groups with core business or infrastructure funded by NSW Govt schools (including P&C activities that primarily benefit a particular school), tertiary institutions or other government 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 your organisation is 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. Sutherland Shire Council does not condone the practice of pork barrelling.

4. ACQUITTAL PROCESS

Process for obtaining progress reports and acquittals.

Organisations funded under the Sutherland Shire Council grants program are required to submit an acquittal form at the completion of their project. This is outlined in your signed Funding Agreement.

Progress and acquittal reports are used to confirm that the funding has been used for the purpose intended in the funding application and must accurately report on the funded activities and the expenditure of the funding.

A reminder will be sent via smartygrants before the next grant round opens. If you have not yet fully executed your project at that time, a progress report will be required in the interim.

Organisations that fail to submit to a grant acquittal prior to the next grant round opening date will not be eligible for future funding under the Community Grants and Subsidies Program.

If an applicant has not acquitted a previous grant, they are ineligible to apply. Applicants will also be required to detail previous funding when completing their application form.

The acquittal form will ask your organisation to:

report on the outcomes and achievements of your project.

- provide evidence of your expenditure and income.
- provide evidence of our support in your publicity materials.
- provide feedback from participants and partners.

If you do not satisfactorily acquit your grant/s by the due date you will not be eligible to apply for further Community Grant funding and action is likely to be taken to recover the grant.

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: vhughes@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.

If you have any further questions, please contact Sutherland Shire Council at vhughes@ssc.nsw.gov.au or communities@ssc.nsw.gov.au or 029710 0159.

5. TERMS/ DEFINITIONS

Acquittal - A report submitted after the project is complete outlining how the grant funds were spent and how they align with the project outcomes in the funding agreement.

Auspice: An organisation receives grant money, on behalf of another group,

This organisation is responsible for the administration of all money received, including acquittals.

Assessment Criteria: the main points that a grant application will be considered against.

Capacity building: ability for an organisation to develop and deliver projects, resources and outcomes that communities need to survive and adapt over time.

Capital expenditure: money for purchase of equipment or property development

Festival or event A public occasion for celebration and/or gathering in the community to commemorate a special occasion, local anniversary or organised performance

Funding Agreement – detailed outline of funding arrangement made

In- Kind contribution – non-financial support provided to an organisation

Milestones- when major tasks or objectives have been or will be successfully achieved.

Objectives: What needs to be accomplished for the project to be successful

Outcomes: The aim of the project - What the project will achieve

Performance Measure: What is used to measure the project outcomes

Pork Barrelling - the allocation of public funds and resources to targeted electors for partisan political purposes.

Recipient: A party who has successfully applied for a grant or sponsorship

Stakeholder: people or groups that have an interest in the project.

Sustainability: How the project will be maintained and operate into the future

Vulnerable communities: members of the community that are at higher risk of experiencing barriers to social activities, resources, services, and support.