Community Grants Program: Guidelines

Purpose

The Community Grants program provides funding towards community projects, community events, small capital equipment purchases, and community buildings and facilities to support community organisations and individuals in their activities where there is a benefit for the wider community.

The Cowra Community Strategic Plan 2012–2036 articulates the Council and community vision to create —

“a leading, innovative and creative community, proud of our place in history, offering opportunity with the best of country living.”

The community has identified seven key directions to follow in pursuing this vision, they are:

1. Health and Well-being
2. Education, Training and Research
3. Lifestyle
4. Governance
5. Business and Industry
6. Transport and Infrastructure
7. Natural Resource Management

The Community Grants Program provides a range of funding opportunities to individuals and organisations to positively contribute towards achieving the shared vision for the shire.
General Eligibility Criteria

Organisations and groups

- Must be an incorporated not-for-profit profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund, or deductible gift recipient.
- Organisations must be based within Cowra Shire and must be able to demonstrate how the project will directly benefit residents within the Shire.
- Have acquitted all previous Cowra Shire Council grants.
- Have no outstanding debts to Council.

Individuals

- Must reside in the Cowra Shire region, or if based outside this area must be able to demonstrate how the project will directly benefit residents within the shire.
- Must be permanent residents or Australian citizens.
- Must have an Australian Business Number (ABN).

Ineligible organisations and groups

- Government agencies.
- Schools and Parent & Citizens Associations; unless auspiced by an eligible organisation and the project engages and demonstrates a benefit to the wider community.
- Churches and religious groups; unless the proposed project can be considered to be in addition to the core business of the church or group.
- Political groups.

Ineligible project expenses

- Recurrent costs including salaries/wages, insurance, administrative and operating costs.
- Payment of debt.
- Retrospective funding for projects, events, or equipment purchases.
- Projects and events receiving a donation from Council.
- Projects or events where the organising body is proposing to donate any proceeds to another cause.
- Generally, funding will not be provided to increase existing un-acquitted funds from Council for the same project.

General Guidelines

- Applications must demonstrate linkages to Council’s Community Strategic Plan objectives.
- The project or event for which funding is sought, must be based within Cowra Shire and/or be able to demonstrate significant benefit to Cowra Shire residents.
- The Community Grants Program aims to provide limited financial assistance and is not intended to be relied upon as the sole source of income.
- Council encourages co-funding from other external funding sources.
- Council reserves the right to part fund a grant application.
- Applicants are eligible to receive up to a total value of $5,000 in grant funds per financial year.
- In the instance that the funded project or event does not occur, the grant recipient will be required to repay the full amount of the funding awarded.
- Council reserves the right to not approve any applications.
### Categories and Funding

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Maximum Amount</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Resource Management</td>
<td>Projects that support the local environment and assist in making Cowra Shire a more sustainable place to live</td>
<td>$1000</td>
<td>Re-vegetation</td>
</tr>
<tr>
<td>Sport and Recreation</td>
<td>Activities that provide access to physical and social pursuits to support the health and well-being of the community</td>
<td>$1000</td>
<td>Skills clinic Sporting equipment</td>
</tr>
<tr>
<td>Arts and Culture</td>
<td>Events that foster the Shire's cultural identity, or that provide an accessible, diverse range of community art and cultural opportunities</td>
<td>$1000</td>
<td>Art workshop</td>
</tr>
<tr>
<td>Small Capital Equipment</td>
<td>Purchases of small capital equipment items to support community organisation activities</td>
<td>$500</td>
<td>Photocopier printer</td>
</tr>
<tr>
<td>Building and Facility Development</td>
<td>Improvements to Council or community owned buildings and facilities</td>
<td>$2000</td>
<td>Replace gutter on village hall</td>
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</tbody>
</table>

### Important Dates

There will be two rounds of funding each year:

<table>
<thead>
<tr>
<th>Round</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>Notification</th>
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<tbody>
<tr>
<td>Round 1</td>
<td>31 July</td>
<td>31 August</td>
<td>30 September</td>
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<tr>
<td>Round 2</td>
<td>1 February</td>
<td>28 February</td>
<td>31 March</td>
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### Assessment Process

<table>
<thead>
<tr>
<th>Stage</th>
<th>Tasks</th>
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</thead>
<tbody>
<tr>
<td>Pre-eligibility check</td>
<td>All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to the assessment stage</td>
</tr>
<tr>
<td>Assessment</td>
<td>All eligible and complete applications are scored against the following Assessment Criteria:</td>
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<tr>
<td></td>
<td>- Demonstrates clear linkages to Council’s Community Strategic Plan</td>
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<td></td>
<td>- Demonstrate a strong community development aspect that involves and benefits the broader community through participation or access</td>
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<td></td>
<td>- Reflect and enhance Cowra Shire’s local identity</td>
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<td></td>
<td>- Attract broad or new participation from local residents</td>
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<td></td>
<td>- Use an innovative approach to the proposed project</td>
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<td>- Be completed in the financial year specified in the application</td>
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<td></td>
<td>- Demonstrate partner funding (cash or in-kind)</td>
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<td></td>
<td>- Be achievable within the planned budget</td>
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<tr>
<td>Council Endorsement</td>
<td>Recommendations are presented to Council for final approval</td>
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</table>

### Conditions of Grant

Successful applicants are required to undertake an acquittal process and provide Council with:

- Information on how the grant was spent
- Evaluation of the event or project and its outcomes
- Membership/participation rates
- Copies of any promotional material and media coverage generated
- Details of the acknowledgement of Council’s support within the community

### How to Apply

Applications are to be submitted using the application form available on the Cowra Council website [www.cowracouncil.com.au](http://www.cowracouncil.com.au)

Please save the application form to your computer and email it to: council@cowra.nsw.gov.au with a subject line of Community Grant Application. Alternatively complete a paper copy of the application and deliver it to Council at 116 Kendal Street Cowra.

Applicants can contact Cowra Council’s Grants and Executive Projects Officer for any assistance in completing their application on 6340 2035 or by email at: council@cowra.nsw.gov.au