



Woollahra Council Community Grants & Subsidies Guidelines

Community Grants Application Guidelines

Our policy

Woollahra Council seeks to encourage the development of local community based services which meet identified needs of people living and working in the Woollahra Local Government area through the annual provision of Community Service Grants and in kind assistance. This support is provided under Section 356 of the Local Government Act (1993).

Background

These guidelines cover **Non-recurrent small grants** that are made available to non-profit community based organisations and groups which provide a service or activity which is of benefit to the residents of the Woollahra municipality - or to particular target groups - and which strengthen community networks and self supporting community relationships.

The grants may be in the form of funding for one-off projects or direct operational expenses associated with the provision of a service. This does not include indirect costs, or exceptions detailed in this policy.

Principles

Donations are not intended to lead to a dependency on Council for ongoing funding.

Evidence must be provided that the organisation or group is community based and is not conducted for private gain.

Requests for funding will not automatically be approved, and if approved, Council makes no commitment towards continued funding.

Objectives

The objectives of the Community Grants Program are:

1. To encourage programs and activities which foster independence and social participation and which strengthen the social fabric of the Woollahra community.
2. To support innovative responses to community needs, particularly for disadvantaged groups and individuals.
3. To provide establishment grants where no alternative funding sources exist.
4. To encourage community partnerships between community organisations.
5. To encourage high quality service delivery.
6. To develop the skills of the local community.

Guidelines and Selection Criteria

Applications for a Grant must be made on the Community Grants Application form provided and will be assessed against the following criteria:

- the benefit that will accrue to the community as a whole and that which will be gained by residents facing particular needs within the LGA
- eligibility for funding from other sources
- the organisation's ability to effectively manage and deliver community or cultural services
- capacity of the service or program to become self sustaining/ independent of ongoing financial assistance from Council in the long term
- the degree to which the proposed activity/program complements existing services and activities
- the degree to which cooperative relationships with other local organisations have been established in relation to the proposed activity/program
- priority of the project in relation to other applications
- the degree to which proposed activity/program provides opportunities for community participation and skills development

Applications must also:

- demonstrate the organisation's ability to effectively manage and deliver community or cultural services and not become dependent in the long term on ongoing financial assistance from Council.

ORGANISATIONS NOT ELIGIBLE FOR FUNDING

- Profit making groups and organisations,
- Government departments or agencies,
- Organisations which hold a liquor licence,
- Political parties.
- Groups which have not fulfilled previous Woollahra Council Grant conditions and specifications,
- Organisations with substantial funds other than for asset replacement and staff entitlements.

Applicants are requested to note that grants are not available for:

- projects which are already completed
- purchase of buildings or land
- staff positions that require recurrent funding
- major capital works
- payment of Public Liability Insurance
- sporting activities
- contributions to individuals

INCORPORATION

All groups/organisations applying for grants should be incorporated.

Non-incorporated groups can also apply, if they are able to demonstrate an ability to administer the Grant effectively.

GOODS AND SERVICES TAX (GST)

In preparing your project budget you will need to consider any GST implications.

Please note:

If you do not have an ABN number Council will be required to withhold 48.5% of the grant and remit to the ATO on your behalf.

It is important to remember that if you are successful in receiving a grant and you are registered for the GST the additional 10% in the cheque will need to be forwarded through the BAS (Business Activity Statement) to the ATO (Australian Taxation Office).

ASSESSMENT OF APPLICATIONS

Applications on the prescribed application form will initially be forwarded to the Community Services Director where they will be assessed in accordance with the aims, objectives, selection criteria and guidelines of the program. A report with recommendations for the allocation of grant funding will then be prepared for consideration and approval by Council.

GUIDELINES

1. Groups and individuals applying for funds should be based within the boundaries of Woollahra Local Government Area and/or principally serve people living and working in the Woollahra Local Government area.
2. Evidence should be produced that the group/organisation is community based and not conducted for private gain, the purpose for which the funding is sought will be for the benefit of people within Woollahra LGA and that funding will not be put towards any profit making, unlawful or unconscionable purpose.

3. Applications should address Councils objectives, criteria and local community needs. Priority will be given where funding is sought to meet a demonstrated need in the area and cooperation with other services/community groups can be demonstrated and effective use is made of available resources.
4. The grants provided by Council are to be expended on projects and activities outlined in the application and should not lead to organisations or groups becoming dependent on Council for future allocations of funds.
5. An application should include a copy of the group/organisation's latest audited financial statement and balance sheet. (A statement of income and expenditure should be provided where an organisation is not subject to audit requirements). All accumulated funds should be adequately explained. Any organisation with substantial unused reserves will not be eligible.
6. The organisation/group is incorporated. If applying for the first time, attach a copy of your constitution or statement of aims and objectives. If you are not incorporated **please refer to the note on Incorporation found earlier in this document.** If not incorporated please demonstrate ability to administer the grant.
7. Successful applicants will be required to:
 - provide evidence of expenditure of funds including a Statutory Declaration which identifies how the grant was spent. (The Grant from Council is to be shown as a separate item on your Annual Statement of Income and Expenditure);
 - provide an evaluation of the project outlining what the organisation has achieved with the Grant. Council may carry out its own evaluation; and,
 - any unspent funds returned to Council by **30th June, in the following year.**
8. Successful applications must give appropriate acknowledgement of Council's support in all their promotional material and programming information for the project/service.
10. Applicant groups, individuals and organisations shall adhere to the principles of access and equity.
11. The Grant will be fully expended within the financial year of the approval.

Want to know more?

For further information on this policy contact our Community Services Division on 9391 7182.

Gary James
General Manager