

# Community and Cultural Grants Policy

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Adoption Date:	22 March 2019
Review Date:	22 March 2020
Version:	8
Division/Department:	Community Services/Community Development
Responsible Officer:	Director – Community Services
HPE CM Record Number:	18/127347

## 1 Our Policy

Council's role is one of community facilitator and builder of services and programs throughout the Municipality. Council seeks to fulfil this role by the encouragement and development of local community based activities and programs through the annual provision of Community and Cultural Grants and in kind assistance. This support is provided under Section 356 of the Local Government Act (1993).

### 1.1 Principles

This is a non-recurrent grants program made available to non-profit community based organisations, groups or individuals who provide an activity or program which is of benefit to the residents of the Woollahra Municipality - or to particular target groups within Woollahra - and which strengthen community networks and relationships.

Grants are intended to provide seed-funding to support innovative, new initiatives and are not intended to lead to a dependency on Council for ongoing funding.

Applications for funding are assessed against set criteria and there is no guarantee of approval.

### 1.2 Community and Cultural Grants Program

The Community and Cultural Grants Program provides:

- Small Grants of up to \$2,000, available to non-profit community based organisations, groups or individuals
- Large Grants of between \$2,000 and \$7,500, available to non-profit community based organisations or groups.

Council may hold one or two rounds of Small or Large grants per annum depending on available funds.

## 2 Objectives and Key Strategies

The objective of the Community and Cultural Grants Program is to support organisations, groups or individuals who provide an activity or program that works towards a connected, liveable, vibrant and creative community for all. 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.

The Community and Cultural Grants Program endeavours to support strategies identified in the [Woollahra Social and Cultural Plan 2018 – 2030](#). These strategies are:

1. Encourage respect for social and cultural diversity
2. Foster and build community partnerships and networks
3. Provide support for vulnerable people
4. Develop and deliver initiatives to overcome social isolation
5. Preserve and promote local history, including Indigenous history
6. Encourage and support the creativity and vibrancy of our community
7. Initiate, support and promote accessible arts, artists and cultural development

## Want to know more?

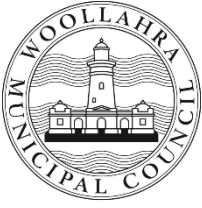
For further information on the Community and Cultural Grants Policy please contact our Community Services Division on 9391 7166.

## Annexure

	<b>HPECM</b>
Community and Cultural Grants Program Guidelines and Selection Criteria	18/127490

## Policy Amendments

<b>Date</b>	<b>Responsible Officer</b>	<b>Description</b>
18 June 2018	Romi Fosco	Amendment of Section 1.2 to allow for one or two rounds per annum depending on available funds.
22 March 2019	Romi Fosco	Key strategies updated.



## ANNEXURE

# Community and Cultural Grants Program Guidelines and Selection Criteria

## What are these guidelines and selection criteria for?

The Community and Cultural Grants Program Guidelines and Selection Criteria are designed to assist applicants with the completion of the Community and Cultural Grants Program Application Form.

The Community and Cultural Grants Program provides:

- Small Grants of up to \$2,000, available to non-profit community based organisations, groups or individuals
- Large Grants of between \$2,000 and \$7,500, available to non-profit community based organisations or groups.

Council may hold one or two rounds of Small or Large Grants per annum depending on available funds.

Applicants are encouraged to read the Woollahra Social and Cultural Plan 2018 – 2030.

## Selection Criteria

Applications for a Grant must be made online on the appropriate Small or Large Community and Cultural Grants Program application form, and include all requested information. Each application will be assessed against how well the proposed project meets the criteria below, as well as the merit of the project in relation to other applications, and its eligibility for funding from other sources.

### Small Grants Program

- Project meets one or more of the identified priority strategies
- Project provides opportunity for community participation, engagement or skills development to residents of Woollahra
- Project has the capacity to become independent of ongoing financial assistance from Council
- Applicant demonstrates ability to effectively manage and deliver community or cultural services / activities
- Evidence base supports the efficacy of the project

- A well thought-out evaluation process
- Cost-effective, well thought-out budget including quotes as necessary

## Large Grants Program

All of the above, and the addition of:

- Partnerships formed with other local organisations or groups and/or
- Complements existing services and activities in the local area

## Scope of Projects

### 1 Community Projects

These include but are not limited to services/projects/activities which complement the Council's own services and identified priorities in the areas of families, children and young people seniors, social isolation, mental health, cultural diversity, people with disability, community safety, domestic violence, and building community partnerships and networks. Projects must foster inclusion and be open to the community.

### 2 Cultural Projects

This includes a broad range of cultural development initiatives that are in line with priorities identified by Council. Examples include but are not limited to performing and visual arts and crafts, literature, film, design, history and heritage and their expression through public debate, festivals, exhibitions, performances, creative space, competitions and public celebrations of importance to communities. Projects must foster inclusion and be open to the community.

## Guidelines

- 1 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.
- 2 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.
- 3 Organisations and groups must be not-for-profit, such as incorporated organisations, companies limited by guarantee, charities and co-ops. Non-incorporated groups and individuals can apply for grants if they are able to demonstrate their not-for-profit status and an ability to administer the grant effectively.

- 4 Individuals may only apply for Small Community and Cultural Grants, that is, for amounts of up to \$2,000. Individuals will not be granted funding for capital items, even when the item relates to a project or program, unless under the auspices of a not-for-profit organisation. A capital item is a tangible asset (for example a kiln or a boat), that would remain in the property of the applicant.
- 5 Successful applicants will be required to complete an acquittal, which includes an evaluation of the project, and evidence of expenditure of funds, including appropriate receipts. The acquittal should be completed soon after the completion of the project.
- 6 Successful applicants must give appropriate acknowledgement of Council's support in all their promotional material and programming information for the project/service.
- 7 A maximum of \$7,500 can be given to any group/organisation per grants round.
- 8 The grant will be fully expended within the financial year of funding, unless approval for an extension has been requested and approved in writing. Any unspent funds are to be returned to Council.

### **Organisations not eligible for funding**

- For-profit groups, businesses and organisations.
- NSW Government or Australian Government agencies and their entities (including schools, area health services and hospitals).
- 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.

### **Projects not eligible for funding**

- Profit-making and fundraising projects.
- Projects which are already commenced or completed.
- Purchase of buildings or land.
- Capital works, defined as a building work that creates an asset or asset improvement, such as a kitchen upgrade or building a ramp.
- Staff positions that require recurrent funding.
- Projects undertaken for business development.

### **Assessment of applications**

Applications 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.