



Central
Coast
Council

GUIDELINES

Chain Valley Colliery Community Funding Program

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WHAT IS THE CHAIN VALLEY COLLIERY COMMUNITY FUNDING PROGRAM?

The Chain Valley Colliery Community Funding program has been established as a joint initiative between Delta Coal (formerly Lake Coal Pty Ltd), Central Coast Council and the Communities of Summerland Point, Gwandalan, Chain Valley Bay and Mannering Park to provide funding for not-for-profit organisations to deliver projects that improve community infrastructure and services.

WHY IS THE CHAIN VALLEY COLLIERY COMMUNITY FUNDING PROGRAM LIMITED TO CERTAIN AREAS?

On 23 December 2013, Delta Coal Pty Ltd (LCPL) was granted development consent to extract up to 2.1 million tonnes of coal per calendar year until 31 December 2027.

As a condition of consent LCPL and Council have developed a Voluntary Planning Agreement (VPA) that requires \$0.035 for each tonne of coal produced to be allocated as a community funding program to develop community capacity within the suburbs of Summerland Point, Gwandalan, Chain Valley Bay and Mannering Park.

AVAILABLE FUNDING AND KEY DATES

- Opens 1 August 2024 Closes 31 August 2024
- Applications can be made for funding up to \$30,000 annually per project for 2024.
- Total annual funding available is dependent on business operations and will be stated on Council's website prior to applications opening each year.
- Applications are scheduled for final decision at a Council Meeting approximately three (3) months after the application deadline.
- Any date variation must obtain approval in writing from Central Coast Council Grants Team.

EXPECTED PROJECT OUTCOMES

Each application is required to address a minimum of **one** of the following outcomes within the locations of Summerland Point, Gwandalan, Chain Valley Bay or Mannering Park.

1.1 Increase in community participation through creating vibrant neighbourhoods and public spaces.

1.2 Increased opportunities for recreation and leisure.

1.3 Increase in arts and culture, celebrations and events.

1.4 Enabling start up social enterprises.

1.5 Enhanced sense of local identity.

1.6 Increase in promotion of green spaces and the environment.

1.7 Building strong and innovative community infrastructure.

ELIGIBILITY

- 1.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a legally constituted not-for-profit organisation.
- 1.2 Applicants must be able to demonstrate that the project will benefit residents of the Summerland Point, Gwandalan, Chain Valley Bay or Mannering Park communities.
- 1.3 All applicants must meet the grant program eligibility criteria and address one or more of the program outcomes.
- 1.4 Only one application per project, per financial year, may be successful in obtaining funding across any of Council's grant funding programs.
- 1.5 Central Coast based community run emergency services entities that are part of Government Departments and agencies such as RFS, SES and VRA.
- 1.6 Applicants must provide all required documentation as detailed in section seven (7) of the Chain Valley Colliery Community Funding Program.

THE FOLLOWING ARE INELIGIBLE

- 1.7 Late or incomplete applications
- 1.8 Proposals that do not directly benefit the Summerland Point, Gwandalan, Chain Valley Bay or Mannering Park communities.
- 1.9 Applicants with an overdue acquittal or fail to appropriately acquit within the Chain Valley Colliery or within any of Council's funding programs.
- 1.10 Events, projects or activities with a religious, political or sectarian purpose, where that purpose may exclude or offence members of the broader community.
- 1.11 Applications seeking fund for retrospective projects and activities commencing, or project items purchased, prior to two (2) months from the end of the grant closing date. (for example, applications submitted by deadline of 31 August must commence no sooner than 1 November in order to be eligible).
- 1.12 General fundraising appeals.
- 1.13 Applicants in a position to self-fund the project.
- 1.14 Proposals from Government Departments, agencies or Council.
- 1.15 Proposals that duplicate a project, service or activity already existing within the LGA.
- 1.16 Proposals for programs/activities funded previously need to demonstrate progress towards financial independence via sustainable models/practices.
- 1.17 A project, event, service or activity which primarily benefits a single individual or business.
- 1.18 Applications seeking funds for personal benefit such as travel, meal or accommodation costs.
- 1.19 Applications seeking funds for prize money, gifts and or awards including trophies, gift vouchers.
- 1.20 Applications that seek support for supplementing, increasing or continuing ongoing service delivery or for funding the core business of the organisation.

1.21 Purchase of land or buildings.

1.22 Applicants who have an outstanding debt to council.

ASSESSMENT CRITERIA

Each application will be assessed as follows:

1.23 Addresses an identified community priority as outlined in Section 1

1.24 The extent to which the project delivers social, cultural, economic or environmental benefits.

1.25 The extent to which the budget is comprehensive, realistic, all quotes provided and provides value for money.

1.26 The extent to which the application demonstrates that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended.

1.27 Capacity of the organisation to undertake all aspects of the proposed project.

As resources are limited, not every application that meets the assessment criteria will necessarily receive a grant.

ASSESSMENT PROCESS

- 1.28 Applications are only accepted online through Central Coast Council's **website** and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system.
- 1.29 Applications will be assessed by an Assessment Panel. The Panel will assess and make recommendations for projects received through the community grant program and recommendations will be reported to Council for endorsement.
- 1.30 All applicants will be notified of the outcome of their application.
- 1.31 Unsuccessful applicants are encouraged to seek feedback from the Council's Grant Team on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.
- 1.32 Successful applications will be invited to liaise with a Council representative to negotiate and sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed prior to funding being provided.
- 1.33 All projects must be completed as agreed upon within the funding agreement.
- 1.34 All grantees are required to provide an interim report on their project if requested. A final project report must be submitted no later than twelve (12) weeks after the agreed completion date of the activity/project with copies of any photos and promotional materials as specified in the funding.
- 1.35 Applications may be assigned to another grant program as part of the assessment process if the original funding program selected by the applicant is not deemed the most appropriate for the initiative.

6 NOTIFICATION AND PAYMENT

6.1 All applicants will be notified of the outcome of their application.

6.2 Unsuccessful applicants are encouraged to seek feedback from Council's Grants Team on their application. This grant program is highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

6.3 Successful applicants are required to sign a Funding Agreement outlining the requirements of the grant. This Funding Agreement must be signed prior to funding be released. Council reserves the right to withhold funding if stipulated grant conditions as per the Funding Agreement are not met.

6.4 All projects must be completed as agreed upon within the Funding Agreement.

6.5 The organisation will provide to Central Coast Council a final project report (grant acquittal). The report due date is within twelve (12) weeks of the end of the project, as per the application, or date of payment, whichever is latest. The report must detail the outcomes and expenditure of funds granted and must include evidence of expenditure as detailed in the acquittal template.

6.6 Applicants who do not complete and return an acquittal report by the agreed date will be ineligible for any future funding.

7 ADDITIONAL INFORMATION

7.1 In addition to the completed application form, the following must be provided:

- A copy of your most recent audited financial statements (or a statement of income and expenditure signed by your finance manager, if your organisation is not subject to audit requirements).
- Your organisation's most recent Annual Report - minimum of Form A12, if this is your annual reporting obligation to NSW Fair Trading.
- Evidence of other funding secured or applied for (if relevant).
- A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing.

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- A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$10 million.
 - For capital works and / or equipment, two quotes for each item valued at \$1000 or more.
- 7.2 Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Central Coast Council or Lake Coal Pty Ltd.
- 7.3 Approval of a grant does not imply that Central Coast Council has given any other consent. Applicants should note that many activities required approvals and consents from Central Coast Council, NSW Police and other state government agencies.
- 7.4 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest.
- 7.5 All written and verbal communication regarding an application will only be with the applicant or the contact person listed in the application.
- 7.6 All grants are governed by Central Coast Council's Community Grants Policy.
- 7.7 All decisions of Central Coast Council are final and no negotiations will be entered into.

KEY CONTACTS

Grant Enquiries

Grants Team

E: mail grants@centralcoast.nsw.gov.au

P: 02 4325 8861

Event Enquiries

[Events](#) Team

P: 4350 1624

Quotes and bookings for Council Facilities (E.g.: Halls, theatres, and open space areas)

Council has a range of spaces available for hire via our online [hall and venue finder](#) and [park and sportsground finder](#).

P: (02) 4325 8222 or (02) 4350 5555