



Central
Coast
Council

GUIDELINE

Community Support Grant Program

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1 WHAT IS THE COMMUNITY SUPPORT GRANT PROGRAM

The Community Support Grant Program is provided to support the community to deliver activities which require a small amount of funding and/or in-kind support.

The Community Support Grant Program remains open throughout the year to provide assistance for community activities that require:

- 1.1 In-kind support through the provision of subsidised access to Council services.

Council recognises that the fees and charges associated with the delivery of activities, events and projects may place limitations on the community's ability to deliver services. This Program supports the recipient to access Council services in-kind.

- 1.2 Financial assistance for community activities that require a smaller amount of support.

This program enables applicants to apply for funding support in a quicker response time.

2 AVAILABLE FUNDING

Total funding available per financial year is \$300,000

Up to \$5,000.00 per project per financial year in combined funding and/or in-kind Council services.

3 KEY DATES

The Community Support Grant Program remains open for applications throughout the year and the closing date for each assessment period is the last day of each month.

The Community Support Grant Program is time limited and will cover activities that are able to be completed within a twelve (12) month timeframe from notification of funds being allocated.

One Central Coast Community Support Grant Program

Belonging Objectives

- A1 Work within our communities to connect people, build capacity and create local solutions and initiatives,
- A2 Celebrate and continue to create opportunities for inclusion where all people feel welcome and participate in community life,
- A3 Work together to solve a range of social and health issues that may impact,
- A4 Enhance community safety within neighbourhoods, public spaces and places

Liveable Objectives

- L1 Promote healthy living and ensure sport, leisure, recreation and aquatic facilities and open spaces are well maintained and activated
- L4 Provide equitable, affordable, flexible and co-located community facilities based on community needs

4 EXPECTED PROGRAM OUTCOMES

Each application is required to address a minimum of one of the following community outcomes:

- 4.1 Increase the number of community members who feel safe, included and welcome to participate in community life
- 4.2 Enhance a sense of local identity
- 4.3 Improve local facilities
- 4.4 Enhance positive social and cultural outcomes for local communities

- 4.5 Conserving and protecting the natural environment

5 TYPES OF ACTIVITIES / PROJECTS SUPPORTED

- 5.1 Road closure for events
- 5.2 Waste services for events
- 5.3 Hire of Council venues
- 5.4 Rates subsidy for community owned facilities
- 5.5 Hire of Council equipment,
- 5.6 Development Application Fees
- 5.7 Minor infrastructure improvements to enhance accessibility or safety within a neighbourhood amenity or public space
- 5.8 Tools, equipment or support to further a volunteer based community enterprise
- 5.9 Projects that allow the community to come together, celebrate and socialise
- 5.10 Minor sporting, community, arts and cultural activities

6 ELIGIBILITY

- 6.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a legally constituted not-for-profit organisation.
- 6.2 The applicant must be capable of obtaining all regulatory approvals for the event/project/service/ activity, if relevant, prior to receiving funding.
- 6.3 Applicants must operate within the Central Coast area and/or be able to demonstrate benefits for Central Coast residents, workers and/or visitors.
- 6.4 All applicants must meet the grant program eligibility criteria and address one or more program outcomes.
- 6.5 Only one application per project, per financial year, may be successful in obtaining funding across any of Council's grant funding programs.

- 6.6 Rates subsidy is only available for community facilities that provide a community service to residents of the Central Coast. All rates must have been paid in full and rebates are only available for 50% of the ordinary rates component.

Where alternative funding options exist for any of the above exclusions, applicants will be advised accordingly.

7 THE FOLLOWING ARE INELIGIBLE

- 7.1 Incomplete applications.
- 7.2 Proposals from Government Departments, agencies or any Council.
- 7.3 Proposals from employees or Councillors of Central Coast Council (both in a paid or voluntary capacity).
- 7.4 Applicants who have overdue acquittals from previous funding from Council under any of Council's grant programs.
- 7.5 Applications for purchases or expenses related to privately owned items.
- 7.6 Applications that do not have asset owner consent, if applicable.
- 7.7 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses.
- 7.8 Applications seeking funds for salaries for project group members.
- 7.9 Events, projects or activities with a religious, political or sectarian purpose, where that purpose may exclude or offend members of the broader community.
- 7.10 Applications seeking funds for retrospective projects or activities (any project or activity commencing within four weeks from the end of the application month)
- 7.11 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations.
- 7.12 Applications seeking funds for goods or services to 'on-sell'.

- 7.13 Applications seeking funds for prize money, gifts or awards including, gift vouchers.
- 7.14 Applications seeking funds for personal benefit such as, travel, meal or accommodation costs.
- 7.15 Applicants who have an outstanding debt to Council or are seeking funds for debt repayment.
- 7.16 General fundraising events

8 ASSESSMENT CRITERIA

Each application will be assessed as follows:

- 8.1 Applicant addresses an identified program outcome as outlined in Section 4.
- 8.2 The funding request has a clear beginning and end or demonstrates that any ongoing or recurrent costs can be met by the applicant once grant funding has been expended.
- 8.3 The extent to which the budget is comprehensive, realistic and provides value for money.
- 8.4 Demonstrated need for support to ensure financial viability of the activity.

As funding is limited, not every application that meets the assessment criteria will necessarily be successful with being allocated support or the full support requested.

9 WHAT IS THE ASSESSMENT PROCESS

- 9.1 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.
- 9.2 Applications will be assessed and recommendations presented to Council for endorsement.

- 9.3 Central Coast Council reserves the right to request further information in considering any application as well as the right to reject any application that does not meet the criteria.
- 9.4 Council reserves the right to award an amount less than that applied for if it is assessed that the amount requested is not justified by the information provided in the application or the full amount is not available at the time of the request.
- 9.5 Applications may be assigned to another grants 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.
- 9.6 All decisions of Central Coast Council are final and no negotiations will be entered into.

10 NOTIFICATION AND PAYMENT

- 10.1 All applicants will be notified of the outcome of their application within 60 days of close of the round.
- 10.2 Unsuccessful applicants are encouraged to seek feedback from 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 and/or grant funds may have been fully expended. All projects must be completed as agreed upon by the due date.
- 10.3 A final project acquittal 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. Evidence of payment/purchase for each funded item MUST accompany the acquittal reports.
- 10.4 Applicants who do not complete and return an acquittal report by the agreed date will be ineligible for any future funding.

11 ADDITIONAL INFORMATION

- 11.1 The following documentation will be required to be provided with your application:
- 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.
 - 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 if you haven't supplied an ABN.
 - A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million.
- 11.2 Applicants are required to provide two quotes for each item valued at \$1000 or more for capital works and / or equipment.
- 11.3 Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Central Coast Council.
- 11.4 Approval of a grant does not imply that Central Coast Council has given any other consent. Applicants should note that many festivals and events require approvals and consents from Central Coast Council, NSW Police and other state government agencies.
- 11.5 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.
- 11.6 All written and verbal communication regarding an application will only be with the applicant or the contact person listed in the application.

All grants are governed by Central Coast Council's Community Grants Policy

12 KEY CONTACTS

Grant Enquiries

Community Planning and Funding Team

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

P: 02 4350 5360

Event Enquiries

[Events](#) and Place Activation Team

P: 4350 5555

Quotes and bookings for Council's 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