



GUIDELINES

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 an eighteen (18) month timeframe from notification of funds being allocated.

ANY variation to project scope or timeframe must obtain prior approval in writing from Central Coast Council.

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 50% subsidy of the ordinary component 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/events.

- 5.11 Projects that include the hire or purchase of non-fixed equipment and material that provides a demonstrated community benefit beyond the life of the grant (request for purchase of equipment needs to demonstrate how the equipment relates to the event/project/activity).
- 5.12 Cost of Public Liability insurance linked directly to the project

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 A modest auspice fee will be considered for legally constituted not-for-profit organisations who auspice an applicant.
- 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.
- 6.7 Central Coast based community run emergency service entities that are part of Government Departments and Agencies such as RFS, SES and VRA.
- 6.8 Applicants must provide all required documentation as detailed in section eleven (11) of the Community Support Guidelines.

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 with the exception of Central Coast based community run emergency service entities.
- 7.3 Proposals from employees or Councillors of Central Coast Council (both in a paid or voluntary capacity).
- 7.4 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant.
- 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 existing 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 A project, event, service or activity which in the opinion of the assessment panel does not comply with Council's Sustainable Event Management Policy and Sustainable Events Guidelines.
- 7.11 Applications seeking funds for retrospective projects or activities, projects can't start, or project items purchased prior to four (4) weeks from the end of the grant closing date. (For example, an application submitted in July must commence no sooner than 1 September in order to be eligible).
- 7.12 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations.
- 7.13 Applications seeking funds for goods or services to 'on-sell'.
- 7.14 Applications seeking funds for prize money and gift vouchers.

- 7.15 Applications seeking funds for personal benefit such as travel, meal or accommodation costs including costs to undertake activity outside or to the region.
- 7.16 Applicants who have an unresolved debt to Council.
- 7.17 General fundraising events
- 7.18 Funds for fees to attend a conference, congress or seminar.
- 7.22 Proposals that are for funding the core business of the organisation.

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 project budget is comprehensive and realistic. Demonstrates all co-contributions (organisation, sponsors, and other grant funding sources) and required quotes are provided with value for money demonstrated.
- 8.4 Sustainability - The project has a clear beginning and demonstrates where practical that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended.
- 8.5 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 The organisation will provide to Council a final project report (grant acquittal). The report due date is within twelve (12) weeks of the end of the project, as per 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.
- 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 \$1,000.00 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.

11.7 Any grant agreement involving Council funding of an event must demonstrate compliance with Councils Sustainable Event Management Policy.

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

12 KEY CONTACTS

Grant Enquiries

Grants Team

E: grants@centralcoast.nsw.gov.au

P: 02 4325 8861

Event Enquiries

Events Team

P: 4350 1624

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