



Community Development Grant Program

1 WHAT IS THE COMMUNITY GRANT PROGRAM

The Community Development Grant Program aims to support projects that enhance the quality of life of residents, provide community capacity building and protect and enhance the natural qualities of the Central Coast.

Community Development Grant Program excludes built infrastructure, events and social and creative enterprise projects.

2 AVAILABLE FUNDING

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

- Applications can be made for funding up to \$30,000

3 KEY DATES

- Round 1 – Opens in **September 2018**
- Round 2 – Opens in **February 2019**

The Community Development Grant Program is time limited and will cover activities that are able to be completed within a twelve (12) month timeframe from the date of funding.

Community Development Grant Program

One Central Coast Community Strategic Plan Alignment Areas for Community Development

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.

B1 Support reconciliation through the celebration of Aboriginal and Torres Strait Islander cultures.

Green Objectives

E1 Educate the community on the value and importance of natural areas and biodiversity and encourage community involvement in caring for our natural environment.

E2 Improve water quality for beaches, lakes and waterways including minimising pollutants and preventing litter entering our waterways.

E3 Reduce littering, minimise waste to landfill and educate to strengthen positive environmental behaviours.

F1 Protect our rich environmental heritage by conserving beaches, waterways, bushland, wildlife corridors and inland areas and the diversity of local native species.

F2 Promote greening and ensure the wellbeing of communities through the protection of local bushland, urban trees, tree canopies and expansion of the Coastal Open Space System (COSS).

Livable Objectives

L1 Promote healthy living and ensure sport, leisure, recreation and aquatic facilities and open spaces are well maintained and activated.

L2, Invest in health care solutions including infrastructure, services and preventative programs to keep people well for longer.

Smart Objectives

D3 Invest in broadening local education and learning pathways linking industry with Universities, TAFE and other training providers.

D4 Support businesses and local leaders to mentor young people in skills development through traineeships, apprenticeships and volunteering.

4 EXPECTED PROGRAM OUTCOMES

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

- 4.1 Community benefit to be aligned to One Coast Community Strategic Plan 2018-28.
- 4.2 Greater opportunities for community members to be involved in community life.
- 4.3 Increase in numbers of people feeling a strong sense of connection within their local community.
- 4.4 Increase in knowledge and appreciation of our local history, culture and diversity.
- 4.5 Improve quality of life.
- 4.6 Build community expertise, capacity, networks and skills.
- 4.7 Enhance sense of local identity.

5 TYPES OF ACTIVITIES / PROJECTS SUPPORTED

- 5.1 Projects that create, diversify or enhance participation in the community; or that provide benefits to address an identified community need.
- 5.2 Projects that enhance and improve accessibility options for the community.
- 5.3 Projects that address community safety and perception of community safety.
- 5.4 Projects that address environmental issues and concerns within a neighbourhood or contribute to environmental education and awareness.
- 5.5 Projects that allow the community to come together, celebrate and socialise.
- 5.6 Creative community projects involving arts practitioners collaborating with communities.
- 5.7 Projects that include the hire or purchase of non-fixed equipment and material that provides a demonstrated community benefit.
- 5.8 Projects that include the contracting of professionals including facilitators, producers and project managers.

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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 Applicants must operate within the Central Coast area and/or be able to demonstrate that the project will benefit residents of the Central Coast community.
- 6.3 Applicants must meet the grant program eligibility criteria and address one or more of the program outcomes.
- 6.4 Only one application per project, per financial year, may be successful in obtaining funding across any of Council's grant funding programs.

7 THE FOLLOWING ARE INELIGIBLE

- 7.1 Late or incomplete applications.
- 7.2 Applicants who have overdue acquittals from previous funding from Council under any of Council's grant programs.
- 7.3 Events, projects or activities with a religious, political or sectarian purpose, where that purpose may exclude or offend members of the broader community.
- 7.4 Applications seeking funds for retrospective projects or activities (any project or activity commencing within 2 months after the grant round closing date).
- 7.5 General fundraising appeals.
- 7.6 Existing projects or programs that require additional funding.
- 7.7 A project, event, service or activity which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship or a philanthropic trust.
- 7.8 Applicants in a position to self-fund the project.
- 7.9 Proposals from Government Departments, agencies or any Council.
- 7.10 Proposals from employees or Councillors of Central Coast Council (both in a paid or voluntary capacity).
- 7.11 Proposals that duplicate a project, service or activity already existing within the Local Government Area.
- 7.12 A project, event, service or activity which primarily benefits a single individual or business.

- 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 Proposals that are for funding the core business of the organisation.
- 7.16 Works to buildings or property.
- 7.17 Routine maintenance or works to Council owned buildings that are a lease obligation of the Management Committee.
- 7.18 Purchase of land or buildings.
- 7.19 Applicants who have an outstanding debt to Council.
- 7.20 Applications seeking funds for salaried or waged positions.

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

8 ASSESSMENT CRITERIA

Each application will be assessed as follows:

- 8.1 Project Idea** – Project addresses an identified program outcome as outlined in Section 4.
- 8.2 Budget** - The extent to which the budget is comprehensive, realistic and provides value for money.
- 8.3 Support** - The project shows evidence of community consultation and support and promotes participation.
- 8.4 Sustainability** - The project has a clear beginning and end or demonstrates that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended.
- 8.5 Capacity** - Capacity of the organisation to successfully complete the project.

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

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9 WHAT IS THE ASSESSMENT PROCESS

- 9.1 Applications are only accepted online through Central Coast Council's website **centralcoast.nsw.gov.au** 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 All applications will be assessed by a Grants and Sponsorship Review Panel 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.
- 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.
- 10.3 Successful applicants may be required to sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed prior to funding being provided.
- 10.4 All projects must be completed as agreed upon within the funding agreement.
- 10.5 All successful applicants are required to provide an interim report on their project as per their Funding Agreement.

- 10.6 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 Agreement. All funds will need to be acquitted as detailed in the funding agreement.
- 10.7 Applicants who do not complete and return an acquittal report by dates agreed in their Funding Agreement will be ineligible for any future funding.

11 ADDITIONAL INFORMATION

- 11.1 In addition to the completed application form, the following must be provided:
 - A copy of your most recently 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.
 - A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million.
 - For capital works and/or equipment, two quotes for each item valued at \$1000 or more.
- 11.2 Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Central Coast Council.
- 11.3 Approval of a grant does not imply that Central Coast Council has given any other consent. Applicants should note that many activities require approvals and consents from Central Coast Council, NSW Police and other state government agencies.
- 11.4 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.
- 11.5 All written and verbal communication regarding an application will only be with the applicant or the contact person listed in the application.
- 11.6 All grants are governed by Central Coast Council's Community Grants Policy.