

**SNOWY VALLEYS  
COUNCIL  
COMMUNITY GRANTS  
PROGRAM GUIDELINES  
2023 – 2024**



# COMMUNITY GRANTS PROGRAM 2023 – 2024

## APPLICATIONS

All Application forms will be available via the Snowy Valleys Council website at <https://www.snowyvalleys.nsw.gov.au/Community/Grants-Sponsorship-Scholarships/Snowy-Valleys-Community-Grants>.

**APPLICATIONS OPEN**  
MONDAY 26<sup>TH</sup> JUNE 2023

**NOTIFICATION TO APPLICANTS**  
SEPTEMBER 2023

**APPLICATIONS CLOSE**  
MONDAY 31<sup>ST</sup> JULY 2023

**DEADLINE FOR COMPLETION OF  
FUNDED ACTIVITIES**  
31<sup>ST</sup> MAY 2024

**ASSESSMENT PERIOD**  
AUGUST 2023

**LATE APPLICATIONS WILL NOT BE PROCESSED**

GRANT	GRANT AMOUNT AVAILABLE
Community Strengthening Grants	Up to \$10,000
Capital Sport and Recreation Grants	Up to \$10,000

For further information on Snowy Valleys Community Grants contact the officer that is related to the grant category you are applying for (provided within the project grant description).

## 1. INTRODUCTION

Each financial year, Snowy Valleys Council (SVC) makes funds available under its Community Grants Program for local non-profit community groups and in some category's individuals. The aim of the program is to support a wide range of activities that supports and enhances community wellbeing.

## 2. RELATIONSHIP TO 'SNOWY VALLEYS COMMUNITY STRATEGIC PLAN 2042'

The Event Sponsorship Program has been developed to align with the Snowy Valleys Community Strategic Plan (CSP).

**The Snowy Valleys CSP consists of five themes and strategic objectives:**

### 1. Our Community

*Our communities are connected and inclusive, supported by services that nurture health, wellbeing, and identity.*

### 2. Our Economy

*Our diverse economy supports community longevity, vibrancy, and a sustainable future.*

### 3. Our Environment

*Our natural environment is cared for and protected to ensure future generations can experience and enjoy its beauty.*

### 4. Our Infrastructure

*Our local infrastructure is sustainable and facilitates our way of life.*

### 5. Our Civic Leadership

*Our civic leadership and organisational governance fosters open and transparent partnership with our community.*

Applications should provide linkage to this plan. The full 2042 CSP can be viewed on the SVC website at SVC's plans and strategies can be accessed at <https://bit.ly/3NUm3aW>.

## 3. GENERAL INFORMATION

Applicants are encouraged to become familiar with the standard guidelines and category specific criteria relevant to the grant they intend to apply for prior to completing the application form. This information can be accessed from <https://www.snowyvalleys.nsw.gov.au/Community/Grants-Sponsorship-Scholarships/Snowy-Valleys-Community-Grants>.

### Government Information (Public Access) Act

The Government Information Public Access Act 2009 applies to documents in the possession of SVC. Under some circumstances copies of grant applications may be released, in response to a request made in accordance with the Act.

### Privacy

- All information provided on application forms or attachments to application forms becomes the property of the Grant Assessment Committee.
- The information collected will be used by the Grant Assessment Committee to assess the validity and merit of each application.
- Based on the information provided the Grant Assessment Committee will allocate grant funding to successful applicants. The Committees decision is final.
- The Grant Assessment Committee will retain applications and information pertaining to the decision-making process for an indefinite period.
- Successful applications can be publicly acknowledged through means of presentation, or use of various forms of media. Information outlined within the application may be accessible to the public through the communication of successful applications.

## **4. HOW TO APPLY**

### **Step 1 – Read the Information**

- Read the Community Grants Guidelines (this document).
- Read the Snowy Valleys Community Strategic Plan 2042.
- Read the specific Grant Guidelines for the Grant Category you are applying for.

### **Step 2 – Consult with Grants Officer**

- If you are unsure about your project consult with the grants officer that is related to the grant category you are applying for.

### **Step 3 – Preparation and Research**

- Access the grant application form for the grant category you are applying for.
- Compile your compulsory support documentation; obtain quotes, develop your budget, and make enquiries with the relevant grants officer.

### **Step 4 – Complete and Submit**

- Complete the application form.
- Ask a second representative to review and edit your application, if required.
- Your application will not be successfully submitted unless you have addressed all the required questions.
- Submit before the closing date.

## **5. GENERAL ELIGIBILITY**

To be eligible applicants must meet the following criteria:

- The project must seek to primarily benefit residents and/or service organisation/groups within the Snowy Valleys Council area.
- Applicants seeking funding must submit all mandatory documentation.
- Applicants must note that each project can only be funded by one grant category. Please choose the one grant category that best matches your project. If you are unsure contact the grants officer related to the specific grant category.
- Projects must be ready to start on or after mid-September 2023 and be completed by 31<sup>st</sup> May 2024.

- Applicants must have acquitted any previous grants received from Council.
- Applicants must have no outstanding debts to Council.
- Funded projects may be subject to an audit following the receipt of an acquittal report.
- Applications must be submitted using the relevant grant category application form by the published closing date and time.
- Late submissions will not be accepted.

## **6. GENERAL EXCLUSIONS**

- Programs that are delivered outside the Snowy Valleys Council.
- More than one application for the same project from any one organisation.  
Organisations can submit applications for multiple projects.
- Specific projects or programs that have received funding three (3) times.
- Applicants who have not acquitted previous grants at the time of closing.
- Applications that have not submitted mandatory documentation.
- Funds that will be distributed to other persons/organisations in the form of a donation, gift, or prize.
- Individuals unless exempt in the particular grant category.
- Expenses that occur prior to or after the project dates.
- Fund raisers or prizes.
- Lobbying activities.
- Projects or activities presented in the context of a religious service or event.
- General operating expenses of the applicant organisation.
- Projects that are clearly the responsibility of other levels of government.
- Projects that do not meet the identified priority needs.
- Projects that directly contravene existing Council policy.
- Projects that are seen as a duplication of existing services in the municipality.
- The purchase of land.
- Projects which are based at facilities where little or no public access is available.
- Projects that will commit Council to ongoing support.

## **7. FINANCIAL INFORMATION**

Applicants must provide accurate financial information as part of the submission process, such as a statement of income and expenditure. It is important to demonstrate that your application is financially viable, and that the project can be successfully delivered within the budget specified. Please prepare your financial information carefully, as errors may jeopardise the success of your application.

Remember to include the value of in-kind support from your group/organisation including labour. This means you need to determine the value of materials, services and assistance that will be donated or provided to the project free-of-charge. If you have difficulty with this, you may like to obtain a quote for a similar material or service and use this as a guide.

## **8. SUCCESSFUL RECIPIENT CONDITIONS**

If your application is successful, the following is required:

- Funds must be expended on the project as described on the successful application. Any significant changes to the project must be approved.
- The project shall be completed and acquitted by 31<sup>st</sup> May 2024. Funds not expended by this date will be forfeited.
- The funding provider is not responsible for any shortfall should the project run over budget.
- Organisations and groups who receive funding must submit a financial statement (including receipts of expenditure), a completed evaluation report and photographs of the project upon completion of the project.
- Funds will only be paid in accordance with the grant offer that is provided to the grant recipient.
- Wherever possible, acknowledgement should be given to the support provided by the funding provider on promotional material for the project.
- Comply with any special conditions that may be attached to the funding noting the amount of financial assistance offered may vary from that requested.
- Comply with all SVC approval requirements, including but not limited to permission for the use of outdoor spaces, public events, or development applications.

## **9. ASSESSMENT PROCESS**

Once you have submitted your application:

- Your submitted application is kept confidential, and its contents will not be disclosed to any person outside the application and assessment process.
- Your application will be assessed by a Grants Assessment panel.
- Successful applicants will be notified of the result of their application by the end of September 2023.

## **10. ASSESSMENT CRITERIA**

The Community Grants Program is a competitive application process. Applications are assessed against specific grant criteria. Council cannot support applications that do not meet the eligibility criteria or the assessment criteria; this includes failure to attach compulsory documents, budgets, or information. Assessment panels may recommend part funding. This decision is carefully considered with the view of maintaining the integrity of the proposal.

## **11. SUPPORTING DOCUMENTATION**

Different grant categories require different supporting information, and you must ensure that you attach this information to your application. This could include:

- A copy of the organisation's most recent annual report and/or financial statement.
- Quotes for works to be undertaken.
- If the applicant is not legally incorporated, a letter from a sponsoring incorporated entity indicating its willingness to support (auspice) the proposed project.

## **12. SUBMITTING YOUR APPLICATION**

- Applicants must complete the relevant application form for their grant category.
- Application forms can be obtained from SVC website  
<https://www.snowyvalleys.nsw.gov.au/Community/Grants-Sponsorship-Scholarships/Snowy-Valleys-Community-Grants>.
- Attach any documents that are relevant or required for your application.
- Once you have completed your application it can be lodged at the Snowy Valleys Council Tumbarumba Office or Tumut Office, posted, or emailed. Check the grant category guidelines to ensure your application is lodged with the relevant grants officer.
- Applications close 4.30pm, Monday 31<sup>st</sup> July 2023.
- Late applications will not be accepted.

## **13. FUNDING AGREEMENT AND ACQUITTALS**

- Funds must be expended on the project as described on the successful application. Any significant changes to the project must be approved.
- The project shall be completed and acquitted by 31<sup>st</sup> May 2024. Funds not expended by this date will be forfeited.
- The funding provider is not responsible for any shortfall should the project run over budget.
- Organisations and groups who receive funding must submit a financial statement (including receipts of expenditure), a completed evaluation report and photographs of the project upon completion of the project.
- Final balance of funds will only be paid upon completion of the project and following evidence of completion.
- Where possible, acknowledgement should be given to the support provided by funding providers on promotional material for the project.

## COMMUNITY STRENGTHENING GRANTS

The Community Strengthening Grants aim is to support the needs of the community by providing opportunities for community groups and organisations to identify and respond to local issues and needs. By providing resources, funding, and support in developing new, or building upon existing, projects and activities and to also create opportunities for enriched arts and cultural experience within the community. The community strengthening grant program support activities such as community development, arts, culture, events, sport and recreation and tourism.

<b>FURTHER INFORMATION</b>	Kylie McKenzie (Events and Grants Officer) 1300 275 782 or <a href="mailto:kmckenzie@svc.gov.nsw.au">kmckenzie@svc.gov.nsw.au</a> .
<b>AMOUNT AVAILABLE</b>	Up to \$10,000
<b>ELIGIBILITY REQUIRMENTS</b>	<ul style="list-style-type: none"> <li>➤ Non-profit organisations or groups that operate within SVC.</li> <li>➤ An incorporated body or be auspiced by an incorporated body.</li> </ul>
<b>PRIORITIES</b>	<p>Preference will be given to projects that:</p> <ul style="list-style-type: none"> <li>➤ Projects which can be completed by 31<sup>st</sup> May 2024.</li> <li>➤ Recognise, encourage, and value the contribution of local residents in enhancing their local communities.</li> <li>➤ Foster partnerships which unite the community in positive, dynamic, and safe activities.</li> <li>➤ Promote cultural richness and diversity.</li> <li>➤ Create sustainable partnerships which encourage learning and self-sufficiency.</li> <li>➤ Develop the skills and interests of the community.</li> <li>➤ Encourage healthy living and social connectedness including programs, activities, and community events.</li> <li>➤ Increase cultural activities and events.</li> <li>➤ Provide opportunity for connection through art and cultural activities in community centres, halls, and public spaces.</li> </ul>
<b>EXAMPLES OF ELIGIBLE PROJECTS</b>	<ul style="list-style-type: none"> <li>➤ Purchase of equipment to support a project or activity.</li> <li>➤ Minor works projects.</li> <li>➤ Community workshops and seminars or skill development for members of voluntary management committees.</li> <li>➤ Community run events, activities, programs, or cultural performances.</li> <li>➤ Development of new artworks with public outcomes.</li> </ul>
<b>PROJECTS NOT FUNDED</b>	<ul style="list-style-type: none"> <li>➤ Programs that are delivered outside Snowy Valleys Council</li> </ul>



## CAPITAL SPORT AND RECREATION GRANTS

The aim of the Sport and Recreation Grants is to provide funding to sporting organisations for infrastructure improvements to sports grounds and facilities.

<b>FURTHER INFORMATION</b>	Justin Epps (Coordinator Open Space and Facilities) 1300 275 782 or <a href="mailto:jepps@svc.nsw.gov.au">jepps@svc.nsw.gov.au</a> .
<b>AMOUNT AVAILABLE</b>	Up to \$10,000
<b>ELIGIBILITY REQUIRMENTS</b>	<ul style="list-style-type: none"> <li>➤ Non-profit organisations or groups that operate within SVC.</li> <li>➤ An incorporated body.</li> </ul>
<b>PRIORITIES</b>	<p>Preference will be given to:</p> <ul style="list-style-type: none"> <li>➤ Projects which can be completed by 31<sup>st</sup> May 2024.</li> <li>➤ Projects that develop and enhance Council managed land.</li> <li>➤ Projects that are partly funded by the applicant and/or other grants that maximises value for the community.</li> <li>➤ Projects which demonstrate community benefit.</li> </ul>
<b>EXAMPLES OF ELIGIBLE PROJECTS</b>	<p>Projects which involve capital development of sporting facilities are eligible to apply. Eligible projects can include:</p> <ul style="list-style-type: none"> <li>➤ Upgrading existing recreational facilities e.g., upgrading amenities, lighting improvements.</li> <li>➤ Improvements or installation of sport specific facilities e.g., installation of cricket nets.</li> <li>➤ Installation of additional facilities for use by a sporting or recreational groups e.g., storage sheds, shade structures, mobility access ramp.</li> </ul>
<b>PROJECTS NOT FUNDED</b>	<ul style="list-style-type: none"> <li>➤ Maintenance or non-capital related projects.</li> </ul>