

# **SNOWY VALLEYS COMMUNITY GRANTS PROGRAM GUIDELINES 2022 – 2023**



# COMMUNITY GRANTS PROGRAM 2022 – 2023

## APPLICATIONS

All Application forms will be available via the Snowy Valleys Council website at [snowyvalleys.nsw.gov.au/Community/Grants-Scholarships](https://snowyvalleys.nsw.gov.au/Community/Grants-Scholarships).

### APPLICATIONS OPEN

FRIDAY 1<sup>ST</sup> JULY 2022

### NOTIFICATION TO APPLICANTS

SEPTEMBER 2022

### APPLICATIONS CLOSE

FRIDAY 5<sup>TH</sup> AUGUST 2022

### DEADLINE FOR COMPLETION OF FUNDED ACTIVITIES

30<sup>th</sup> APRIL 2023

(Local Heritage Grants)

### ASSESSMENT PERIOD

AUGUST 2022

31<sup>st</sup> MAY 2023

(All other Grants)

**LATE APPLICATIONS WILL NOT BE PROCESSED**

GRANT	GRANT AMOUNT AVAILABLE
Community Strengthening Grants	Up to \$10,000
Local Heritage Grants	Up to \$5,000
Capital Sport and Recreation Grants	Up to \$10,000

For further information on Snowy Valleys Community Grants contact the grants 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 in partnership with Heritage NSW 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 2028 OUR VISION OUR FUTURE' COMMUNITY STRATEGIC PLAN

The Community Grants Program has been developed to align with Council's Strategic Plan. This document was developed through extensive consultation with the community and identifies the long term vision for Snowy Valleys Council.

### Our Themes

#### 1. Our towns and villages

*We celebrate and nurture the unique character of our towns and villages*

#### 2. Growth through innovation

*We have economic development activities which provide community longevity, vibrancy and a sustainable future*

#### 3. Our natural environment

*We care and protect our natural environment to ensure future generations can experience and enjoy its beauty*

#### 4. Communication and engagement

*We have engaged communities that actively participates in local decision making*

#### 5. Our infrastructure

*We strive to continually improve our local infrastructure*

### Our Strategies

Snowy Valleys 2028 Community Strategic Plan reflects the long term vision of the community. Projects should provide linkage to this plan. Council's plans and strategies can be accessed at [snowyvalleys.nsw.gov.au/Council/Governance/Reports-Plans-Strategies](https://snowyvalleys.nsw.gov.au/Council/Governance/Reports-Plans-Strategies)

## 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 [snowyvalleys.nsw.gov.au/Community/Grants-Scholarships](https://snowyvalleys.nsw.gov.au/Community/Grants-Scholarships).

### Government Information (Public Access) Act

The Government Information Public Access Act 2009 applies to documents in the possession of Snowy Valleys Council. 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 Committee's 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
- Read the Snowy Valleys 2028 Our Vision Our Future Community Strategic Plan
- 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 friend to review and edit your application
- Your application will not be successfully submitted unless you have addressed all the required questions
- Submit by 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 and be completed by 31 May 2023 (30 April 2023 for Heritage Projects).
- 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 2023 apart from Heritage Projects which must be completed by 30<sup>th</sup> April 2023. 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 Snowy Valleys Council 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 2022.

## **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 Snowy Valleys Council Website [snowyvalleys.nsw.gov.au/Community/Grants-Scholarships](https://snowyvalleys.nsw.gov.au/Community/Grants-Scholarships).
- 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, Friday 5<sup>th</sup> August 2022
- 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 2023 (apart from local Heritage projects which must be completed by 30<sup>th</sup> April 2023). 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 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>	Lisa McAuliffe (Community Development Officer) 69489112 or <a href="mailto:lmcauliffe@svc.nsw.gov.au">lmcauliffe@svc.nsw.gov.au</a>
<b>AMOUNT AVAILABLE</b>	Up to \$10,000
<b>ELIGIBILITY REQUIREMENTS</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 2023.</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>



## LOCAL HERITAGE GRANTS

The aim of the Local Heritage program is to encourage the conservation of heritage items within the Snowy Valleys Local Government Area and promote a positive community attitude to heritage conservation. The program will provide kick start funding to encourage a number of projects.

<b>FURTHER INFORMATION</b>	Bradley Allen (Development Assessment Planner) 69412515 or <a href="mailto:ballen@svc.nsw.gov.au">ballen@svc.nsw.gov.au</a>
<b>AMOUNT AVAILABLE</b>	Up to \$5,000
<b>ELIGIBILITY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ Owners of a property within Snowy Valleys Council with heritage significance are invited to apply</li> </ul>
<b>PRIORITIES</b>	<ul style="list-style-type: none"> <li>➤ Projects which can be completed by 30<sup>th</sup> April 2023.</li> <li>➤ Projects which complement broader conservation objectives</li> <li>➤ Projects that encourage the conservation of other heritage items</li> <li>➤ Projects of demonstrated heritage value to the community</li> <li>➤ Projects which are highly visible to the public</li> <li>➤ Projects which have high public accessibility</li> <li>➤ Projects involving aspects of heritage which have received little or no funding</li> <li>➤ Urgent projects to avert a threat to a heritage item</li> <li>➤ Properties identified within Schedule 5 of Councils Local Environmental Plan (LEP)</li> </ul>
<b>EXAMPLES OF ELIGIBLE PROJECTS</b>	<p>Projects which involve the repair, maintenance or reinstatement of missing items on heritage buildings are eligible to apply. Eligible projects can include:</p> <ul style="list-style-type: none"> <li>➤ New and reinstatement of fences;</li> <li>➤ Verandah reinstatement</li> <li>➤ Parapet and roof cladding restoration;</li> <li>➤ External painting (heritage colour scheme)</li> <li>➤ Shopfront restoration, tiling, etc.;</li> <li>➤ Decorative detailing reinstatement.</li> </ul>
<b>PROJECTS NOT FUNDED</b>	<ul style="list-style-type: none"> <li>➤ Purchase of a building, site or movable item</li> <li>➤ A new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms)</li> <li>➤ Relocation of a heritage building</li> <li>➤ Work on a Government or Council owned building still used for a Government or Council purpose.</li> </ul>

## CAPITAL SPORT AND RECREATION GRANTS

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

<b>FURTHER INFORMATION</b>	Andrew Burke (Coordinator Open Space & Facilities) 69412582 or <a href="mailto:aburke@svc.nsw.gov.au">aburke@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 2023.</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>