

SNOWY VALLEYS COMMUNITY GRANTS PROGRAM GUIDELINES



COMMUNITY GRANTS PROGRAM

APPLICATIONS

The Community Grants Program is available annually. Applications are normally open during June and July each year.

All Application forms will be available via the Snowy Valleys Council website at snowyvalleys.nsw.gov.au/Community/Grants-Scholarships.

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: Trudy Crawford (Program Manager) on 1300 275 782 (1300 ASK SVC) or tcrawford@svc.nsw.gov.au

1. INTRODUCTION

Each financial year, Snowy Valleys Council in partnership with other organisations (Snowy Hydro and Heritage NSW) makes funds available under its Community Grants Program for local non-profit community groups and in some categories 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 with 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 Snowy Valleys Council. 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

3. GENERAL INFORMATION

Applicants are advised 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.

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 any 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.
- Applicants must have acquitted any previous grants received from the funding provider.
- 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 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 each year.

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
- 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.
- 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 the dates specified each year. Funds not expended by the specified 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.

14. ASSISTANCE

- Contact Council if you have any questions or need further assistance with putting your grant application together. P: 1300 275 782 (1300 ASK SVC) E: info@svc.nsw.gov.au

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.

FURTHER INFORMATION

Trudy Crawford (Program Manager) 69412542 or tcrawford@svc.nsw.gov.au

AMOUNT AVAILABLE

Up to \$10,000

ELIGIBILITY REQUIREMENTS

- Non-profit organisations that operate within SVC.

PRIORITIES

- Preference will be given to projects that:
- recognise, encourage and value the contribution of local residents in enhancing their local communities.
 - foster partnerships which unite the community in positive, dynamic and safe activities.
 - promote cultural richness and diversity.
 - create sustainable partnerships which encourage learning and self-sufficiency.
 - develop the skills and interests of the community.
 - encourage healthy living and social connectedness including programs, activities and community events.
 - increase cultural activities and events.
 - provide opportunity for connection through art and cultural activities in community centres, halls and public spaces.

EXAMPLES OF ELIGIBLE PROJECTS

- Purchase of equipment to support a project or activity;
- Minor works projects (subject to obtaining the relevant approvals and permits);
- Community workshops and seminars or skill development for members of voluntary management committees;
- Community run events, activities, programs or cultural performances.
- Development of new artworks with public outcomes.

PROJECTS NOT FUNDED

- Programs that are delivered outside Snowy Valleys Council

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.

FURTHER INFORMATION	Trudy Crawford (Program Manager) 69412542 or tcrawford@svc.nsw.gov.au
AMOUNT AVAILABLE	Up to \$5,000
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> ➤ Owners of a property with heritage significance are invited to apply
PRIORITIES	<ul style="list-style-type: none"> ➤ Projects which can be completed by 30 April 2021 ➤ Projects which complement broader conservation objectives ➤ Projects that encourage the conservation of other heritage items ➤ Projects of demonstrated heritage value to the community ➤ Projects which are highly visible to the public ➤ Projects which have high public accessibility ➤ Projects involving aspects of heritage which have received little or no funding ➤ Urgent projects to avert a threat to a heritage item ➤ Properties identified within Schedule 5 of Councils Local Environmental Plan (LEP)
EXAMPLES OF ELIGIBLE PROJECTS	<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"> ➤ New and reinstatement of fences; ➤ Verandah reinstatement ➤ Parapet and roof cladding restoration; ➤ External painting (heritage colour scheme) ➤ Shopfront restoration, tiling, etc.; ➤ Decorative detailing reinstatement.
PROJECTS NOT FUNDED	<ul style="list-style-type: none"> ➤ Purchase of a building, site or movable item ➤ A new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms) ➤ Relocation of a heritage building ➤ Work on a Government or Council owned building still used for a Government or Council purpose.

CAPITAL SPORT AND RECREATION GRANTS

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

FURTHER INFORMATION	Trudy Crawford (Program Manager) 69412542 or tcrawford@svc.nsw.gov.au
AMOUNT AVAILABLE	Up to \$10,000
ELIGIBILITY REQUIRMENTS	<ul style="list-style-type: none"> ➤ Non-profit organisations that operate within the Tumut area incorporating Adelong, Batlow, Brungle, Talbingo and Tumut.
PRIORITIES	<p>Preference will be given to:</p> <ul style="list-style-type: none"> ➤ Projects which can be completed by 30 June 2021 ➤ Projects that develop and enhance Council managed land. ➤ Sporting organisations that regularly attend and participate in the SVC Sports Committee meetings ➤ Projects that are partly funded by the applicant and/or other grants that maximises value for the community ➤ Projects which demonstrate community benefit.
EXAMPLES OF ELIGIBLE PROJECTS	<p>Projects which involve capital development of sporting facilities are eligible to apply. Eligible projects can include:</p> <ul style="list-style-type: none"> ➤ Upgrading existing recreational facilities e.g. upgrading amenities, lighting improvements ➤ Improvements or installation of sport specific facilities e.g. installation of cricket nets ➤ Installation of additional facilities for use by a sporting or recreational groups e.g. storage sheds, shade structures, mobility access ramp
PROJECTS NOT FUNDED	<ul style="list-style-type: none"> ➤ Maintenance or non-capital related projects.