

# DUNGOG SHIRE COUNCIL

## Community (small) Grants Program 2023

Opens Monday 5 June 2023

Closes Friday 30 June 2023



Dungog Shire Council is committed to providing the opportunity for community organisations to develop programs and activities which will enhance the lives of the residents of Dungog.

Projects funded through the Dungog Shire Council Community Small Grants program should:-

- Improve the quality of community services in the Dungog Shire;
- Encourage innovative approaches that address identified community needs; and
- Address community priorities identified in Dungog Shire Council's Community Strategic Plan 2022-2032.

These grants are not intended to contribute to the ongoing operational costs but to fund specific new projects or new components to existing projects.

## **FUNDING CATEGORIES**

Community organisations may submit only one application per category. All applications must include a copy of the organisation's constitution or statement of aims and objectives. Evidence of costs (ie: a written quote, catalogue quote or online price) for items for which funding is requested that cost more than \$500 must be attached to the application.

Please ensure that all required information has been provided on your application form. Incomplete or late applications will not be considered.

### **(1) Small equipment grants**

The aim of this category is to fund the hire or purchase of equipment that can be clearly demonstrated to improve the delivery of services, programs and events to the community.

Examples appropriate to this category are: Expenditure on equipment to enable a project to extend its activities to include people with disabilities or from culturally and linguistically diverse backgrounds; sports equipment to enable a youth project to commence; art materials for a new arts program; PA equipment to stage a festival/event.

Grants are available in this category for up to \$2,000. Grants of this amount are not guaranteed and part funding may be distributed as an option.

### **(2) Community development grants**

The aim of this category is to support the development of local initiatives by funding projects that will address priority issues in the community; and provide a mechanism for local communities to participate in developing solutions to important issues in the Dungog Shire area. Priority for funding will be given to projects that can demonstrate an outcome which addresses the Dungog Shire Council Community Strategic Plan 2022-2032.

Examples appropriate to this category are: developing a website that distributes important community information, indigenous cultural awareness program for the children, programs that reduce isolation for vulnerable older people.

Grants are available in this category for up to \$2,000. Grants of this amount are not guaranteed and part funding may be distributed as an option.

### **(3) Love Water**

This category is supported by Hunter Water Corporation. The aim of this category is to support water conservation, environmental sustainability and resilience focused projects. Priority for funding will be given to projects that can demonstrate outcomes that provide practical solutions to solve community water conversation issues (including responding to drought) assist in protecting and enhancing the

local environment or place-making based projects that boost the resilience of Dungog local community.

Examples appropriate to this category include: children's water education programs, water efficient restoration of sporting fields, and water conscious community garden works.

Grants are available in this category for up to \$5,000. Grants of this amount are not guaranteed and part funding may be distributed as an option.

## WHO IS ELIGIBLE TO APPLY?

- (a) Non-profit, community organisations that are properly constituted and incorporated (or supported by an incorporated body), including Sec 355 Committees.
- (b) Community organisations that are based within the Dungog Shire area. (If the organisation is not locally based, the program requiring financial assistance must be shown to be addressing identified priority needs of people within the Dungog Shire area).
- (c) Organisations that adhere to the principles of access and equity in the way that funded services and activities are administered. This means that organisations take steps to ensure that their services/ programs are available to all members of the Dungog community.

## WHO IS NOT ELIGIBLE TO APPLY?

- (a) Individuals and unincorporated groups.
- (b) Government departments or agencies.
- (c) A political party as defined by the Local Government Act 1993, i.e. a group or organisation “having as one of its objects or activities the promotion of the election to parliament or to a council of a candidate or candidates endorsed by it or by a body or organisation of which it forms part.” Nor an organisation that is affiliated or associated either directly or indirectly with any political party whether registered or not.
- (d) An organisation with substantial financial reserves.
- (e) Requests for capital assistance or maintenance of buildings. This includes items considered to be permanently affixed to the building structure or grounds.
- (f) Requests that result in the proposed activity becoming dependent on Council for future funds. Council will not fund recurrent/ongoing expenses eg. salaries, insurance, rent etc
- (g) Proposals that duplicate another existing service.
- (h) Retrospective projects.
- (i) For the Love Water Dungog Community Grants, projects that have previously received funding from Hunter Water Corporation. Successful projects can only receive funding from one of the following programs—Love Water DSC Community Grants or Hunter Water Love Water Grants.

## APPLICATION ASSESSMENT AND SELECTION PROCESS

Dungog Shire Council Community Small Grants applications are assessed by a panel which includes council staff experienced in each category, based on:

1. Objectives of the proposal for funding;
2. Community need for the project/activity;
3. Alignment with eligibility requirements;
4. Strength of alignment to the Dungog Shire Council Community Strategic Plan 2022-2032;
5. Evidence the organisation is self-sufficient without the grant;
6. Evidence of consultation and community partnerships;
7. Capacity of the applicant to successfully complete the project within 12 months of receiving the grant;
8. Balanced and realistic project budget; and
9. Level of funding contributed by the applicant and/or others towards the project.

Hunter Water Corporation’s Managing Director or delegate will participate in panel discussions for the Love Water Dungog Community Grants.

Recommendations are then made to Council for determination.

## TIMELINE

Grants program opens – Monday 5 June 2023

Grants program closes – Friday 30 June 2023

Report to Council – 19 July 2023

Notification of success to applicants – week commencing 23 July, 2023.

Funds for successful applicants will become available – August, 2023.

All funds are required to be expended and an acquittal form returned to Council within 12 months of the date that funding is received. Dungog Shire Council will distribute an acquittal form template to grant recipients.

## APPLICATIONS

Application forms can be accessed through Council’s website at [www.dungog.nsw.gov.au](http://www.dungog.nsw.gov.au) or from the Dungog Shire Council Administration Office. If you have any queries please contact Council’s Community Project Officer Tracey Lowrey via email at [traceyl@dungog.nsw.gov.au](mailto:traceyl@dungog.nsw.gov.au) or phone on 02 4995 7777.

Applications must be received by **11.59pm on Friday 30 June 2023**.

# APPLICATION FORM

## CATEGORY

- Small Equipment Grants
- Community Development Grants
- Love Water Grants

## APPLICANTS DETAILS

Name of Group/Organisation:

Contact Person:

Address:

State:

Postcode:

Telephone (H/W):

Mobile:

Email:

President/Chairperson of Group/Organisation Contact Details:

## PROJECT DETAILS

Name of project, activity or event:

When will your project start and finish?

Where will your project be located?

Briefly describe your project (75 words max):

How will your project benefit the Dungog Shire community (75 words max)?

In what way is your project innovative (75 words max)?

How have you consulted the community in the planning of your project (75 words max)?

How do you plan to work with other local groups in the delivery of your project (75 words max)?

Do you plan for your project to continue after the proposed grant is spent?  Yes  No

If yes, how will your project continue (50 words max)?

Are you aware of other projects in the community that meet the same need as your project?

Yes  No

If yes, which project?

Does your project have a positive impact on the environment?  Yes  No

Does your project have a limited adverse environmental impact?  Yes  No

## PROJECT BUDGET

Project Income (Cash)	Community Grant (amount sought from Council)	\$
	Club/Organisation/Individual cash towards the project	\$
	Income from other sources (other grants, donations, fees) Please list:	\$
	Total Cash Income	\$
Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
		\$
		\$
		\$
		\$
		\$
		\$
In Kind Contribution	Please list any in-kind support your group is contributing to the project	
		\$
		\$
		\$
		\$

## FINANCIAL DETAILS

Is your group/organisation incorporated?  Yes  No

*Note: If your group is not incorporated, please supply a letter from your auspicing body*

Have you registered for Goods & Services Tax (GST purposes)?  Yes  No

Do you have an ABN?  Yes  No

*Note: If you do not have an ABN please attach a statement of supplier form*

ABN: \_\_\_\_\_

Has your project previously received funding from state or federal funding grants?  Yes  No

Could your project proceed with only partial funding from Council?  Yes  No

Will your organisation/group carry out the project without Community Grants funding?  Yes  No

Has your organisation received DSC Small Grants funding previously?  Yes  No  
If yes, year \_\_\_\_\_

Organisation Bank Account Name: \_\_\_\_\_

BSB No.: \_\_\_\_\_ Account No. \_\_\_\_\_

## APPLICATION CHECKLIST

### IF THE FOLLOWING ARE NOT ATTACHED WITH THE COMMUNITY GRANTS APPLICATION THE APPLICATION WILL NOT BE CONSIDERED

A copy of the groups/organisations most recent annual report and/or audited financial statement  Supplied

A copy of the groups/organisations certificate of incorporation  Supplied

A copy of the groups/organisations public liability insurance  Supplied

Where the group intends to purchase equipment, a copy of the quote/s obtained  Supplied  
 Not Applicable

Where the group/organisation does not have an ABN, a completed statement by supplier form  Supplied  
 Not Applicable

## CERTIFICATION

### AUTHORISATION OF APPLICANT

Name:

Signature:

Position:

Date:

I confirm that the information contained in the application form and within the attachments are true and correct.

I confirm that this application has been submitted with the full knowledge and support of the applicant and the sponsoring organisation/group.

Do you have any outstanding acquittals due to Dungog Shire Council Community Small Grants Program?  Yes  No

## SUBMIT YOUR APPLICATION

### EMAIL

Your completed form and attachments can be scanned and forwarded to:

shirecouncil@dungog.nsw.gov.au

### POSTAL ADDRESS

Dungog Shire Council

PO Box 95

DUNGOG NSW 2420

### STREET ADDRESS

Dungog Shire Council

198 Dowling Street

DUNGOG

**APPLICATIONS MUST BE RECEIVED ON FRIDAY 30 June 2023.** Council may contact you for further information relating to your application.

Council's decision on funding is final and no further negotiations will be entered into.

### PRIVACY STATEMENT

Dungog Shire Council makes some use of data that directly or indirectly identifies users. We take great care with practices that affect personal privacy.