



Corowa Shire Council

2009/2010

COMMUNITY GRANTS PROGRAM

Minor Grants (under \$3,000)

Information Pack – Round 1

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Corowa Shire Council

Community Grants Program 2009/2010

Introduction

Corowa Shire Council acknowledges and accepts the need to provide financial assistance to locally based groups and organisations meeting a demonstrated need within the Shire where alternative grants/loans aid is either limited or not available.

The Community Grants Program provides the basis for Council to allocate funds under Section 356 of the Local Government Act in an effective and equitable manner, based on the individual merits of each request.

Purpose

The purpose of the Community Grants Program is to assist organisations and community groups to foster community development, develop partnerships and improve quality of life and well being of the community.

The objectives of the program are to

- Improve services, facilities and resources
- Maximize access and usage of community resources, facilities and services
- Promote and improve community harmony
- Encourage and stimulate the development of effective community development and cultural programs within the Corowa Shire
- Increase opportunities for skills development and community participation
- Foster community partnership
- Promote and improve social capital and community networks

The Community Grants Program operates in two funding rounds each year – in October and April - and invites applications for community development grants or community partnership grants up to \$3,000. For grants over \$3,000 contact the community development officer on 6033 8900.

TYPES OF GRANTS

A. Community development grants

- Arts and culture
- Community work and welfare
- Skill development and learning
- Health promotion
- Recreation and Leisure
- Local history

B. Community partnerships grants

- Minor capital grants including plant and equipment
- Community facilities and infrastructure
- Sponsorship
- Event assistance
- Use of Halls and Council owned facilities

FUNDING CRITERIA

Eligibility

All applications must be from an organisation or group that:

- Is not for profit
- Does not receive other funding or subsidy for this particular aspect of the project
- Can demonstrate minimal financial resources or capacity to fundraise to the required level
- Can demonstrate their contribution in the form of cash, voluntary service or in kind support
- Is an incorporated organisation or can be auspiced through a Statutory or incorporated organisation.

Assessment

Applications will be assessed using the following criteria:

- Meets Council's plan and vision
- Is for a service or activity within Corowa Shire
- Addresses objectives of funding program
- Meets an identified community or cultural need
- Clearly specifies service and resources required
- Clearly specifies beneficiaries and participants
- Has been developed in consultation with the community
- Encourages community participation in the project
- Creates opportunities to enhance skills
- Provides opportunities for greater access to cultural experience
- Does not duplicate existing service
- Demonstrates ability to manage, administer and deliver the project
- Has provided requested documentation including budget information
- Does not cover shortfall of organization operations
- GST/ABN information supplied
- Meets eligibility criteria above
- Is not funded by any other source (except fund raising)
- Submitted by deadline
- Is not unlawful, unethical, political or for profit making purposes
- History of grants applications to Corowa Shire

Successful projects must

- Acknowledge Council as providing funds for project (use Council logo on flyers etc)
- Ensure all grants provided are expended only on projects outlined in the Funding Application.
- Any variation to the project funded must be discussed and agreed to by Council staff.
- Advise council of changes to project
- Submit full acquittal and report by the date specified in agreement

Guidelines - Round 1

2009/2010 Community Grants

- o All forms provided including signed declaration must be completed by applicants
- o An application for funding must be for a specific purpose or project. It must not be intended to cover a short fall in the applicant's operational budget.
- o An application must demonstrate that the applicant's services are available to target groups within the community without discrimination.
- o The proposed service or program should be directed primarily to communities within the Corowa local government area.
- o The proposed project should not duplicate other existing services or programs within the Corowa local government area.
- o The project/activity should be undertaken within six months of receiving funding
- o Applications received after the closing date will not be considered
- o All applications will be considered against the current funding criteria (above)

Support documentation required

- Organisation's Constitution or Statement of Aims and Objectives
- Statement of Income and Expenditure from the previous twelve months

Timetable – Round 1

- | | |
|---|---------------------------------------|
| o Mid September 2009 | Advertise and promote the program |
| o 14th September 2009 | Applications open |
| o 5th October 2009 | Applications Close. |
| o October 2009 | Council assessment /payment of grants |
| o April 2010 | Project/activity must be completed |
| o June 2010 | Acquittal and report to Council |

Information Session

If required, an information session will be held at Corowa Shire Council on 17th September 2009 to provide assistance in completing the application. For further details please contact Wendy Thompson on 6033 8964.

Assessment Process

A council committee will assess all applications prior to recommendation to Council. All applications will be assessed according to the extent they reflect the guidelines and meet funding criteria (above).



Corowa Shire Council

COMMUNITY GRANTS 2009/2010 APPLICATION FORM

PART A – INFORMATION ABOUT THE PROJECT

Applicant/Organisation Name	
Postal Address	
Contact Person (Project Coordinator)	
Daytime Phone No(s)	
E-mail	

TYPE OF PROJECT (tick appropriate description)

- Community Development Project
- Community Partnership Grant

PROJECT DESCRIPTION

PROJECT NAME:

1. Briefly describe what you are going to do

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2. How did you identify the need for this project and what other organisations or groups have you consulted?

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3. What do you hope to achieve by undertaking the project/activity? Aim/Objectives?

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4. How will the community benefit from your project? Outcomes?

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5. What geographical area does this project cover?

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6. Provide information on other sources of funding and approaches to other funding agencies (if applicable)

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7. What are the planned time frames for the project? Start & Finish dates.

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8. How will you measure the success of this project? Evaluation?

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9. How will your organisation/group give recognition to Council for its contribution?

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10. What previous experience does your organisation have in managing similar projects?

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11. Please add any other comments that you feel will assist with your application

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PART B - PROJECT BUDGET

We have included three worksheets to help you calculate the funds required for your project. Follow the 3 steps below to calculate your request to Council.

- 1) Complete worksheets 1,2 and 3 (Pages 10-12)
- 2) Transfer the amounts from these worksheets to the BUDGET SUMMARY
- 3) Calculate the grant request

BUDGET SUMMARY

*NOTE: The information used here is extracted from your worksheets
Please complete the worksheets first then transfer the figures to the relevant areas below:*

Part 1. Project Income Amounts From Worksheet 1

A. Other Funding/Grants	\$
B. Sponsorship / Donations	\$
C. Other Income	\$
D. Earned Income	\$

Total Income.....

Part 2. Project Expenses Amounts From Worksheet 2

E. Salaries / Fees	\$
F. Production / Program	\$
G. Administration	\$
H. Marketing, Promotion	\$

Total Expenses. \$.....

Part 3. In-Kind Support Amounts from Worksheet 3

I. Tasks by Volunteers	\$
J. Local Government	\$
K. Local Business	\$
L. Other Community Groups	\$

Total In-Kind Support \$.....

Grant Request \$.....

Total Project Expense Less Total Project income – *Do not include in kind support*

PART C - INFORMATION ABOUT YOUR ORGANISATION/GROUP

1. Name of Organisation/Group.....

2. Postal Address

3. Purpose, aims and objectives of your organisation/group, activities conducted, frequency of meetings, number of participants, target group etc.

4. Is your Organisation Incorporated? Yes/No
 If "No", name of Auspice body?

5. How is your Organisation funded? (Include copy of previous year's financial statements)

6. What is your Organisation's (or Auspice) ABN?
QUOTE ABN:.....

Please Note: If you (or your Auspice) do not have an ABN, you will require a Withholding Tax Exemption Statement – available for ATO.

7. Is your organisation (or Auspice) registered for GST? Yes/ No
QUOTE GST No:

8. Does your organisation have Public Liability Insurance? Yes / No
 Does your organisation have Building Insurance? Yes/ No

9. Has your organisation received a Council Grant previously? Yes / No

Please ensure all questions on the application forms and completed and returned with application

CHECKLIST

- | | |
|--|---------------|
| Does your project meet the funding criteria? | Yes / No |
| Is your organisation eligible for funding? (See eligibility criteria) | Yes / No |
| Does your application meet the guidelines? | Yes / No |
| Have you acquitted all grants previously received from Corowa Council? | Yes / No / NA |

If you have answered "No" to any of the above questions your application is not eligible

HAVE YOU COMPLETED?

- | | |
|-------------------------------------|--------|
| • Part A (Project Information) | Yes/No |
| • Part B (Budget Information) | Yes/No |
| • Part C (Organisation Information) | Yes/No |

HAVE YOU?

- | | |
|--|--------|
| ○ Provided statement of Income and Expenditure from previous twelve months | Yes/No |
| ○ Kept a copy of this application for your own records | Yes/No |
| ○ Signed the Declaration (below) | Yes/No |
| ○ Completed the Feedback Form | Yes/No |

Once you have answered "Yes" to all the above questions:

Return pages 5 -12 to Corowa Shire Offices, 233 Honour Ave., PO Box 77, Corowa 2646

Declaration

I certify that, to the best of my knowledge, all the information in this Application is correct, and has been discussed and approved by the Committee of Management or equivalent body, and that I have the delegated authority to sign this application. I have read the Community Grant Guidelines and understand the information contained within it forms part of the conditions of payment. If this application is successful I agree to contact Corowa Shire Council in the event that any information regarding this application changes or is found to be incorrect.

Name:

Position:

Signature: **Date:**

Community Grants Feedback Form

To help improve the Council's Community Grants program, please complete this feedback form and return it with your application.

How did you hear about the Community Grants Program?

- Local paper advertisement
- Council newsletter
- Council website
- On mailing list
- Word of mouth
- Other – please specify

Are the Guidelines easy to understand? (Please circle response) Yes / No

If not, how can it be improved?

Is the Application Form easy to complete? (Please circle response) Yes / No

If not, how can it be improved?

Are any aspects of the Community Grants unclear? Yes / No

If yes, please comment

Any other comments?

Thank you!

Your response is appreciated and will be used to improve the grant application process

Work Sheet 1 - Project Income

For **CASH INCOME** only - Do not include in-kind support. Do not include GST.

A. Other Government Funding – Specify the funding body; e.g. Federal, State

Name of Funding Source

Amount Confirmed

Yes / No

Transfer Total to (A) on the Budget Summary

B. Sponsorship / Donations – Specify source e.g. Local business and cash donations

Name of Funding Source

Amount Confirmed

Yes / No

Transfer Total to (B) on the Budget Summary

C. Other Income – Specify source; e.g. Trusts, foundations, own cash contribution etc

Name of Funding Source

Amount Confirmed

Yes / No

Transfer Total to (C) on the Budget Summary

D. Estimated Earned Income - Income Source

Amount Calculation

Box office / Ticket sales No of tickets_____ x value of ticket_____

Sale of merchandise

Sale of food and drink

Program sales No of programs_____ x value of program_____

Workshop fees No of workshops_____ x fee per workshop_____

Memberships No of members_____ x fee per membership_____

Fundraising Activities e.g. raffles

Other

Transfer Total to (D) on the Budget Summary

Work Sheet 2 – Project Expenses

For **CASH Expenses** only – Do not include in kind support. Do not include GST

E. Salaries / Fees

Position Title Salary / Fee Total

No of hours _____ X rate per hour _____

No of hours _____ X rate per hour _____

Transfer Total to (E) on the Budget Summary

F. Production / Program Costs - Details of expenditure

Materials – *Fabric, paints, film, brushes, chicken wire, cane, tissue paper etc.*

Venue Hire

Equipment Hire

Other

Transfer Total to (F) on the Budget Summary

G. Administration expenses - Details of expenditure

Printing & Stationery – Do not include the cost of printing brochures or advertising pamphlets

Insurance

Phone Fax

Travel

Accommodation/Rent

Office Equipment

Other

Transfer Total to (G) on the Budget Summary

H. Marketing, Promotion & Documentation - Details of expenditure

Printing promotional material *e.g. Posters, Programs*

Media advertising *e.g. Radio, Newspaper, Television*

Signage

Other

Transfer Total to (H) on the Budget Summary

Worksheet 3 – In-kind Support

What is in kind support? – These are *non-cash* items, where people volunteer their time or services to help your project happen. It is important that we value the time that volunteers donate. We suggest that an hourly rate of \$20.00 per hour is used. While in-kind support will not have a bearing on the request, it will help show the 'real cost' of the project.

Details of In-Kind Support

I. Volunteers

Task Carried Out by Volunteer

Volunteers _____ x Estimate hours per volunteers _____ x Rate \$20.00

Volunteers _____ x Estimate hours per volunteers _____ x Rate \$20.00

Volunteers _____ x Estimate hours per volunteers _____ x Rate \$20.00

Transfer Total to (I) on the Budget Summary

J. Local Government E.g. *Street Closure, Street Banners, Free use of venue etc*

Details of in kind support – source and use Amount

Transfer Total to (J) on the Budget Summary

K. Local Business *e.g. Vouchers, Time, Donated Materials, Reduced Venue Hire etc*

Details of in kind support - Amount

Transfer Total to (K) on the Budget Summary

L. Other Community Groups and Non Cash Donations

Details of in kind Support - Amount

Transfer Total to (L) on the Budget Summary