

Introduction

The Greater Hume Shire Council (GHSC) Community Development Grant Program is aimed at enhancing the range, availability and quality of community facilities throughout the Council area. The program will assist community groups to meet the needs of their members and the general community.

Aims and Outcomes

To support, assist and encourage community groups to develop and implement:

- Innovative programs to help build and maintain social cohesion, build local capacity and lead toward social sustainability
- Community and council partnerships
- The enhancement or construction of inclusive community facilities
- Sport and recreation projects and activities
- Arts and cultural projects and activities
- Projects that will improve the viability and sustainability of the Shire's economy
- Projects that will improve the amenity, accessibility and quality of physical infrastructure in the Shire

Available Funding

- Council has allocated \$40,000 for the 2017/2018 financial year allocated in a single round
- Maximum grant is generally \$4,000 (however this may be varied in particular circumstances at the discretion of the Council)
- Applicants must demonstrate that they are able to contribute a minimum of 50% of the total cost of the project in cash and/or in-kind. Voluntary labour, donated materials etc are permitted as in kind contributions
- Funding from other funding bodies toward the project should be included in the application
- Greater Hume Shire Council reserves the right to use all, part or none of its budgeted funding in any given financial year. It also reserves the right to carry over unexpended grant funds to the following financial year
- Due to limited resources Council may not be able to fund all projects, however worthy.

Time Line

16 August 2017	Applications Open
16 October 2017	Applications Close
23-28 October 2017	Consideration by assessment committee
November 2017	Report with recommendations to November council meeting
November 2017	Applicants notified and acceptances received, payment issued
30 November 2018	Projects completed
2 March 2019	Acquittals and final reports received by Council

Eligibility

Not eligible for funding are:

- Applicants who have not acquitted or formally sought a variation to a grant are not eligible to apply for a new grant until their reporting obligations are met
- Political parties
- Contributions to individuals
- Requests for day to day maintenance or replacement through normal wear and tear, (e.g. minor painting), salaries or running costs. Total replacement or replacement of a major component, of important community assets are not considered "day to day maintenance" and will be considered for funding in this program. (e.g. replacement of a tennis court, substantial renovations to a community building)
- Developments of private or commercial ventures
- Projects already completed
- Research and development projects
- Strategic plans
- Insurance or any other on costs
- Unincorporated bodies or those without a suitable organisation to auspice their application

Submission of Applications

- GHSC expects to receive a large number of applications. Our ability to quickly and efficiently assess applications depends on organisations submitting complete applications including all required supporting documentation
- Applicants are strongly advised to discuss their applications with Council's Community Health & Wellbeing Coordinator before submission
- All applications must be fully completed on the appropriate application form with all required supporting documentation attached
- Application Forms are available from the Customer Service Staff at any one of Council's offices or can be downloaded from the Grants & Funding page of the Greater Hume Shire Council website at www.greaterhume.nsw.gov.au
- Applications must include the organisation's latest Financial Statement. If a balance sheet is available, it should also be provided
- One copy of the application, unbound and not stapled needs to be provided. Ensure you keep a copy for your records
- Applications received after the closing date will generally not be considered unless extenuating circumstances exist
- Incomplete application forms will not be considered
- Applications should be clearly marked "Community Development Grant Application" and addressed to:

Mr Steven Pinnuck
General Manager
Greater Hume Shire Council
PO Box 99
Holbrook NSW 2644

The Decision Making Process

- The allocation of grants will be based on merit, need and benefit to the local community
- A report with recommendations for allocation of grant funding will be submitted for consideration and approval of Council
- In the event of a Committee member having a direct interest in an application, they will not participate in the decision making process for that application only

The members of the Committee will consist of Councillors from each Ward and appropriate Council Officers.

Grant Assessment Criteria

All applications will be assessed by the committee based on the following criteria:

- The extent to which the project will improve the amenity, capacity and services within the community
- Evidence that the project will contribute to strategic change, economic and social viability and sustainability
- Consistency with Council's Management Plan and Economic Development and Social Plan
- The project has been designed to be accessible and inclusive for all who may use the project, regardless of age or ability, and meet Universal Design requirements
- Competency and evidence of the capacity of the applicant to undertake the project within the time lines and proposed budget
- Evidence that the project meets the aims and outcomes of this grant program as specified above
- Evidence that the project outcomes provide value for money
- Evidence of collaboration, partnering or networking with other community groups and organisations
- Have Council approval of Development Application (if necessary) at the time of application
- Ensure all infrastructure projects have been discussed with the appropriate Council department to ensure compliance
- Demonstrate that the project will generally cater for the needs of a variety of community groups or be multi-purpose in nature
- Demonstrate an effective and coordinated use of existing public infrastructure
- Enhance the opportunities for the community in the area to participate safely in sport, active recreation or community pursuits
- That, where applicable, the project has been designed in accordance with sun protection and shade design guidelines as recommended by NSW Cancer Council
- Projects must have demonstrable benefits for the community and demonstrate enduring value

Council Requirements and Documents

- If necessary ensure Council approval of Development Application at the time of application
- Ensure all projects have been discussed with the appropriate Council department to ensure compliance with Council's engineering, environment and planning specifications
- Grants are subject to Council's Procurement Policy and quotes for individual items over \$2,000 must be included in the application

Grant Conditions

- Project must commence within six months of announcement of the grant and must be completed within 12 months of the receipt of the grant, unless approval from the Council has been obtained
- Applicants must seek approval in writing from the council for any variation in the purpose of the grant. If, for whatever reason an organisation is unable to proceed with a project, Greater Hume Shire Council must be informed in writing within 7 days
- Groups may submit more than one application if they have a number of eligible projects but these must be clearly prioritised
- Projects must be acquitted with a comprehensive report including financial information by the 2 March 2019
- Unspent funds must be returned to the Council by 31 March 2019.
- Adequate progress of projects previously funded by council funding must be achieved prior to a new application being accepted
- An authorised officer of the funded organisation must sign and return the form detailing terms and conditions of grant
- The Greater Hume Shire Council reserves the right to reduce proportionally the amount of the grant, if the cost of a project is less than anticipated
- All Organisations will be required to complete a report and acquittal on completion of the project. Grants will be paid in one instalment
- The organisation agrees to provide Greater Hume Shire Council with any information it may require relating to the monitoring and evaluation of grants distributed through the "Community Development Grant" Program
- If an organisation in receipt of support breaches any of the terms or conditions of the grant, Greater Hume Shire Council reserves the right to withhold or reclaim the grant in part or in whole at its discretion
- Project procedures and outcomes must adhere to the principles of access and equity at all times
- Acknowledgement of Greater Hume Shire Council funding support must appear on any promotional material and information related to the funded project. (A style guide is available on request)
- Council may use the project or program information provided by funded organisations for benchmarking, promotional and marketing purposes
- Groups that are not section 355 Committees of Council or a subcommittee of a section 355 Committee, must be incorporated or have an incorporated organisation auspice the application

Supporting Material to Attach to Your Application

- Copies of quotations for the work to be undertaken
- Letters of support for your project from other organisations in your community
- Copies of your current bank and financial statements which verify that the funds are available to commence the project
- Insurance Certificate of Currency (Not required for a section 355 Committee)
- Photos and maps that help us understand your project
- Project plans/sketches i.e. information on the design and layout of the facility – if applicable
- Project location drawing – if applicable
- The organisation’s Building or Development Application approval - if applicable
- Stamped engineer’s plans – if applicable
- Documentation to verify the amount of funding confirmed from other sources – if applicable
- Confirmation of support of the relevant organisations – if applicable
- A detailed project plan or business plan - if applicable

Goods and Services Tax – GST

Organisations registered for GST (that are NOT Section 355 Committees of Council)

- GST is payable on grant funding
- Upon receipt of grant funding (Grant plus GST) applicants are required to remit the GST component to the Australian Tax Office through their next Business Activity Statement – BAS return
- Applicants are able to claim any GST paid on goods and services acquired with grant funds. (i.e. applicants may claim back any GST paid through their next BAS return)
- Submit the supplied Tax Invoice to Council for the amount of the Grant plus 10% GST

Organisations not registered for GST

- All grant recipients must have an ABN or be auspiced by an organisation that has an ABN otherwise Council must with hold 48.5% of grant funding and remit it to the Australian Taxation Office
- Submit the supplied Tax Invoice to Council (clearly detailing the ABN) for the amount of the Grant

Section 355 Committees of Council

- Grant funding for Section 355 committees of council will not include a GST component
- Council will claim the GST payable on goods and services acquired with grant funds on behalf of Section 355 committees
- Submit the supplied Tax Invoice to Council for the amount of the Grant

Checklist

Have you

- Discussed the project with Council's Community Health & Wellbeing Coordinator
- Read the guidelines completely and thoroughly
- Considered how accessible and inclusive your project is for people with a disability
- Attached copies of quotations for individual items over \$2,000
- Attached the organisation's latest bank statement
- Attached last year's financial statements
- Attached the organisation's Insurance Certificate of Currency (if applicable)
- Attached the organisation's Certificate of Incorporation (if applicable)
- Attached any Council required documents (if applicable)
- Attached letters of support for the project
- Attached the Project Plan (if applicable)
- Completed the Budget in the Application Form
- Attached any other supporting material
- Signed and completed the Application Form
- Kept a copy of the completed application

Helpful Web Links and Further Information

Web Links	Further Information:
www.greaterhume.nsw.gov.au	Jody Whitley
www.universaldesignaustralia.net.au	Community Health & Wellbeing Coordinator
www.ourcommunity.com.au	Greater Hume Shire Council
www.communitybuilders.nsw.gov.au	Email: jwhitley@greaterhume.nsw.gov.au
www.ato.gov.au	Phone: 02 6036 0100
www.bankofideas.com.au	Mobile: 0408 408 653
www.grantsearch.com.au	