



**BELLINGEN
SHIRE COUNCIL**

Community Support Fund

2023/24 – Round 1

Guidelines

Community Support Fund Guidelines

The Community Support Fund (the Fund) is a small community grants program that is delivered and administered by Bellingen Shire Council under *Section 356* of the *NSW Local Government Act 1993*. The aim of the Fund is to support local community activities that achieve broad community benefit and highlight its [Community Vision 2035](#) of being 'Connected, Sustainable and Creative'.

Program objectives

- To achieve social, cultural, and recreational outcomes that align with Bellingen Shire Council plans, for example, the Bellingen Shire Community Vision 2035
- To support local projects that take place within the Bellingen Shire
- To build community capacity and strengthen community skills and resources
- To reach and benefit as many people in Bellingen Shire as possible

Funding limit

There are two funding rounds each financial year which are limited to Council's yearly budget allocation. This is a small grant program and requests for funding of up to \$2,500 is recommended. However, Council will consider funding of up to \$5,000 for projects that demonstrate a high level of community benefit and demonstrate how they will deliver on the objectives outlined above. Council reserves the right to part-fund projects.

General requirements

- Projects must take place before 30 June 2024 (*Note: projects that have already commenced or taken place will not be funded retrospectively*).
- Applicants can reapply each financial year. However, applicants will only be funded for a maximum of three consecutive years. After the third year, applicants must wait twelve months before applying again.
- Quotes should be provided where possible.

Who can apply?

- Incorporated not-for-profit organisations with a registered ABN
- Unincorporated groups or associations with a nominated auspicing body that is an incorporated not-for-profit organisation with a registered ABN
- Registered charities with an ACN

What is an Auspicing Body?

An auspicing body is a legally constituted organisation that will take legal and financial responsibility for a grant if awarded. If a grant is awarded, the auspicing body must sign the funding agreement and is responsible for reporting and acquitting the grant within two months of the project being completed. All correspondence and monies will be directed to the auspicing body. It is recommended that the successful grant applicant enters into a written agreement with their nominated auspicing body that clearly outlines each party's responsibilities and liberties.

Who cannot apply?

- Individuals
- Commercial enterprises or for-profit organisations

- Organisations that have outstanding reports or acquittals for any funding programs administered by Bellingen Shire Council may be ineligible unless alternative arrangements have been made with Council
- Organisations that are outside of the Bellingen Shire local government area
- State and Federal government agencies (including schools)
- Organisations that do not have the appropriate public liability insurance

Eligible project activities

Eligible project activities include (but are not limited to):

- Activities or projects that support targeted groups such as seniors, youth, and people with a disability, etc.
- Sport and recreation projects (*applicants seeking funding for sporting events should consider applying via the Community Event Sponsorship Fund*)
- Equipment to support community activities
- Minor infrastructure works that will benefit the general public
- Scholarships
- Private works

What are private works?

Private works are tasks undertaken by Council to support community projects. These works are generally not considered part of Council's core responsibility. However, in some cases, Council can assist with various aspects of a project. For example, pick up and disposal of additional bins. When applicants apply for private works to support a project, no money is exchanged. Nonetheless, the costs associated with Council undertaking the work must still be included in the application budget and will form part of the grant amount requested.

Ineligible project activities

- General operating expenses and ongoing costs e.g., rent, electricity, water, wages, etc.
- Rates remissions
- Prizes or competitions
- Rental costs or venue hire (*this may be considered if only a small component of the project*)
- Marketing and promotion material
- Media, film and websites
- Activities that only benefit narrow organisational interests or political interests
- Costs towards purchases or services that have a commercial outcome
- Projects that have already commenced or taken place (retrospective)
- Devolved funding (funding that is then passed on to another individual or group)
- Projects outside Bellingen Shire

Application assessment process

Once your application has been deemed eligible, it will be assessed on merit and prioritised by an assessment panel. The assessment panel will then make recommendations to Bellingen Shire Council for funding to be approved. Council reserves the right to part-fund successful applications.

This process will be undertaken to ensure Bellingen Shire Council is acting in accordance with the public interest and ensure that public monies are used prudently and appropriately.

Successful applicants

Successful applicants must:

- Sign and return a funding agreement to Bellingen Shire Council.
- Provide proof of the appropriate public liability insurance for the period covering your activity (if applicable).
- Provide a tax invoice for the approved amount. Organisations registered for GST should provide an invoice inclusive of GST. Organisations not registered for GST should provide an invoice exclusive of GST

Acquittal of grant funding

- Successful applicants must submit an acquittal and expenditure report to Council within two months of the project being completed.
- Photographs and/or media clippings must be included in the report where available
- Evidence of expenditure of the grant funds must also be provided

Further information

- The Community Support Fund Guidelines can be downloaded from Bellingen Shire Council's website.
- Applications must be submitted via the online grants management portal <https://bellingen.grantplatform.com/>
- Any event, project or activity funded by Bellingen Shire Council must comply with any current government COVID-19 requirements. Applicants may be required to provide evidence of a COVID-safe plan should funding be provided.
- To discuss your application, please contact Council's Grants and Business Development Officer on (02) 6655 7300.