

# Bellingen Shire COUNCIL



## **COMMUNITY SUPPORT FUND**

### **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. There are two rounds of funding per year which is limited to Council's yearly budget allocation.

## Program Objectives

- To achieve social, cultural and recreational outcomes that align with Bellingen Shire Council plans. For example, the Bellingen Shire 2027 Community Vision, the Bellingen Shire Public Art Plan and the Bellingen Shire Disability Inclusion Action Plan etc.
- 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 practically possible

## Funding Limit

This is a small grant program and requests for funding of up to \$2500 is recommended. However, Council will consider funding up to \$5000 for projects that demonstrate a high-level of community benefit.

## General Requirements

- Projects must take place between 1<sup>st</sup> July and 30<sup>th</sup> June of the funding year
- 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 not for profit 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 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 appropriate public liability insurance

**PLEASE NOTE: Any application that does not meet the General Eligibility Criteria will not be assessed under the Specific Assessment Criteria and will be deemed unsuccessful.**

## Types of Projects Funded (but not limited to):

- Activities or projects that support targeted groups such as seniors, youth and people with a disability etc.
- Sport and recreation projects (Sporting events should consider 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. 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 would form part of the grant requested.

## Types of Activities **NOT** Funded

- 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 very small component of the activity)
- 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. That is, funding that is then passed on to another individual or group

## Application Assessment Process

Once your application has been deemed eligible, it will be assessed on merit and prioritised by a selection panel. The assessment panel will then make recommendations to Bellingen Shire Council for funding to be approved. Council reserves the right to only 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 appropriate).
- Provide a tax invoice for the approved amount. Organisations registered for GST must provide an invoice inclusive of GST. Organisations not registered for GST must provide an invoice exclusive of GST

### **Acquittal of Grant Funding**

- Successful applicants must submit a project acquittal report via the online grant management portal
- Photographs and/or media clippings must also be included in the report where available
- Expenditure related to the grant should also be provided as evidence

### **Further Information**

- The Community Support Fund guidelines can be downloaded from Bellingen Shire Council's website
- Applications must be submitted via the online grant management portal at <https://bellingen.grantplatform.com/>.
- All projects and activities must comply with all current government requirements regarding COVID-19. Should funding be provided, a copy of your organisation's COVID-safe plan may be requested if applicable
- Should you have any questions or wish to discuss your application, please contact the Grants and Business Development Officer on 02 6655 7300.