

Document 3

Waverley Council Small Grants Program – Community and Cultural Grants

Guidelines

Goals

Waverley Council offers small grants to support community initiatives in the delivery of social, cultural and recreational benefits to Waverley's community. We encourage innovative project proposals that align with Waverley's Community Strategic Plan. The plan drives the delivery of projects and programs to address identified needs and aspirations in the community, underpinned by the social justice principles of equity, access, rights, and participation for all.

The goals in the Waverley Community Strategic Plan 2018-29 include:

- Facilitate opportunities that recognise Waverley's unique place in the Australian contemporary cultural landscape
- Preserve and interpret the unique cultural heritage of Waverley
- Create a resilient, caring and cohesive community
- Nurture a safe, healthy and well-connected community that embraces challenges and has the resilience to adapt to change
- Strengthen people's inclusion in community life, promote diversity and celebrate Aboriginal and Torres Strait Islander culture past, present and future
- Improve health and quality of life through a range of recreational opportunities.

Grants play an important role in stimulating community development initiatives and facilitating community engagement with the development of programs, services, and activities. Grants provision works from the ground up to enable the community to take the lead on addressing issues and creating outcomes that are important to them.

Funding available

Grants are made available in two rounds a year, with closing dates usually scheduled in April and September. Individuals and groups meeting the program criteria can apply for one grant per round, up to the value of \$5,000. Grants over this amount may be made at Council's discretion. Applicants are encouraged to contribute towards their proposed project through cash and/ or in-kind contributions.

Grant funding may be repeated to help new initiatives get off the ground, or where a small contribution makes a significant difference to an organisation's capacity to deliver a valued program, provided that the acquittal submitted after each round demonstrates the value of a further contribution.

Who is eligible to apply

Individuals, community groups and services are eligible to apply, and sole traders and small business engaged in the creative industries.

Exclusions

- Applicants that have not acquitted previous grants, or who have outstanding debts of any kind to Waverley Council
- Political parties.

Project proposals must:

- Include a clear and concise description of the project proposed
- Provide an identifiable cultural, social or recreational benefit to the Waverley Community, or an identified target group within the community, that aligns with the strategies in the Waverley Community Strategic Plan
- Ensure that the proposal accords with social justice principles of equity, access, rights, and participation for everyone in the community
- Provide a clear description of the project's goals and a plan for implementation that is consistent with the goals, and is achievable within the budget and a 12 month time frame
- Demonstrate that the proposal provides value for money
- Have a limited time frame, or a plan for financial sustainability beyond the term of the grant.

New ideas or creations, unique solutions and innovation are welcomed.

Grants are not available for:

- Projects that are already completed, or will be completed prior to Council approval
- Projects or programs that will rely on recurrent funding from Council
- Projects that duplicate existing services or programs, or 'top up' funding for programs funded by other agencies
- General donations to charities
- Projects that directly contravene Council policies.

Assessment Criteria

- Does the proposed project represent an appropriate use of local government resources
- What is the relative merit of the project proposed, and what is the nature and extent of the community benefit it will provide
- Does the application provide evidence that the applicant has access to all of the resources required to implement the project successfully, including for example project partners, project venue, skills and expertise, other funds if required
- Does support for the project generate any identifiable risks or ongoing liabilities to Council, and are there plans in place for mitigation.

General Terms and Conditions

The approval of a small grant indicates that Council is willing to provide support for the project in the form of the endorsed grant amount.

It does not imply that Council is entering into a partnership with the grantee, or that Council has granted any other approvals that may be required to implement the project. It is the responsibility of the grantee to obtain the relevant approvals, whether they be from Council or other agencies.

Responsibilities of Grant Recipients

Submission of an application requires acceptance of the following conditions:

Use the funding for the purpose stated in the application within 12 months, or make an application for a variation and/ or extension

Accept Council's general terms and conditions, and any special conditions that may be specified in your letter of offer

Appropriately acknowledge Council support in promotional material and other information relating to the project

Submit Council's acquittal form and provide a short evaluation report immediately following project completion, including:

- A financial statement with evidence of expenditure
- A brief project summary, and a photo that Council may use to promote awareness of community achievements under the Small Grants Program.

Application Process

Applicants must complete and submit the Small Grants Community and Cultural application form by the advertised deadline. Applications received after the closing date will be assessed in the next round.

Please ensure that your application provides the detail required for assessment of your proposal against the criteria. This includes detail about what you plan to do, who will be involved in the delivery of the project and who will benefit from it, when and where you plan to do it, how the proposal has value for the community and how the grant funding will help you to deliver it.

Each application must include information about the applicant, including contact details for a nominated person, and if the application is made on behalf of an organisation, information about the nature of the organisation.

Proposed use of Council Venues

Applicants planning to use a Council venue for their project must liaise with the relevant venue prior to completing their small grant application to ensure the suitability and availability of the venue. Applicants must include the cost of venue hire fees in the total project budget supplied with their small grant application, even if the grant will not be used to cover those costs. Incorporated not-for-profit organisations are eligible for reduced rate venue hire fees. Standard rates apply to individuals, unincorporated community groups and for-profit applicants.

Some activities, such as the use of the bar at the Bondi Pavilion, attract costs such as the hire of security to ensure event safety. Other costs that may be incurred include equipment hire, cleaning, and security bonds. These costs must be factored into your project budget to ensure that your proposal is financially viable.

Contacts for Venue Hire

Phone: 9083 8300

https://www.waverley.nsw.gov.au/business/venue_hire

Assessment Process

Council officers will assess project proposals against the selection criteria. A report with recommendations for funding will be submitted to Council for consideration and approval. The report will include summary information about applicants and their project proposals, and officers' recommendations. After Council has made a decision, an officer will contact applicants about the outcome of their application. The assessment and approval process takes about 8 weeks from the closing date for each round.

Application Closing Dates and Submission

You may submit an application at any time, but applications are assessed twice a year around April and September. The closing date for the next round of assessment is provided on the Small Grants/ Cultural and Community web page.

You can submit your application:

By email

smallgrants@waverley.nsw.gov.au

By post/ in person to

Julie Jenkinson

Mill Hill Community Centre

31-33 Spring Street

Bondi Junction NSW 2022