

## Document 5

### Waverley Council Small Grants Program – Creative Streets Grant

#### Guidelines

##### Goals

Waverley Council offers one small grant a year to support a community initiative that improves a Waverley streetscape. The Project must make a positive contribution to a public space in line with Waverley's Community Strategic Plan, utilising Waverley's Urban Intervention Framework. The Urban Intervention Framework encourages 'short term action for long term change'. It recognises that small changes can have a big impact on our streets and communities.

The goals in Waverley's Community Strategic Plan, include:

- Preserve and interpret the unique cultural heritage of Waverley
- Nurture a safe, well-connected community that embraces challenges and has the resilience to adapt to change
- Improve health and quality of life through a range of recreational opportunities
- Build and maintain streetscapes that have a welcoming sense of place.

The objectives of Urban Interventions are to:

- Inspire action to deliver respected and valued spaces
- Raise awareness of our environment
- Encourage participation and engagement
- Promote understanding of the local area
- Build networks and partnerships
- Gather data on our spaces and how they are used
- Test ideas for improvements.

For more information please visit:

[https://www.waverley.nsw.gov.au/council/plans, policies and reports/community\\_strategic\\_plan](https://www.waverley.nsw.gov.au/council/plans,_policies_and_reports/community_strategic_plan)

#### Funding available

A grant of up to \$5,000 is made available once a year, with the closing date for applications usually scheduled in April. 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.

#### Who is eligible to apply

Individuals, community groups and services, precinct groups, schools and local businesses are eligible to apply. The project has to be carried out in Waverley's streets.

#### 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 explanation of how the proposed project is expected to improve the streetscape, and provide community benefit
- Provide information about the ownership of the property that the proposal involves. Applications that include written evidence of consent of the property owner will be considered favourably
- 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 sustainability beyond the term of the grant
- Ensure that the proposal accords with social justice principles of equity, access, rights, and participation for everyone in the community.

New ideas or creations, unique solutions and innovation are welcomed. Where a project proposal relates to land or property belonging to another party, the applicant will be directed to obtain relevant approvals from that party before a grant will be released.

**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 activities, 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 significance of the streetscape improvement 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 approvals, project partners, 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 (Council logo can be supplied on request)

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 Creative Streets 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. Prospective applicants are encouraged to liaise with a Council officer during development of their project proposal. Please contact Francisco Mota, on 9083 8159 or [Francisco.mota@waverley.nsw.gov.au](mailto:Francisco.mota@waverley.nsw.gov.au)

## **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 once a year around April. The closing date for the next round of assessment is provided on the Small Grants/ Creative Streets web page.

You can submit your application:

By email

[smallgrants@waverley.nsw.gov.au](mailto:smallgrants@waverley.nsw.gov.au)

By post/ in person to

Julie Jenkinson

Mill Hill Community Centre

31-33 Spring Street

Bondi Junction NSW 2022