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MAIL TO:

SHONA RUSSELL
Community Grants Program Administration
Port Macquarie-Hastings Council
P.O Box 84, Port Macquarie NSW 2444

2009/2010 APPLICATIONS CLOSE – 4pm Friday 12th June 2009

PART A: About the Community Grants Program

INTRODUCTION

Port Macquarie-Hastings Council recognises the importance of assisting non-profit community groups and organisations that are interested in, and working towards, the enhancement and well being of its residents. The Community Grants Program provides funding support, up to a maximum of \$10,000, to such community groups and organisations in their endeavours to establish, strengthen and/or implement projects, which would benefit Hastings residents.

Applying Community Groups must:

- be based in Port Macquarie-Hastings LGA;
- be not-for-profit;
- have an ABN; and
- be incorporated **or**
- be auspiced by an organisation that has an ABN and incorporation status.

Approximately \$170,000 will be made available in 2009-2010. A minimum of \$20,000 is allocated to the nine Non-Council Owned Halls (Hollisdale Hall, Byabarra Hall, Kindee Hall, Comboyne War Memorial Hall, Kendall Community Hall, Kendall War Memorial Hall, Telegraph Point School of Arts Hall, Rolland's Plains Hall and Ellenborough Hall).

Previous funding

Projects that have been previously funded include innovative projects that encourage community participation in a range of areas, as well as projects that target areas of basic service provision. Projects that are aimed at a cross section of the community will be considered, as are projects that build on existing capacity, strengths and/or target an otherwise un-serviced group.

OBJECTIVES

The Community Grants Program is an inclusive grants program, which aims to:

- 1.** Promote the development of a wide range of community organisations and projects in line with the 2005-2010 HASTINGS SOCIAL PLAN.
You can access the Social Plan from www.pmhc.nsw.gov.au or by calling **6581 8055**.
- 2.** Increase the participation, accessibility and range of quality community organisations and projects for the residents of the Hastings.
- 3.** Assist in the provision of innovative community projects.
- 4.** Facilitate the equitable distribution of community resources and programs throughout the Hastings.
- 5.** Compliment Council's declared vision and mission which are:
 - A sustainable high quality of life for all; and
 - Provide regional leadership and meet the community's needs in an equitable & inclusive way that enhances the areas environmental, social & economic qualities.

ELIGIBILITY CRITERIA

To be eligible for funding under the Community Grants Program, the organisation and project must meet the following criteria:

- 1. Hastings Based** - Projects will be located within the Hastings to serve its residents. Applications for projects from State or National bodies must be submitted by, administered by, and for the direct benefit of the local branch.
- 2. Not-for-Profit Community Organisations** - Only not-for-profit community based organisations whose projects reflect their direct need and who are directly responsible for the intended project are eligible for funding under the Grants Program. Therefore individuals, companies and service clubs who intend to supplement their fund raising for a third party's project, are ineligible.
- 3. ABN and Incorporation** - The applicant must have an Australian Business Number and be Incorporated or be auspiced by such an organisation.
- 4. Financial Accountability** - Projects that have not fulfilled their financial accountability requirements associated with, Council and Government funding will not be considered.
- 5. Due Date** - Projects received past the due date will not be considered eligible.
- 6. Development Approvals** - Where a Development Application through Council is required for a building project, a copy should be attached to this application.
- 7. Land Ownership** - Building projects require the consent of the land owner, and where land is privately owned the project will be considered ineligible. Where practical, on public land not owned by the group, a lease should be in place.
- 8. Quotes** - Projects requiring building works and capital purchases over \$500 must provide quotes with this application.
- 9. Anti-Discrimination** - Ensure that the project is free from discrimination in relation to race, ethnicity, age, gender, sexual preference, religious affiliation or disability.
- 10. Projects which are specific measurable, achievable, realistic and follow a timeframe.**
- 11. Projects which can not be funded by other sources.**
- 12. Public Liability** - A copy of the Certificate of Currency must be provided.
- 13. Support** - Applications should include two letters of support.
- 14. Financial Statements** - If the applying organisation is more than one year old, previous financial statements should be attached.
- 15. Project Proof** - Statistics, survey results or photos, should be provided as proof of the need for funding.
- 16. Ceiling Limit** - Projects exceeding the \$10,000 ceiling limit are not eligible.

Priority Projects

All applications are considered on their merits, having regard to the stated needs and priorities in Council's management plans (available from Council Offices), however funding under the Community Grants Program will be given to projects that meet the eligibility criteria and in addition meet one or more of the following priority areas:

- innovative or emerging groups/projects;
- foster initiative and self-help among residents;
- encourage the participation of people who have limited opportunities to participate due to low income, geographic or social isolation, cultural background or disability;
- applicants contribution – Projects that can demonstrate a level of in-kind contribution will be favoured. Contributions may be financial, in-kind, voluntary labour, materials, etc;
- development of partnerships and collaboration;
- projects which focus on capacity building and creating connections;
- strengthen community and build local connections, skills and capacity;
- projects that relate to the Hastings Social Plan. Priority will be given to projects that address issues of social disadvantage, will be of direct benefit to a specific group within the Hastings and, where appropriate, be available for public use;
- the application must show how the community will be involved, both directly and indirectly, in the project. Priority will be given to those projects, which encourage the participation of the specific group and the community.

PROJECT CATEGORIES

- one-off programs (can be completed in a 2 year timeframe);
- small capital/equipment items;
- capital facility development (sporting fields and facilities are not eligible through this scheme);
- establishment costs where the project can demonstrate that it will be self-funding after the initial grant allocation.

Restrictions

The Community Grants Program does not fund:

- projects retrospectively (projects that have already commenced or are completed);
- any project of a commercial nature that is for personal profit;
- facility development for sporting fields and facilities;
- ongoing operating and maintenance costs;
- individuals;
- uniforms and newsletters;
- core business of Council and Government Departments (i.e. Capital facilities on Council grounds);
- projects which have received other funding from Council (for the same project).

PREPARING AN APPLICATION

- 1. Application Form** - All applications are to be submitted on the appropriate application form at the back of this booklet. Additional forms are available from the Council Offices in Port Macquarie, Wauchope and Laurieton or on the Council Website www.pmhc.nsw.gov.au or by contacting Shona Russell on **6581 8055**, or Shona.Russell@pmhc.nsw.gov.au

Completed application forms, which have been signed by two representatives, along with any supporting documents, should be submitted to:

SHONA RUSSELL, COMMUNITY GRANTS PROGRAM ADMINISTRATION
PORT MACQUARIE-HASTINGS COUNCIL,
P.O BOX 84, PORT MACQUARIE NSW 2444.
shona.russell@pmhc.nsw.gov.au

Those community organisations and groups wishing to discuss their proposals or seek advice should contact the Community Development Officer 6581 8545 or maya.spannari@pmhc.nsw.gov.au

**The closing date for applications is 4pm, 12th June 2009.
LATE APPLICATIONS WILL NOT BE ACCEPTED.**

- 2. Project Outcomes** - The application must clearly define the outcomes or goals of the project, that is, what the project will achieve in order to be successful. These outcomes should be specific and not merely broad aims, identify how the funding will strengthen the group or activity, be measurable and if possible tie into existing Council planning documents (ie, Social Plan, Crime Prevention Plan).
- 3. Project Budget** - The application must include a budget for the project, which should be realistic and cost effective. In preparing the budget, applicants should take into account that applications demonstrate an in-kind contribution will be favoured. Applicant's contribution may be financial, in-kind materials, voluntary labour etc. For projects that include voluntary labour, the Community Grants Program currently rates voluntary labour at \$18.00 per hour.

**The upper limit for funding under the Community Grants Program is \$10,000.
This has been increased to allow groups to apply for larger projects, or for projects which will continue for up to 2 years.**

- 4. Grant Recipients, Australian Business Number and Incorporation** - Unless an organisation/artist can provide an ABN, Council would be required to withhold 46.5% of the grant. **Council will require ABN and Incorporation Status, GST registration status or a GST exemption statement before making grant payments. You can apply for an ABN at www.ato.gov.au**
(Note *** If your organisation is not incorporated you can still apply for funding under the banner of an auspicing organisation who will be responsible for the financial management of the project).
- 5. Tax Invoice** - Council will require all successful organisations to provide a Tax Invoice (including GST, where relevant) which states the ABN and the organisation, prior to providing funds.

THE GRANTS PROGRAM AND GST

On 1 July 2000 the Commonwealth Government introduced the New Tax System, one component of which is a 10% Goods and Services Tax (GST) on most goods and services. Outlined below is a brief summary of the key GST issues and their impact on Council's Community Grants Program (It should be noted that Port Macquarie-Hastings Council is not in a position to offer technical taxation advice. Applicants are encouraged to seek professional advice).

- 1. Grant Recipients Registered for GST** - In most cases, a grant made to a GST registered organisation will be subject to GST. Council has decided to increase the amount of the grant payment to GST registered organisations by 10%, with the recipient being required to remit the GST to the ATO. Council will then claim the GST-inclusive value of the grant as an input tax credit. However in order to claim the input tax credit, Council will require a valid tax invoice from the successful grant recipient, and this will be required before any grant payment is processed.
- 2. Grant Recipients Not Registered for GST** - No GST is required to be paid on grants made to organisations that are not GST registered. However, such organisations should note the requirements outlined below in respect to the provision of an Australian Business Number.
- 3. Grant Recipients & the Australian Business Number** - Any organisation that is required to be registered for the GST, or chooses to register, will receive an Australian Business Number (ABN). However, an organisation can register for an ABN without the need to register for the GST.

ASSESSMENT PROCESS

Port Macquarie-Hastings Council follows a ranking process to determine the degree to which the projects:

- meet all the eligibility criteria;
- relate to the priority areas;
- conform with the overall Objectives of the Community Grants Program.

As in previous years, Council's Community Development Officer will be responsible for reviewing applications, consulting with various Council Divisions and making a recommendation on grant allocations to the Allocation Panel.

The distribution will be based initially on eligibility, merit and ability to manage the project and in correlation with Council's planning documents. The Allocation Panel make the final decision.

Announcement of the Grants is expected in August 2009, with both successful and unsuccessful applicants being notified in writing of the outcome of their applications. Cheques will be presented to successful applicants at a presentation ceremony.

FUNDING AGREEMENT

Grants allocated to community organisations and groups from the Community Grants Program are made on the following conditions:

- Funds must be expended on the project as described on the successful application.
- All projects must be completed within two years of receiving the funds, in accordance with the timeframe set in the application.
- Allocation of funds to a community group for any purpose in any year will not be taken as a commitment for funding in subsequent years.
- All funds allocated should be invested in an approved financial institution until such time that they are used for the specified purpose.
- Applicants are to arrange with Council's Community Development Officer for an on-site inspection of the project, where appropriate.
- Formal advice of unexpended funds is required and funds not expended for the purpose outlined in the application should be returned to the Port Macquarie-Hastings Council unless agreement has been reached to use these funds for other approved purposes.
- Organisations which cease to function should negotiate with Council, or return funding & capital equipment to the Council for distribution to community groups.
- Organisations and groups who receive funding must submit a financial statement and completed evaluation report to Council within three months of the completion of the project.
- Wherever applicable acknowledgement should be given to the support provided by the Port Macquarie-Hastings Council on promotional material for the projects. Copies of a Media Kit to assist with promotion will be provided, such promotional material should be forwarded with the completed evaluation report.
- Funded projects and activities must be free from discrimination in relation to age, gender, race, ethnicity, disability, sexual preference or religious affiliation.
- Organisations should have in place relevant and appropriate levels of public liability, contents and building insurances.
- Specific conditions may also apply.

FREQUENTLY ASKED QUESTIONS

When does the program open?

6th April 2009

When does the funding round close?

On the 12th of June 2009

What is the maximum amount?

\$10 000

What is the average amount of funding?

In 2008-2009 - average was \$5 000

Can we make more than one application for funding?

Yes – however you may be asked to consider which project is the greater priority.

Will we receive notification that Council has received our application?

Yes – all applicants will receive a letter within two weeks of the closing date.

When will funding be allocated?

Groups will be notified in August and cheques presented at a cheque ceremony.

Who makes the funding decisions?

An Allocation Panel represented by Council and community representatives.

Does the organisation have to have an Australian Business Number (ABN)?

Yes. If your organisation is not registered for an ABN, Council would be required to withhold 46.5% of the funding, rendering your project unachievable. Therefore it is an eligibility requirement to have an ABN. You can register for an ABN through the Australian Taxation Office at <http://www.ato.gov.au/nonprofit/> or by calling 132 866

Do we have to be incorporated?

Yes – if your organisation is not incorporated (or auspiced by an organisation that meets the criteria) your project will not be considered eligible. This is because incorporated organisations are accountable to the Office of Fair Trading and must provide financial and annual report to the Office. The funding that is provided through the Council's Community Grants Program is public funding and there must be a level of accountability as to how this funding is being spent. If your organisation is not incorporated you can be auspiced by another organisation.

There are a number of resources available to assist you at:

<http://www.hastings.nsw.gov.au/www/html/3926-resources-for-community-groups.asp>

http://www.fairtrading.nsw.gov.au/Cooperatives_and_associations.html

What is an auspice?

An auspicing organisation is an incorporated organisation that assumes the legal and financial responsibility for the grant, including insurance and reporting. The Funding Agreement will be between Council and the auspicing organisation. It is good practice for the auspicing organisation and the unincorporated group to negotiate a written agreement outlining the roles, responsibilities and expectations of each party.

Do we have to be Hastings Based?

No – however your project must deliver direct benefits to the residents of the Hastings, and you must be able to demonstrate how this will occur,

Do we have to be registered for GST?

Depending on your organisation's circumstances. You must register your organisation for GST if it is a non-profit organisation and it has a GST turnover of \$150,000 or more. You may register voluntarily for GST if the turnover is less than \$150,000. In some circumstances you must register for GST even if your turnover is less than \$150,000. For example, if your non-profit organisation has non-profit sub-entities. To find out more, call 132 866 or go to <http://www.ato.gov.au/nonprofit/content.asp?doc=/content/00161180.htm>

I am not sure if we have received Community Grants Program funding previously, what do I do?

Contact Maya Spannari on 6581 8545 or maya.spannari@pmhc.nsw.gov.au

Why can't I apply for capital works for a sporting field or facility?

Council has a separate funding round called the Sport Development Fund – for more information please contact Glenn Caldwell on 6581 8111 or glenn.caldwell@pmhc.nsw.gov.au

Do I need a Development Approval (DA) for capital infrastructure works?

It is important that Council funds projects that can be achieved and are approved. When extensions, new buildings or renovations are proposed it is useful to contact the Duty Planner at Council (8.30am to 1.00pm – 6581 8111) to talk about your proposal. They can tell you whether you will require a Development Approval (DA) or whether the works are “Exempt”. They can also assist you with the process.

Is there any way I can have the DA fees waived?

Council is not able to waive DA fees, however you can write to the Director of Finance for consideration in having your fees reimbursed. This typically occurs once at year approximately in November.

Why do we need to provide a copy of Public Liability Certificate of Currency?

Council does not accept any public liability for funded projects. It is important that groups have adequate levels of public liability insurance for their projects to ensure that (1) the public/participants of the project are protected for any injury or loss as a result of the project and (2) the organisation is protected from any such public liability claims.

There are a number of community based public liability insurance providers, and resources aimed at the Not-for-profit sector including:

NCOSS Insurance

<http://www.ncoss.org.au/content/category/9/156/127/>

Our Community Website

http://www.ourcommunity.com.au/insurance/insurance_article.jsp?articleId=2501

Community Builders Website

http://www.communitybuilders.nsw.gov.au/getting_organised/managing/pub.html

What other funding sources are available?

There are a number of Council funding programs which are available at:

<http://www.hastings.nsw.gov.au/www/html/580-council-grants.asp>

There are also a number of other Non-Council funding sources at:

<http://www.hastings.nsw.gov.au/www/html/581-other-grant-programs.asp>

a Funding Opportunities booklet is available at:

<http://www.hastings.nsw.gov.au/www/html/1009-grants—useful-links.asp>

Where can I get more assistance?

Training sessions on Submission Writing and Project Development are currently being held for Hastings Community Groups.

For other enquiries contact Maya Spannari on 6581 8545 or maya.spannari@pmhc.nsw.gov.au

Where do I access a copy of the Social Plan?

You can access a copy from Council's website:

<http://www.hastings.nsw.gov.au/www/html/2188-social-plan-20052010.asp>

Or from Council offices.



PART B:

PORT MACQUARIE-HASTINGS COUNCIL
Community Grants Program

APPLICATION FORM 2009-2010

SECTION 1: ORGANISATIONAL INFORMATION

NAME OF GROUP/ORGANISATION APPLYING: _____

POSTAL ADDRESS: _____

POSTCODE: _____

CONTACT PERSON 1: _____ **POSITION:** _____

PHONE (DAYTIME): _____ FAX: _____

CONTACT PERSON 2: _____ **POSITION:** _____

PHONE (DAYTIME): _____ FAX: _____

GROUP/ORGANISATION AUSTRALIAN BUSINESS NUMBER (ABN):

Is the group incorporated? (PLEASE TICK): Yes. No.

Is the group/organisation GST registered? (PLEASE TICK): Yes. No.

IF YOUR APPLICATION IS BEING AUSPICED, YOU NEED TO COMPLETE BOTH THE SECTION ABOVE
(YOUR GROUPS INFORMATION) AND BELOW (THE AUSPICES INFORMATION).

WHAT IS AUSPICING?

An auspicung organisation is an incorporated organisation that assumes the legal and financial responsibility for the grant, including insurance and reporting. The Funding Agreement will be between Council and the auspicung organisation. It is good practice for the auspicung organisation and the unincorporated group to negotiate a written agreement outlining the roles, responsibilities and expectations of each party.

NAME OF GROUP/ORGANISATION AUSPICING THE PROJECT: _____

POSTAL ADDRESS: _____

POSTCODE: _____

CONTACT PERSON 1: _____ **POSITION:** _____

PHONE (DAYTIME): _____ FAX: _____

CONTACT PERSON 2: _____ **POSITION:** _____

PHONE (DAYTIME): _____ FAX: _____

GROUP/ORGANISATION AUSTRALIAN BUSINESS NUMBER (ABN):

Is the group incorporated? (PLEASE TICK): Yes. No.

Is the group/organisation GST registered? (PLEASE TICK): Yes. No.

TOTAL COST OF PROJECT	\$	<input type="text"/>	These should be the same as the amount in the budget.
AMOUNT SOUGHT FROM COUNCIL	\$	<input type="text"/>	



