



LEETON
SHIRE COUNCIL

**Community Grants Program
Guidelines**
November 2024

DOCUMENT CONTROL

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1	2021	New Document	Manager	Council	
2	August 2024	Guidelines revised	Director	Council	24/106
3	November 2024	Guidelines wording updated	Director	Council	24/101

REVIEW OF THIS DOCUMENT

This document will be reviewed every two (2) years or as required in the event of legislative changes or operational requirements.

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

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1. Purpose

Leeton Shire Council recognises the importance of assisting non-profit community groups and organisations interested in, and working towards, the enhancement and wellbeing of their community. A number of grant opportunities are offered to groups and organisations as a means of facilitating support from Council in an equitable and transparent process.

Council's Community Grants Program aims to:

- provide a "hand up", not a handout, to support the achievement of community outcomes in line with the Leeton Shire Council Community Strategic Plan, and
- provide an accessible and equitable process for non-profit organisations and individuals to seek financial support from Council.

There are three (3) streams of funding available to community, including:

1. Community Strengthening Grants.
2. Quick Response Grants.
3. Youth Development Grants.

2. Objectives

The Guidelines aim to:

- provide a framework within which requests to Council for assistance are assessed,
- ensure transparency and accountability to the community around Council's grant funding,
- comply with the provisions of the *Local Government Act 1993*,
- account for the dollar value of all forms of assistance provided.

3. Community Strengthening Grants

Community Strengthening Grants (CSG) support local groups and organisations by funding projects that meet an identified community need as expressed in Leeton Shire Community Strategic Plan.

There are two (2) rounds of funding available through the year, with individual applications limited to a maximum of \$2K.

3.1 Eligibility

To be eligible to apply for this Grant you must:

- be a constituted organisation that is not-for-profit or be auspiced by a constituted organisation that is not-for-profit,
- be based in Leeton Shire,
- demonstrate clear benefits for the community and align with the Community Strategic Plan,
- demonstrate that there are other financial and/or in-kind contributions being made toward the project,
- not have any outstanding grant acquittals from a previous Leeton Shire Council grant
- hold a minimum \$20M in public liability insurance and a Certificate of Currency.

3.2 Exclusions

Grants will not be provided:

- for late applications,
- to groups that have outstanding acquittals with Council,
- to fund core operating costs of an organisation,
- for repeat projects or events if previously funded through this grant program,
- for projects fully funded by another source,
- to individuals,
- to fund attendance at conferences or seminars,
- to fund surveys or other research for fundraisers and general donations to registered charities,
- to support political parties or activities.

3.3 Timeline

- **Round 1 Grants Open** – 1 September
- **Round 1 Grants Close** – 31 October
- **Announcements** – November
- **Acquittals Due** – 30 June

- **Round 2 Grants Open** – 1 March
- **Round 2 Grants Close** – 30 April
- **Announcements** – May
- **Acquittals Due** – 31 December

3.4 How to Apply

1. Read the guidelines and assessment criteria.
2. Check your project against the eligibility and exclusion criteria.
3. Discuss your project with a Council officer to ensure it meets the criteria.
4. Complete and submit the Quick Response Grants application form via council@leeton.nsw.gov.au which can be accessed online at leeton.nsw.gov.au or collected in person from Council Main Administration Building.

3.5 Required Support Material

You must submit the following with your application:

- a Certificate of Currency for your public liability insurance,
- quote/s for any services or products required for the project,
- letter/s of support from partner organisations.

3.6 Conditions

Applicants for these grants should understand that the grant funds will be supplied under the following conditions:

1. a funding agreement must be completed and signed in order for funds to be a funding agreement must be completed and signed in order for funds to be released,
2. Council is to be acknowledged as providing support for the project (Council's logo is to be used on all printed material, for instance),
3. the funds provided are to be expended only on the projects/activities outlined in the funding application,
4. projects/activities are to commence within six (6) months of the receipt of funds,

5. projects/activities are to be completed within twelve (12) months of commencement, otherwise funds must be returned in full,
6. a fully completed acquittal report, including evidence of project completion, is to be submitted via council@leeton.nsw.gov.au by the date specified in the funding agreement,
7. Successful applicants may be requested to attend a Council meeting or workshop to speak regarding their achievement.

4. Quick Response Grants

Quick Response Grants (QRG) support local groups and organisations by funding small projects that meet an identified community need as expressed in Leeton Shire Community Strategic Plan, arise unexpectedly with little notice and fall outside the normal application openings for Council's other grants programs.

This funding is available all year round until it is exhausted, with individual applications limited to a maximum of \$2K.

4.1 Eligibility

To be eligible to apply for a grant you must:

- be a constituted organisation that is not-for-profit or be auspiced by a constituted organisation that is not-for-profit,
- be based in Leeton Shire,
- demonstrate that the need for the project/activity has arisen unexpectedly,
- demonstrate clear benefits for the community and align with the Community Strategic Plan,
- demonstrate that there are other financial and/or in-kind contributions being made toward the project,
- not have any outstanding grant acquittals from previous Leeton Shire Council grants,
- hold a minimum \$20M public liability insurance and a Certificate of Currency.

4.2 Exclusions

Grants will not be provided for:

- activities that have already occurred,
- groups that have outstanding acquittals with Council,
- core operating costs of an organisation,
- repeat projects,
- individuals,
- attendance at a conference or seminar,
- research and surveys,
- fundraisers and general donations to registered charities,
- political parties or activities.

4.3 Timeline

Applications open annually on 1 July. Council strives to process applications as quickly as possible, allowing for presentation to the next Council meeting. Once the budget for each financial year has been expended, notification will be posted on Council's website and no further applications will be considered until the next financial year.

Note: Quick Response Grant applications must be lodged to Council three (3) weeks prior to a Council Meeting in order to be considered. Events/activities must occur after the meeting date.

4.4 How to Apply

1. Read the guidelines and assessment criteria.
2. Check you are eligible to apply and check the funding exclusions.
3. Discuss your project with a Council officer to ensure it meets the criteria.
4. Complete and submit the Quick Response Grants application form via council@leeton.nsw.gov.au which can be accessed online at leeton.nsw.gov.au or collected in person from Council Main Administration Building.

4.5 Required Support Material

You must submit the following with your application:

- a Certificate of Currency for your public liability insurance,
- quotes for any services or products required for the project,
- letters of support from partner organisations.

4.6 Conditions

Applicants for these grants should understand that the grant funds will be supplied under the following conditions:

1. a funding agreement must be completed and signed in order for funds to be released,
2. Council is to be acknowledged as providing support for the project (Council's logo is to be used on all printed material, for instance),
3. the funds provided are to be expended only on the projects/activities outlined in the funding application,
4. projects/activities are to commence within six (6) months of the receipt of funds,
5. projects/activities are to be completed within twelve (12) months of commencement, otherwise funds must be returned in full,
6. a fully completed acquittal report, including evidence of project completion, is to be submitted via council@leeton.nsw.gov.au by the date specified in the funding agreement,
7. Successful applicants may be requested to attend a Council meeting or workshop to speak regarding their achievement.

5. Youth Development Grants

Youth Development Grants (YDG) are available to support the young people of Leeton Shire who demonstrate high achievement in a cultural, academic or sporting activity, and who have been selected individually to represent at a State, National or International level event.

This funding is available all year round until it is exhausted, with the grant amount set at \$250.

5.1 Eligibility

To be eligible to apply for a grant you must:

- be a resident of Leeton Shire,
- aged 18 years and under,
- have not already received a Youth Development Grant in the current financial year,
- have been individually selected to represent at a State, National or International level event.

5.2 Exclusions

Grants will not be provided:

- for applications received after the event takes place,
- to individuals who have received a Youth Development Grant within the current financial year,
- for school choirs or dance troupes.

5.3 Timeline

Applications open on 1 July each year and close on 30 June of the following year, unless the funding allocation is exhausted prior to that date. Council strives to process applications as quickly as possible, allowing for presentation to the next Council meeting.

Once the budget for each financial year has been expended, notification will be posted on Council's website and no further applications will be considered until the next financial year.

Note: Youth Development Grant applications must be lodged online via Council website three (3) weeks prior to a Council Meeting in order to be considered. Events/activities must occur after the meeting date.

5.4 How to Apply

1. Read the guidelines and assessment criteria.
2. Check that you are eligible to apply and check the funding exclusions.
3. Discuss your event/activity with a Council officer to ensure it meets the criteria.
4. Complete the Youth Development Grant application form, which can be completed online via leeton.nsw.gov.au
5. Have a parent/guardian sign the application form and submit it to Council.

5.5 Required Support Material

You must submit the following with your application:

- evidence that you are required to attend,
- evidence of previous achievements,
- preference from relevant coach, teacher or tutor.

5.6 Conditions

Applicants for these grants should understand that the grant funds will be supplied under the following conditions:

- a funding agreement must be completed and signed before funds will be released,
- that funds provided are to be expended only on the event/activity outlined in the grant application,
- that a fully completed acquittal report, with all invoices attached, is to be submitted within one (1) month of the completion of the event/activity to council@leeton.nsw.gov.au,
- if the event/activity does not occur, funds are to be returned in full to Council,
- successful applicants may be requested to attend a Council meeting or workshop to speak regarding their achievement.

6. Contacting Council

Applicants must contact (council@leeton.nsw.gov.au) the relevant Council staff member to discuss their project idea before proceeding with an application.

Please note that staff are not able to assist with the completion of applications but are happy to discuss your idea and provide advice and guidance on the actual project.

Area	Contact	Phone	Email
Community Projects	Director Economic & Community Development	6953 0911	council@leeton.nsw.gov.au
Art, Culture and Museum Projects			
Recreation and Leisure			
Events and Tourism			
Built Heritage			
Economic Projects			

7. Appendices

7.1 Assessment Matrix for Community Strengthening Grants and Quick Response Grants

Assessment will be guided by scoring against the Eligibility and Assessment Criteria set out in the tables below.

Eligibility

Yes	No	
		The application was received prior to the closing date
		The applicant/s is a constituted organisation that is not-for-profit or be auspiced by a constituted organisation that is not-for-profit
		The project will directly benefit residents of Leeton Shire
		The project aligns with the strategic priorities of the Community Strategic Plan
		The applicant has not already received grant funding within the financial year
		Insurance paperwork was included with the application
		The applicant addressed all questions in the application
		The applicant acquitted previous project(s) to a satisfactory standard (including all invoices)
		The application was signed by an authorised person
		The project outlined in the application is a new project or program (ie doesn't replicate another activity previously funded by Council's grants program)
		The applicant demonstrates a clear understanding of a target group and their need
		If the application is for a Quick Response Grant, does the application substantiate that the project arose unexpectedly and is not the result of poor planning?

7.2 Assessment Matrix for Youth Development Grants

Assessment will be guided by scoring against the Eligibility Criteria set out in the table below and will be undertaken by the Community Services Team.

Eligibility

Yes	No	
		The applicant is a resident of Leeton Shire
		The applicant is 18 years old or younger
		The application was received prior to the event/activity
		The applicant addressed all questions in the application
		The applicant has not previously received a Leeton Shire Council Youth Development Grant within the current financial year
		The application was signed by a parent or guardian

7.3 Acquittal Form



GRANT PROGRAM ACQUITTAL REPORT

Submission of an incomplete acquittal report or submission of the report after the due date will jeopardise the possibility of future financial assistance from Leeton Shire Council.

Please attach **ALL** invoices and at least one (1) item of further evidence which shows how you have acknowledged Council's support – a poster, for example.

Organisation	
Project Name	
Grant funding amount provided	\$
Contact Person	
Title	
Is this project completed? If not, please explain the situation	
How did the community benefit from this project?	
If funds were used to purchase equipment, what has been the use of this equipment	
If funds were for an event or activity – when was it held and how many attended	
Any other comments you wish to provide	
Signature	

Grant Acquittal Report to be emailed to council@leeton.nsw.gov.au for processing.