

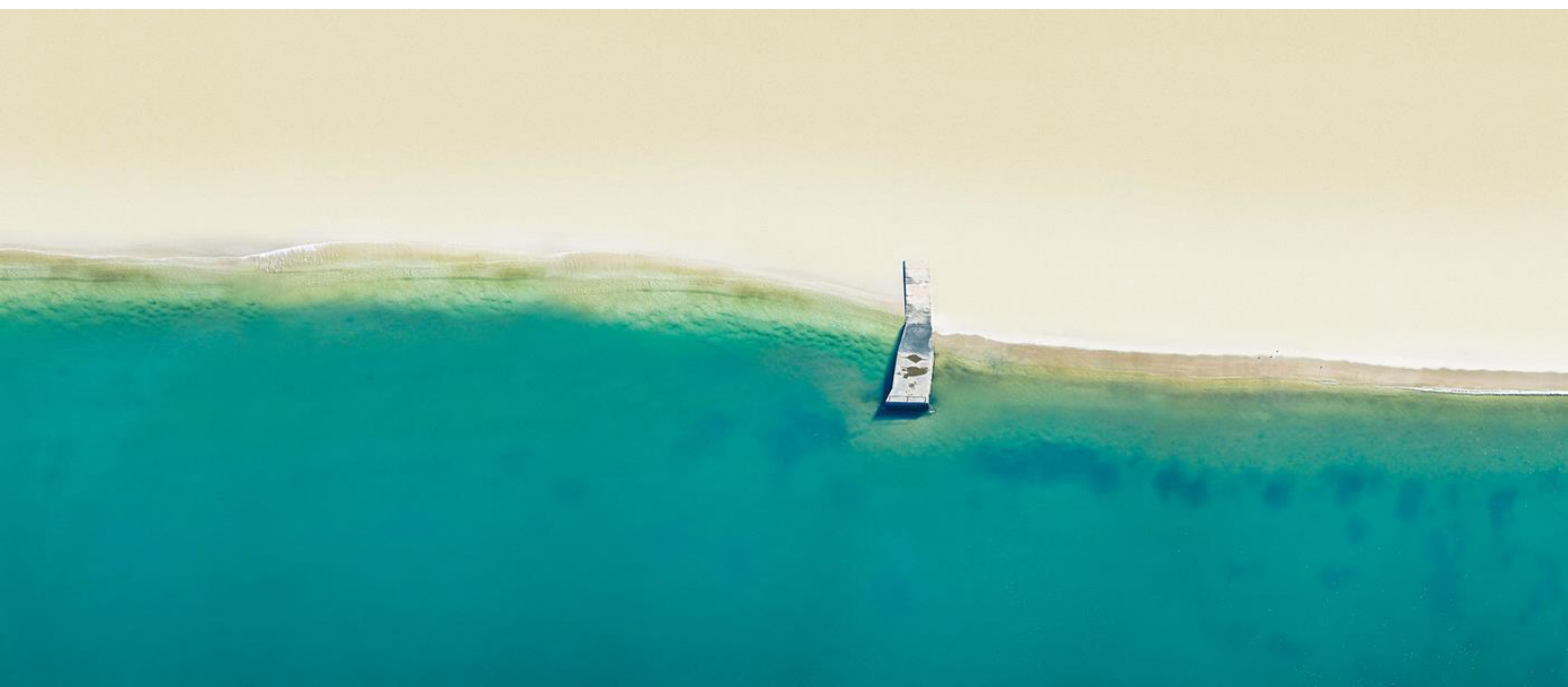


Bayside Council

Serving Our Community

Community Grants Guidelines

2023/2024



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1: Introduction

Bayside Council provides a Community Grants program to enable funding opportunities for local, not-for-profit community organisations and individuals to support the continued provision and development of sustainable community, cultural, artistic, creativity and leisure services that benefit residents.

Applications are encouraged for projects that create a more socially inclusive community and engaged diverse communities of all ages and backgrounds.

Organisations and/or individuals interested in applying for Council's Community Grants are strongly advised to read the [Community Grants and Donations Policy 2018](#) prior to making an application.

Up to two (2) Community Grants funding rounds may be scheduled each calendar year.

2: Community Grants eligibility criteria

To qualify for funding an applicant and / or organisation must meet the following criteria:

- Not-for-profit community organisations, not-for-profit individuals patronage or support required), and, unincorporated community groups (not-for-profit only, patronage or support required).
- Applications must demonstrate they service a significant proportion of the Bayside community
- Applications must align with Council's Community Strategic Plan 2032
- Applicants must submit an acquittal for any previous grant funding before they can apply for another grant.

3: Community grants categories

The Community Grants program offers two (2) Grant categories for application. Details regarding funding limits and examples for each category are outlined in the table below:

Grant Category	Project examples include:	Applications should address for example:
1: Small Grants <i>Up to \$2 000 per application</i>	<ul style="list-style-type: none">• Purchase of equipment to provide an activity• Conduct a specific activity or event in the category of	<ul style="list-style-type: none">• Promoting increased access and usage of the activity, program or service• Encouraging collaboration and sharing of resources

Grant Category	Project examples include:	Applications should address for example:
	community, social, cultural or leisure <ul style="list-style-type: none"> • Production of a new information resource for either a community, social, cultural, leisure program 	<ul style="list-style-type: none"> • Promoting social, well-being and lifelong learning • Addressing an identified community need • The majority of recipients or participants are residents of Bayside Council • Supporting the principle of best value community benefit.
2: Seeding Grants <i>Up to \$5 000 per application</i>	To develop a new community, social, cultural, artistic, creative and/or leisure program that may have enduring community benefit.	<ul style="list-style-type: none"> • Being innovative • Aiming to strengthen and increase the community's capacity • Encouraging the formation of co-operative community partnerships • Encouraging collaboration and sharing of resources • Promoting social, well-being or lifelong learning or activates public spaces through the development of arts, performance or creativity based projects • Encouraging participation of a broad cross section of the community from the perspective of cultural, genders and ages • Addressing an identified need • The majority of recipients or participants are residents of Bayside Council

4: Grant Application Process

The opening of each Community Grants funding round will be advertised using Council's website, local community newspapers, and any other formats identified as appropriate at the time.

To be considered for funding all applications must be lodged online using the link provided on Council's website, and comply with Council's [Community Grants and Donations Policy 2018](#). Late applications won't be accepted.

Organisations and individuals intending to apply are strongly advised to attend one of the advertised *Community Grants Information* sessions. These sessions provide detailed information about local community priorities, the online application form, the assessment process as well as advice on grant writing techniques.

5: Assessment of grant applications

All applications for Community Grants must be aligned with Councils [Community Strategic Plan 2032](#) and current Operational Plan on our [website](#). Applicants must clearly demonstrate how funds will benefit the residents of Bayside.

Applications will be assessed by the Community Grants Evaluation Panel. Recommendations from the Community Grants Evaluation Panel will be submitted to a meeting of Council for consideration and final approval.

The Community Grants Evaluation Panel will be convened annually and comprised of up to four (4) independent community representatives, including up to two (2) from a State government entity, and two (2) Council officers including the Manager responsible for conducting the Community Grants program.

The Community Grant Evaluation Panel will be responsible for:

- Assessing all applications received against the eligibility and selection criteria
- Making recommendations to Council on those applications deemed successful
- Meeting and acting in accordance with the Grant Applications Evaluation Panel Terms of Reference
- Acting in accordance with the Principles outlined in Council's Community Grants and Donations Policy 2018.

6: Successful Applications

All applicants will be notified in writing regarding Council's decision.

Successful applicants will be required to enter into a Funding Agreement with Council and attend a Presentation Ceremony.

7: Funding Agreement Requirements

All recipients of funds under Council's Community Grants Program are required to meet the following funding conditions, acquittal and reporting requirement. Recipients must:

- Enter into a written agreement with Council that states the conditions for the use of the grant funds and agreed performance outcomes
- Spend the grant funds as detailed in the application and written agreement, unless written approval is obtained from Council to vary the expenditure. This approval must be sought prior to varying the expenditure
- Expend and complete the funded activity within 12 months from the date of receiving the grant

- Submit proof of expenditure in the form of official receipts and/or expenditure statements - depended on size of grant. Full records of project expenditure must be kept by the recipient
- Submit an evaluation report as detailed in the written agreement with Council at the end of the grant funding period
- Acknowledge the support of Bayside Council on any promotional material or publicity features
- Refund unspent funds exceeding \$100.00

8: Exclusions to funding

An organisation or project will also be excluded for, but not limited to the following:

- An application has been submitted:
 - retrospectively
 - after the publicised due date
 - without all the required documentation
 - by Government Departments or Agencies, or from a political party or the use of funds is for political purposes
- If proposed projects:
 - directly benefit an individual
 - are conducted outside Bayside
 - have little direct benefit to Bayside residents
 - carry forward a financial deficit
- Grant funds are used to:
 - complete an accredited course of study
 - offset operating costs or staff salaries
- The program's proposed budget for the year exceeds 5% of Council's proposed income from ordinary rates levied for that year
- An organisation has an outstanding acquittal for a previous Council grant