



# Community Assistance Scheme Guidelines 2024/25



*We're with you*

## How to submit your application

- Applications must be submitted online via the Smartygrants portal
- Access to the internet and an email address will be required
- The link to the Application Form is available on Council's website
- The application must be submitted by the due date
- Late or incomplete applications will be not considered

**The scheme opens on Friday 5 April 2024**

**Closing date for applications Friday 10 May 2024 at 4:00pm**

If you require assistance to use the online application form contact the Community Development Coordinator Corinne Buxton Email: [corinne.buxton@wsc.nsw.gov.au](mailto:corinne.buxton@wsc.nsw.gov.au) or Telephone: 4868 0888

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## Introduction

The Community Assistance Scheme encourages the development of community initiatives in line with Wingecarribee Shire Council's Community Strategic Plan – Wingecarribee 2041.

The principles and values that underpin the Plan are social justice and sustainability.

The Community Assistance Scheme aims to build capacity, encourage participation and support initiatives that promote partnerships and working together to maintain our community and its assets.

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## Important things to note:

- Donations are for up to \$600
- General grants are for amounts up to \$7000
- Environment and Sustainability grants are for up to \$2000
- The same application form is used for both donations or grants
- The organisation or group applying for the grant is referred to as the 'applicant' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- Grants are given for projects that will commence after 1 July 2024 and be completed by 30 June 2025. Applicants need to plan in advance and consider the timing of their projects or purchases.

## 1. Objective

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1.1 The Community Strategic Plan for Wingecarribee Shire, "*Wingecarribee 2041*" outlines five themes. These include a commitment to leadership, our people, our places, our environment and our economy. These were developed in consultation with the community and underpin the work of Council.

[Community Strategic Plan Wingecarribee 2041](#)

The objective of the Wingecarribee Community Assistance Scheme is to further this commitment to the Community Strategic Plan – Wingecarribee 2041 through the distribution of funds to local non-profit community (*incorporated*) organisations to assist in the development and provision of cultural, sporting, welfare, health promotion, leisure, environmental and community development programs, activities and events.

These funds help to establish, improve, or enhance resources, services and facilities and access for all residents of the Wingecarribee Shire, by providing grants for capital works, equipment, programs, activities and events or facilities.

A grant pool has been provided by the Environment Levy to support potential projects with the principle purpose to achieve environment or sustainability outcomes, especially those that increase sustainability and community capacity.

1.2 There are **three types of funding** available under the Community Assistance Scheme. These are:

**Donations of \$600** - Donations are not subject to Goods and Services Tax (GST). When donations have been spent, organisations are requested to provide documentation to Council on the use of the donation using the online forms provided on Smartygrants.

**Grants up to \$7,000** - Grants are subject to Goods and Services Tax (GST) for gst registered organisations – please refer to Section 3.12 for further details. Grant recipients are required to undertake a more rigorous reporting regime as outlined in Section 5.

**Environment & Sustainability Grants up to \$2,000** - Grants are subject to Goods and Services Tax (GST) for gst registered organisations – please refer to Section 3.12 for further details. Grant recipients are required to undertake a more rigorous reporting regime as outlined in Section 5.

### 2. Funding Principles

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So that funding is allocated equitably and effectively successful applications must meet the following criteria:

- 1.2 The applicant Organisations must demonstrate their commitment to the principles of social justice and how they work towards the promotion of equity, access and participation and the rights of all Wingecarribee residents who access their services, projects, activities and events.
- 1.3 Applicants must address how their application fits into one of the five themes outlined in the Community Strategic Plan - Wingecarribee 2041.
- 1.4 Applicants must identify the type of funding being applied for and must comply with all the scheme guidelines.
- 1.5 Council will only accept one application from organisations.
- 1.6 Priority will be given to:
  - 1.7 Areas where the need is considered greatest and where there is an obvious and documented community/local need.
  - 1.8 Organisations which have not previously received funding from Council.
  - 1.9 Projects which support the goals and strategies of the Community Strategic Plan - Wingecarribee 2041.
  - 1.10 Projects that demonstrate clear value for money.
  - 1.11 Projects where the applicant contributes financially towards the project.
- 1.12 Grant applications must benefit and/or support local cultural, sporting, welfare, health promotion, community development, Environment and Sustainability and leisure facilities, services and activities.
- 1.13 Projects that principally have objectives of community development, cultural and welfare, but which may have an incidental environmental/sustainability component will be considered through the general Community Assistance Scheme process.
- 1.14 Generally, a low priority will be given to projects requiring recurrent funding. For long term projects Council may consider funding components of the project that can be completed within twelve (12) months.
- 1.15 Funds must be expended within the twelve (12) month period from 1 July 2024 to 30 June 2025 unless otherwise approved by Council.
- 1.16 Where funding has been granted under this scheme in previous years, the applicant must have fully satisfied the conditions of previous Wingecarribee Community Assistance funding agreements to be considered for this round.
- 1.17 Contributions from the applicant to the project in cash and/or in-kind (voluntary labour and/or materials, etc) will strengthen the application, as will evidence of efforts to seek funding from other sources.
- 1.18 Council's Community Reference Panels are not eligible to apply for funding.

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- 1.19 Any asset, non-permanent fixture or fitting acquired through the Community Assistance scheme and located on Council property, will remain in Council ownership. Ownership of any other assets acquired with these funds is to be determined by Council as a condition of each project funded. Should the organisation cease to operate or vary the objectives/rules under which it operates, assets and resources acquired with Council grant funds must be returned to Wingecarribee Shire Council. If not voluntarily returned, Wingecarribee Shire Council reserves the right to take possession of these assets and resources and redistribute to a like-minded organisation within Wingecarribee Shire.
- 1.20 All funding awarded by Council is made on the assumption of honest and full disclosure of information. Evidence of any breach of this trust will make the grant or donation null and void in which case, any funds paid under the subject scheme must be returned to Council.
- 1.21 No funds will be granted or donated for goods, services or works carried out or purchased in the previous financial year. Organisations need to plan in advance and consider the timing of their projects or purchases that they are completing an application for.
- 1.22 Council funding is made directly to the Community Organisation therefore Council cannot pay the supplier directly for goods or services purchased with Council funds. To ensure accountability, all Council funds must go through the organisation's bank account. Receipts or accounts from suppliers must be presented for payments to be made – refer to 5.6.
- 1.23 Generally funding requests for the purchase of electronic office and communication equipment (such as computers, data projectors, printers, photocopiers and mobile phones) or the development and maintenance of web-sites are not favourably considered.
- 1.24 Applicants should note that the information and documents requested in the application form will be used to assess that the organisation is currently functioning and sustainable.
- 1.25 Before applying for funding please refer to the table below to make sure you are eligible for funding under this scheme:

| ELIGIBLE   | INELIGIBLE   |
|--|--|
| <ul style="list-style-type: none"> <li>• Projects which meet the objectives of the scheme and organisations that comply with the guidelines</li> <li>• Projects that demonstrate a link to the themes, goals and strategies of the Community Strategic Plan - Wingecarribee 2031</li> <li>• Any community project where there</li> </ul> | <ul style="list-style-type: none"> <li>• Private organisations and/or individuals or projects that provide a commercial financial benefit to the applicant.</li> <li>• Projects that cannot demonstrate a need or will not ensure access for all residents of the Shire</li> <li>• Projects that pose a risk to the</li> </ul> |

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| <p>is a demonstrated need</p> <ul style="list-style-type: none"> <li>• “Seeding” Donations or Grants to enable incorporation</li> <li>• Projects based in the Wingecarribee local Government area</li> <li>• Projects that maximise access for participation across the general community and those that provide access to people with mobility restriction/s</li> <li>• Projects on public/community/Council owned property</li> <li>• Projects on Council property relating to events, activities, resources, training, coaching and similar activities (<u>not</u> maintenance, upgrades, permanent fixtures or as determined by Council)</li> <li>• Projects that benefit and/or support local cultural, sporting, welfare, health promotion, community development and leisure facilities, services and activities</li> <li>• Projects/programs run by religious organisations that can demonstrate broad community benefit (not capital works on places of worship)</li> </ul> | <p>environment or work, health and safety</p> <ul style="list-style-type: none"> <li>• State and Federal government departments</li> <li>• Schools and organisations primarily associated with a school</li> <li>• Permanent works of a capital nature executed on and/or pertaining to private property</li> <li>• Recurrent services or ongoing components of a project</li> <li>• Funding requests for works, projects and events that have already been completed</li> <li>• Projects mainly benefiting community groups/organisations or residents outside the Wingecarribee Shire</li> <li>• Funding for vehicle purchases and maintenance</li> <li>• Funding to cover a shortfall in the applicant organisation’s operational budget</li> <li>• Capital works or facility upgrades on places of worship</li> </ul> |
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### 3. Procedures

To be considered for funding, applicants must follow these procedures:

- 3.1 A new application form must be completed each year through Smartygrants.
- 3.2 Only **one** application of any type can be submitted by each organisation.
- 3.3 Applications for grants should include quote(s) or estimate(s) justifying the budget request. Quote(s) are not required for donations.
- 3.4 Attach any additional relevant information which you believe would assist Council in determining your grant (i.e. site plan, project plans, etc) in pdf, Word or jpg format.
- 3.5 Council may recommend part funding for your project. To assist in the determination process, where possible, break your project into stages according to your priorities.
- 3.6 Attach copies of your organisation’s latest audited financial account statement, or where an organisation is not subject to audit requirements, a



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signed statement of income and expenditure for the previous financial year must be submitted with your application.

- 3.7 If a group wishing to apply for funding is NOT incorporated, it MUST be supported by an Incorporated Organisation that has similar objectives. In this case the application is made on behalf of the Incorporated Organisation (this organisation is referred to as the Auspicing Organisation). Auspicing organisations can still make their own separate application.
- 3.8 Funding for projects being undertaken in a Council facility, park or sports field that is managed by a Council 355 Management Committee and/or a similar group which manages a facility on Council's behalf, must obtain written approval from the relevant management committee/officer, and attach evidence that such approval has been granted.
- 3.9 Where development consent is required, a development application and or construction certificate must be lodged and further approved by the consent authority prior to release of funds by Council for a successful application. Where development consent is not required, Council will be required to acknowledge that the development and or use of the land (where necessary) is exempt development in accordance with the Environmental Planning and Assessment Act 1979.
- 3.10 Council 355 Committees can only apply for projects which involve equipment, events, training and other activities which DO NOT involve maintenance, upgrades or permanent fixtures.
- 3.11 Where a project is dependent on some form of contribution from another organisation, a letter of endorsement from the other organisation is required. Wingecarribee Shire Council cannot issue a letter of support for this scheme.
- 3.12 If your organisation has an ABN and is registered to claim GST, a tax invoice together with the necessary Payment Claim Form and invoices/receipts from the supplier must be included when making claims for payment of the grant.
- 3.13 If you are not registered for GST, you will be required to submit an Invoice. If you do not have an ABN you will be required to submit a Statement by Supplier form. Further instructions will be supplied to successful grant recipients.
- 3.14 If you know in advance of difficulties in commencing your project and/or claiming the funds within the financial year for which the funds were granted, please contact Council to discuss your situation.
- 3.15 Applications WILL NOT BE CONSIDERED IF:
  - 3.15.1 They are not completed in full and the required documentation is not attached.
  - 3.15.2 They are not submitted via Smartygrants portal.
  - 3.15.3 They have been completed or signed by the Administrator or Council staff.
  - 3.15.4 Are submitted AFTER the closing date.

**3.16 The closing date for submission of applications is Friday 3 May 2024 at 4:00pm**

### 4. Evaluation Process

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To ensure continuing objectivity in the funding evaluation process, the following procedure will be strictly adhered to:

- 4.1 Applications will be considered on their merits, considering the circumstances of each case, the availability of funds and the relevant provisions of the Local Government Act 1993, or any other Act or Acts authorising Council to provide grants, subsidies or donations.
- 4.2 All information provided will be treated as **confidential**.
- 4.3 Applications will initially be processed for eligibility in accordance with these guidelines.
- 4.4 Applications may then be assessed and ranked according to priority by relevant Council staff.
- 4.5 Final recommendations for funding will be made by the relevant Director and will be reported to Council for final endorsement.

### 5. Funding Agreements and Accountability

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- 5.1 Successful donation and grant applicants will receive notification and an invitation to attend a Special Presentation Function to receive a Certificate of Entitlement. Successful donation and grant applicants will be listed on the Council website from 1 July 2024.
- 5.2 All project compliance and instructions will be presented to successful applications at the Presentation Function. Reporting and acquittal forms will be available from 1 July 2024 through Council's Smartygrants portal.
- 5.3 Presentation of Certificates is held during Local Government Week.
- 5.4 Before receiving the funds, successful applicants (other than recipients of donations) must complete and return to Council the online Certificate of Compliance. Successful applicants must also comply with the payment guidelines and upon requesting payment, provide a progress and/or final report outlining:
  - 5.4.1 How the funds are being/have been spent (receipts or accounts from suppliers for the project will be required).
  - 5.4.2 How the project is meeting/has met its objectives.
  - 5.4.3 How the project is being/has been evaluated.
  - 5.4.4 Photographs or other printed material illustrating the project.
- 5.5 Council may inspect completed works on acquittal.
- 5.6 Grant monies, other than donations, are to be paid progressively during the project, subject to Council receiving a completed Certificate of Compliance, Progressive Payment Claim form, a Tax Invoice/Invoice for the Grant amounts



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from the recipient organisations and receipts for monies spent or accounts in relation to the project.

- 5.7 Funding is granted for a specified project. Any minor variations to projects that are in keeping with the original purpose can be approved by the General Manager. Substantial variations and those that involve a change to the original purpose must be submitted in writing to be approved by Council.
- 5.8 Previous recipients may also be invited to present on their funded project in future years of the Scheme.
- 5.9 Council must be acknowledged in any publicity relating to projects funded through the Scheme.
- 5.10 Council reserves the right to use information about funded projects in publicity and reports.

## **6. Acknowledgement of Support**

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6.1 The Grantee must acknowledge the support received from Wingecarribee Shire Council by using Council's Logo in accordance with the Partnerships Brand Guidelines which will be supplied by Council.

6.2 Grantee agrees to acknowledge Wingecarribee Shire Council support in all Material, publications, promotional and advertising materials published in connection with the Event or this Agreement, using the form of acknowledgment specified with Council's Partnerships Brand Guidelines.

### 6. Assistance to Complete Your Application

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- 6.1 If you need assistance with the online application form or with any aspect of completing your application please contact the: **Community Development Coordinator (02) 4868 0888.**
- 6.2. If your project relates to a Council facility or project, please ensure that you liaise with one of the following Council Officers. The relevant Department of Council will be able to assist and advise on your project. These Council Officers may also be able to assist with non-Council projects.

**Building Maintenance  
Sports & Recreation**

**Ashraf Anwar 4868 0888**  
Coordinator – Parks and Buildings Assets

**Community Development  
Arts Culture**

**Corinne Buxton 4868 0888**  
Community Development Coordinator

**Environment and Sustainability**

**Mowenna Zebaks 4868 0888**  
Environmental Officer - Sustainability