

## What happens after I submit my grant application? When can I expect to hear an outcome?

Milestone	Date
Applications open	9am Tuesday, 16 August 2022
Applications close	5pm Friday, 23 September 2022
Applicants notified of outcome and successful applicants receive funding agreement to sign	Friday, 28 October 2022
Successful applicants send Shoalhaven City Council: <ul style="list-style-type: none"> <li>an invoice for the approved grant amount</li> <li>the signed funding agreement</li> <li>all other requested supporting documentation</li> </ul>	From Monday, 31 October 2022
Grant funds paid into the applicant's nominated bank account	From Thursday, 10 October 2022  *Subject to receipt of all paperwork in proper order – note bank deposits may take some days to process through the banking system
Grant-funded projects delivered and acquitted <ul style="list-style-type: none"> <li>Grant funds spent as per funding agreement</li> <li>Project delivered as per application and funding agreement</li> <li>Acquittal completed, with receipts and supporting documents.</li> </ul>	Grant-funded projects to be delivered by 29 May 2023  Grant-funded projects must be acquitted within 8 weeks of completion of the event/activity or by 5pm Monday, 29 May 2023 whichever occurs first.

## Do I need an Auspice organisation?

You do not need an Auspice organisation if you:

- Are registered as a non-profit organisation with NSW Fair Trading or ASIC (as an incorporated body or company limited by guarantee); and
- Have public liability insurance and a bank account in your organisation's name.

You do need an Auspice organisation if you:

- Are an individual or unincorporated community group

An Auspice is a registered non-profit organisation who helps you by managing grant funding on your behalf. Registered non-profit organisations have an adopted constitution that sets out how they will manage funds and record/report spending, to ensure that funds are used appropriately and not used for profit.

You can approach an organisation to Auspice your grant project. Many local community service organisations are keen to work with local residents to deliver projects that make a difference in the local area. As well as helping you with managing grant funds, an Auspice organisation may also be able to help you by contributing local experience, networks and resources to support your project.

## I want to apply for funding for equipment or materials for my community, is this eligible?

Yes, however applications should aim to limit funding requests for materials or equipment. Materials and equipment expenses cannot exceed 50% of the total value of grant funding applied for. This grant program is looking to support community wellbeing, maximise community participation, foster ongoing connection in the community and create a sense of place for people in the community. If you are applying for funding where most of the funding will go towards equipment, please provide a cost justification in your project description. Include in this justification information which might include, but is not limited to:

- Identifying the ongoing benefits to the community of equipment purchases.
- How will the materials and equipment contribute to promoting wellbeing.
- How the materials or equipment promote social connection and participation during the planned activities and most importantly beyond.

### What will not be funded?

Grants cannot be used for

- × Events and activities that are not new, or have been held before the 16 August 2022
- × Initiatives that duplicate existing activities and services
- × Activities that are better suited to other grant programs
- × Activities that are difficult to link to the Community Wellbeing Grant Program Aim and Objectives
- × Initiatives that are likely to depend on future funding
- × Purchase of alcohol or to fund gambling activities
- × Provision of funds for prizes or to purchase prizes or gratuities
- × Projects that subsidise commercial activities and business-as-usual expenses
- × Auspice fees
- × Materials and equipment expenses where the value of these expenses exceed 50% of the total value of the grant application
- × Facilitation expenses where the value of these expenses exceed 50% of the total value of the grant application. Facilitator expenses must be for an organisation/person independent of the applying organisation or group
- × Applications that seek support for supplementing, increasing, or continuing ongoing service delivery that is the core business of the lead organisation or that is the core business of an affiliated individual of the lead organisation

### What supporting documents do I need as a community member applying with an Auspice organisation?

1. **Child Safe Policy** - Where events/activities involve the participation of children and young people under the age of 18, applicants must have a Child Safe Policy. Shoalhaven City Council can provide you with a template or you can look at the Office of the Children's Guardian who have a range of resources, templates, and samples available to help you become a child-safe organisation via this link <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-resources/child-safe-policy>.
2. **Covid-19 safe plan** – All applicants must have a COVID-19 safe plan for the event/activity. Note that if your event/activity will be held at premises with its own COVID-19 plan, this plan will be sufficient. Shoalhaven City Council can provide you with a COVID-19 safe plan template.
3. **Auspice organisation documents** – If you are supported by an Auspice organisation, you will need to provide the Auspice organisation's documents (eg. not-for-profit registration, insurance, financial statements).

### What supporting documents do I need as a non-profit group applying without an Auspice organisation?

1. **Child Safe Policy** - Where events/activities involve the participation of children and young people under the age of 18, applicants must have a Child Safe Policy. Shoalhaven City Council can provide you with a template or you can look at the Office of the Children's Guardian who have a range of resources, templates, and samples available to help you

become a child safe organisation via this link <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-resources/child-safe-policy>.

2. **Covid-19 safe plan** – All applicants must have a COVID-19 safe plan for the event/activity. Note that if your event/activity will be held at premises with its own COVID-19 plan, this plan will be sufficient. Shoalhaven City Council can provide you with a COVID-19 safe plan template.
3. **Business Documentation** – Applications must include an Australian Business Number or Incorporation Number. Organisations with an Incorporation Number are required to provide a Statement by Supplier Form (refer to the ATO website) to receive grant funding. Applicants must have evidence of their organisation's not-for-profit status.
4. **Insurance** – Applicants must have evidence of Public Liability Insurance of at least \$20 million and all other insurances relevant to your organisation and event/activity.
5. **Project approval** – All applications must be made or authorised by their organisation's senior office holder, e.g. the President / Chairperson / Principle / General Manager / CEO. If the project is on land or premises not owned by the applicant organisation, applicants must have written approval for works or activities to occur.
6. **Financial Statements** – Applicants must have the organisation's latest audited financial statement or (only if an organisation is not subject to audit requirements) a statement of income and expenditure over the past 12 months.
7. **Reports** – Applicants must have a copy of the organisation's most recent annual report (where applicable) and the organisation's constitution or Statement of Aims and Objectives.
8. **Contributions** – Applicants must have written confirmation of financial contributions and contributions in-kind, detailing the source, nature and amount of the contribution. All contributing funds must be approved at the time of close of grant round. All written confirmation of contributions must be signed by a contributor's authorised senior office holder.
9. The value of in-kind contributions will be based on the Australian Bureau of Statistics (ABS) figures for the Full-Time Adult Average Weekly Total Earnings for November 2018. In-kind contributions will be valued at \$43.85 per hour.

### Do I need to attach the supporting documents to my application?

No. However, applicants must confirm they are able to present the above documents if requested by Shoalhaven City Council. You may choose to attach your supporting documents before they are requested.

### Where can I get a copy of the application form?

The [Grants Guidelines](#) and [Application Form](#) and can be downloaded from Council's website [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au) Applications are also available from Council's Nowra Administration Centre or by phoning 1300 293 111

### **Enquiries and Assistance**

For enquires or assistance relating to the COVID-19 Response Grant Program contact:

Shoalhaven City Council  
Community Capacity Building Team  
PO Box 42, Nowra NSW 2541  
Ph: (02) 4429 3111  
Email: [Council@shoalhaven.nsw.gov.au](mailto:Council@shoalhaven.nsw.gov.au)