

2023/2024 Community Wellbeing Grant

Frequently Asked Questions

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

Milestone	Date
Applications open.	12 December 2023
Applications close.	13 February 2024
Applicants are notified of the outcome and successful applicants receive a Funding Agreement to sign.	By 31 March 2024
Successful applicants send Shoalhaven City Council: - An invoice for the total approved grant amount. - A completed and signed Funding Agreement - All other requested supporting documentation.	From 31 March 2024
Grant funds are paid into the applicant's nominated bank account.	From 31 March 2024 *Subject to receipt of all paperwork in proper order. Please note bank deposits may take some days to process through the banking system*.
Grant-funded projects delivered and acquitted. - Grant funds spent as per the Funding Agreement. - Project delivered as per the application and the Funding Agreement. - Acquittal completed, with receipts and supporting documentation.	Grant-funded projects are to be delivered by 31 March 2025. Grant-funded projects must be acquitted within 4 weeks of completion of the event/activity or by 28 April 2025 (whichever occurs first).

2. 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.

3. 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 material and equipment contribute to promoting wellbeing?
- How do the materials or equipment promote social connection and participation during the planned activities and most importantly beyond?

4. What will be funded?

The Community Grants Program will fund a range of projects that enhance existing or develop new community services, cultural activities, and community facilities. Projects funded may include, but are not limited to:

- Capital works for infrastructure improvement/development on land that is managed by Council or a Community Trust, that enhances the general community's access to those facilities, for example: Community Garden Projects. Refer to Council's [Community Gardens Policy](#) (POL22/52). If the project is on land or a premises not owned by the applicant organisation, applicants must have written approval for works or activities to occur.
- Community programs, and initiatives.
- Projects that improve the health or wellbeing of residents in the Shoalhaven LGA.
- Projects that support inclusion and accessibility in the community.
- Projects that enhance the cultural value of the Shoalhaven including Public Art Projects. Refer to Shoalhaven City Council's [Public Art Policy](#) (POL18/69).

5. What will not be funded?

The Community Wellbeing Grant Program does not fund:

- Projects that contravene existing Council policy or which provide funding towards unlawful or irresponsible purposes.
- Applications from groups or organisations that have previously received funding but who

have overdue reporting obligations, including the provision of a post-event evaluation and acquittal report within the required timeframes.

- Monies or services that will be distributed to other organisations or people in the form of a donation, prize, or gift.
- Applications for fundraising for a secondary beneficiary, or grant-making program.
- Events, activities, or projects that are not open to the general public.
- Projects that duplicate existing services or programs or projects.
- Projects that request retrospective funding or funding to reduce existing budget deficits.
- Applications for the benefit of individuals or unincorporated groups.
- Projects that subsidise commercial activities and business-as-usual expenses.
- Multiple applications to any one grant opportunity. Only one grant application or one donation application from an organisation will be accepted in any one funding round.
- Projects which are associated with, or which encourage gambling and/or alcohol.
- The purchase of alcohol.
- Auspice fees.
- Requests for financial assistance from a political party or from parties associated either directly or indirectly with any political party whether registered or not.
- Activities that are better suited to other grant programs.
- Activities that are difficult to link to the Community Grant Program objective.
- Initiatives that are likely to depend on future funding.

6. What supporting documents do I need as a non-profit group applying WITH an Auspice organisation?

- **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 which has 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>.
- **Auspice Organisation Documents** – If you are supported by an Auspice organisation, you will need to provide the Auspice organisation's documents (e.g., Not-for-profit registration, insurance, financial statements).

7. What supporting documents do I need as a non-profit group applying WITHOUT an Auspice organisation?

- **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 which has 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>.
- **Business Documentation** – Applications must include an Australian Business Number (ABN) 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.

- **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.
- **Project Approval** – All applications must be made or authorized 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.
- **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.
- **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.
- **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 the close of the grant round. All written confirmation of contributions must be signed by a contributor's authorized senior office holder.

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.

8. 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.

9. Where can I get a copy of the Application Form?

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

Inquiries and Assistance

For inquiries or assistance relating to the Community Wellbeing Grant Program contact:

Shoalhaven City Council
Community Capacity Building Team
PO Box 42, Nowra NSW 2541

Phone: 1300 293 111
E-mail: Council@shoalhaven.nsw.gov.au