

East Nowra Skills Development Grant 23/24 FY

Guidelines

Grants Program Guidelines

The East Nowra Skills Development Grant provides grants of up to \$10,000 every second year to promote training and employment opportunities for the East Nowra community through the support of the Australian Leisure and Hospitality Group.

The Grants Program will:

Open: 9 am - Monday, 10 July 2023

Close: 5 pm - Monday, 14 August 2023

Program Objective

The purpose of the program is to provide employment and training opportunities for residents of the East Nowra community.

Program Aims

- To provide training and employment opportunities for East Nowra residents
- Demonstrate effective project planning, clear outcomes, and clear evaluation processes.
- Overcome barriers to participation in training and employment.
- Gain relevant training to support participation.
- Feel more confident within themselves and their abilities, having expanded their knowledge and skills.
- Seek further opportunities to participate and stay engaged in their community.

Eligibility Criteria

1. Community member or group, or
2. Registered non-profit organisation or auspiced by a registered non-profit organisation*
3. Project provides direct benefit to, and participation by, members of the East Nowra community.
4. New projects: Shoalhaven City Council will consider and prioritise applications that demonstrate sustainability or longevity, without relying on long-term grant funding.

*See Auspice Information in Frequently Asked Questions for more details

Who is not eligible to apply?

1. Government organisations.
2. Group or organisations applying on behalf of a government organisation.
3. Individuals, groups of individuals, for-profit commercial organisations, and service clubs who intend to supplement their fundraising for a third party's projects.
4. Political parties registered or not.
5. Groups or organisations that are directly or indirectly associated with a political party, registered or not.
6. Any organisation or group which has not completed an acquittal for previous projects that have been funded by Shoalhaven City Council.

East Nowra Skills Development Grant 23/24 FY

Guidelines

Assessment Criteria

1. How effectively the project meets the program objective *i.e.*, to provide employment and training opportunities for residents of the East Nowra community.
2. How effectively project activities will impact program aims (see page 1 of this document for program aims).
3. Application provides detailed costs showing that the project is achievable and cost-effective and provides a low-cost or no-cost opportunity for participants.
4. Project details success outcomes and measurement process.

In addition, Shoalhaven City Council will consider and prioritise applications which:

- Demonstrate financial and in-kind contributions from the applicant or other funding sources.

Project Examples

Examples of projects funded by the East Nowra Skills Development Grant include, but are not limited to:

- One-off scholarship for an East Nowra community member to pursue educational opportunities.
- Resume Building Courses.
- Employment Expo.
- Mentor Programs.

Conditions of Grant

1. Applications should aim to limit funding requests for materials or equipment. *See Frequently Asked Questions for more information
2. Only one grant application or one donation application from an organisation will be accepted in anyone funding round.
3. Projects must be free or low-cost (i.e., a gold-coin contribution) for participants.
4. Successful grant applicants will be required to enter into a Funding Agreement issued by Shoalhaven City Council to ensure that both parties are clear about how the money will be spent and the outcomes to be achieved.
5. The grant may only be used for the purpose approved by Shoalhaven City Council.
6. Organisations and Groups must seek written approval for any changes to the project for which assistance has been approved. If the project is cancelled or modified without approval, Council reserves the right to seek full reimbursement of funds.
7. Projects must not commence until the Funding Agreement has been signed. Payment cannot be made for costs incurred prior to the date that the Funding Agreement has been signed.
8. Grant funds will be paid upon receipt of a signed funding agreement, invoice, Public Liability Insurance Certificate of Currency, and all other supporting documentation requested by Council.
9. Shoalhaven City Council must be acknowledged in promotional material and during the event.
10. Applicants confirm they can present the following evidence if requested by Shoalhaven City Council:
 - a. All applicants: Child Safe Policy, Covid Safe Plan
 - b. Registered non-profit groups/organisations/auspice organisations: Business Documentation, Public Liability Insurance, Project Approval, Financial Statements, Reports, and Evidence of Contributions.

Acquittal and Evaluation Report

Grant recipients are required to provide a Financial Acquittal to Shoalhaven City Council within 8 weeks of completion of the event/activity or by 5 pm Friday, May 3, 2024, whichever occurs first. The acquittal requires you to provide a

East Nowra Skills Development Grant 23/24 FY

Guidelines

breakdown of how the funding was spent, receipts, and an evaluation of project outcomes. Receipts should match the budget breakdown and add up to the grant amount received.

Please also provide at least 6 photos of the event / training.

Organisations that do not complete their Financial Acquittal and Evaluation may not be eligible for further funding from Shoalhaven City Council. Shoalhaven City Council reserves the right to seek full reimbursement for any grant funds unspent, misallocated, or not acquitted.

How to Apply

The Grants Program will:

Open: 9 am - Monday, 10 July 2023

Close: 5 pm - Monday, 14 August 2023

Applications received by Shoalhaven City Council after the application closing date will not be accepted.

Applications and supporting documents can be submitted online or via:

- Email: Council@shoalhaven.nsw.gov.au
- Mail: The Chief Executive Officer,
Shoalhaven City Council,
Community Connections Department,
PO Box 42, Nowra NSW 2541.
- In-person to the front counter: Shoalhaven Administration Building, 42 Bridge Road, Nowra NSW 2541

Inquiries

For inquiries or assistance relating to the East Nowra Skills Development Grant contact:

Shoalhaven City Council

Community Capacity Building Team

PO Box 42, Nowra NSW 2541

Ph: 1300 293 111

Email: Council@shoalhaven.nsw.gov.au

Have you got a question regarding the Grants Program? Check the [Frequently Asked Questions](#) before contacting the Community Capacity Building Team.