

2023/2024 FY Community Grant Program

Community Wellbeing Grant

Program Guidelines

Community Wellbeing Grant Program Guidelines 2023/2024

Shoalhaven City Council's Community Wellbeing Grant Program will deliver grants to support the design, implementation, and delivery of programs and initiatives that support community wellbeing. Community wellbeing is a shared responsibility that requires all community stakeholders to work collaboratively to achieve shared goals and aspirations for wellbeing.

The Community Wellbeing Grant provides grants of \$5,000, with a minimum application requirement of \$2,000.

What is 'Community Wellbeing'?

Wellbeing is not the absence of problems but the ability to thrive, to which all should have equitable access. To thrive is to flourish and do well, to develop or grow vigorously, be healthy and strong.

The wellbeing of individuals and communities is shaped by where and how we live. Since the foundations for wellbeing are largely social in nature, creating the conditions for wellbeing requires a whole of community focus.

Key Dates

The Grants Program will:

- Open: 12 December 2023
- Close: 13 February 2024
- Funding Distributed from: 31 March 2024
- Program/initiatives delivery to be completed by: 31 March 2025

Program Aim

The aim of the Community Wellbeing Grant Program is to encourage and support community groups and organisations to deliver local projects that support community wellbeing in the Shoalhaven Local Government Area.

Program Outcomes

When applying for this grant program applicants will need to demonstrate how their program or initiative will meet one or more of the Shoalhaven City Council's Community Wellbeing Strategy foundations.

- Vibrant communities where everyone can participate and connect
- Lifelong learning and helping each other
- Safe and prepared communities
- Healthy and active communities
- Transport connections to access our community's opportunities
- Sustainable natural and built environments
- Housing that meets the community's needs
- Resilient local economies and inclusive economic opportunities

Refer to Community Wellbeing Grant – Priority Areas 2023/2024 attachment for further guidance.

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Eligibility Criteria

- Applications are accepted from the following organisations:
 - a) Not-for-profit, incorporated body legally constituted or auspiced* by an incorporated body or community group.
 - b) The community group or organisation applying must operate within the Shoalhaven City Council Local Government Area (LGA) for the benefit of residents of the Shoalhaven LGA.
 - c) Community groups or organisations who have successfully applied for grant funding previously. Groups and organisations are responsible for ensuring that previous Council grants have been fully acquitted where required and that all reporting obligations have been met. Groups and organisations which have outstanding, but not overdue acquittals are eligible to apply for funding.
 - d) Community groups or organisations whose applications have been previously unsuccessful.
- Does the project meet the program aim? See page 1 of this document for the program aim.
- Will there be a fee charged, or cost to people participating in your project? (Projects must be free or low-cost.)

**See Auspice Information in Frequently Asked Questions for more details*

Who is not eligible to apply?

- Government organisations.
- Groups or organisations applying on behalf of a government organisation.
- Individuals, groups of individuals, for-profit commercial organisations, and service clubs who intend to supplement their fundraising for a third party's projects.
- Political parties registered or not.
- Groups or organisations that are directly or indirectly associated with a political party, registered or not.
- 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 reports.

For information on what will and won't be funded please review the Frequently Asked Questions attachment.

Assessment Criteria

- How effectively project activities will impact program outcomes– see page 1 of this document for program objectives.
- Project details successful outcomes for participants and/or the broader community and the measurement process/es that will be used to measure these outcomes.
- Application provides detailed costs showing that the project is achievable and cost-effective.

Conditions of Grant

- Applications should aim to limit funding requests for materials or equipment. *See Frequently Asked Questions for more information.
- Only one grant application or one donation application from an organisation will be accepted in any one funding round.
- Projects must be free or low-cost (i.e., a gold-coin contribution) for participants.

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- 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.
- The grant may only be used for the purpose approved by Shoalhaven City Council.
- Organisations and Groups must seek written approval for any changes to the project for which funding has been approved. If the project is cancelled or modified without approval, Council reserves the right to seek full reimbursement of funds.
- 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.
- 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.
- Applicants confirm they can present the following evidence if requested by Shoalhaven City Council:
 - a) All applicants: Child Safe Policy where applicable
 - b) Registered non-profit groups / organisations / auspice organisation: Business Documentation, Public Liability Insurance, Project Approval, Financial Statements, Reports, and Evidence of Contributions.

How to Apply

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: 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

Acquittal and Evaluation Report

Grant recipients are required to provide a Financial Acquittal to Shoalhaven City Council within 28 calendar days of completion of the program or initiative.

Acquittals must be completed using the form provided, and include the following:

- A breakdown of how the funding was spent, including invoices/receipts*.
 - a) Invoices/receipts should total the budget breakdown submitted with your application and/or any variations submitted.
 - b) Invoice/receipts should total the grant amount received.
- An evaluation of project outcomes.
- At least six photos of the event.

Organisations that do not complete their Financial Acquittal and Evaluation will 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.

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**Where invoices and receipts are not available to support expenditure, applicants must provide a Statutory Declaration, endorsed by a Justice of the Peace, declaring the expenditure items, cost, and that the items contributed to the funded program or initiative.*

Inquiries

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

Shoalhaven City Council

Community Capacity Building Team

PO Box 42, Nowra NSW 2541

Phone: 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.