

Frequently Asked Questions - 24/25 FY East Nowra Skills Development Grant

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

Milestone	Date
Applications open	9am Monday, 14 October 2024
Applications close	5pm Friday, 29 November 2024
Applicants notified of outcome and successful applicants receive funding agreement to sign	From Monday, 9 December 2024
Successful applicants send Shoalhaven City Council: <ul style="list-style-type: none"> an invoice for the full grant amount the signed funding agreement 	By Wednesday, 18 December 2024
Grant funds paid into the successful applicant's nominated bank account	From Thursday, 19 December 2024 *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"> Grant funds spent as per funding agreement Project delivered as per application and funding agreement Acquittal completed, with receipts and supporting documents. 	Project delivered by Friday, 30 May 2025 Project acquittals submitted by 5pm Friday, 13 June 2025

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. This grant program is looking to support employment and training opportunities for residents of the East Nowra community.

If you intend to apply for funding where most of the funds will go towards equipment, please contact the Community Connections Team on 1300293 111 before proceeding.

What will not be funded?

Grants cannot be used for:

- × Events and activities that are not new, or have been held before Friday, 20 December 2024
- × Initiatives that duplicate existing activities and services
- × Activities that are better suited to other grant programs
- × Activities that are difficult to link to the grant program purpose: *to provide employment and training opportunities for residents of the East Nowra community.*
- × Initiatives that are likely to depend on future funding
- × Purchase of alcohol
- × Provision of funds for prizes or to purchase prizes or gratuities
- × Projects that subsidise commercial activities and business-as-usual expenses

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 (e.g. 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](#) 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.

Enquiries and Assistance

For enquires 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