



# Community Initiatives Program Guidelines

## Overview

Byron Shire Council values the many community, cultural, sporting and other organisations contributing significant, often voluntary, resources to enhance the quality of life in the Byron Shire community.

The Community Initiatives (CI) program awards grants for projects that address a specific need, build a sense of community and align with Council priorities.

Incorporated not-for-profit organisations and community groups auspiced by an incorporated organisation are eligible to apply for grants of up to \$5,000.

## Key dates

Opens: Monday 10 May 2021

Closes: Friday 11 June 2021

Successful applicants will be notified after the Council meeting on 29 July 2021.

## What can we fund?

There are three CI program categories:

- Community Projects
- Reimbursement of Council Fees
- Educational Institution Award Presentations

## Category One: Community Projects – up to \$5,000 (ex GST)

Funding is available for Community Projects that address a specific need, build a sense of community and align with Council priorities.

Applications under this category must include a community contribution to the project's budget, known as a 25% matching contribution.

Examples of types of projects we support:

- Bringing people and community organisations together to foster stronger more resilient communities

- Celebrating a sense of identify, diversity and cultural connection within the community
- Improving community health and social wellbeing
- Enabling people to develop skills, knowledge and confidence to lead and contribute to community life
- Enhancing places where communities gather
- Increasing access and inclusion for communities experiencing vulnerability or disadvantage

If you are applying for funding under Category One: Community Project you will need to provide a budget.

The budget must clearly show the required items and all income and expenses related to your project. Budgets should be realistic. Please make sure your income and expenditure figures are balanced correctly.

## **Category Two: Reimbursement of Council Fees - up to \$1,000 (ex GST)**

Reimbursement of Council fees is available to assist with community activities.

For example, DA assessment; banner fees; activity approvals, road closures; event application fees; inspection fees and the provision of additional litter bins and clean-up activities.

Applications for reimbursement of Council fees and charges will be considered retrospectively for fees paid within the previous 12 months.

## **Category Three: Educational Institution Award Presentation – up to \$100 (ex GST)**

Educational institutions may apply for funding for award presentations.

You will need to provide details about the purpose of the award, including when it will be given and how it benefits the community.

## **Accessibility**

Applicants should endeavour to ensure that their project will be accessible for people of all abilities.

## Do I need to provide a matching contribution?

Only applications under the Category One: Community Projects require a matching contribution of 25%. All other categories do not require a matching contribution.

Matching contributions can be made up of volunteer labour, donated or in-kind services, materials, goods or cash.

For example, if you are applying for \$5,000 then your organisation or group needs to provide a matching contribution of at least \$1,250. Your total budget will then be \$6,250.

We suggest costing unskilled volunteer labour at \$41.72 per hour. For more information please visit [The Funding Centre Valuing Volunteer Labour website](#).

## What cannot be funded?

The CI program is not available for the following projects:

- Community initiatives or events that generate financial profits for commercial companies and/or individuals.
- A core activity of the applicant organisation.
- Ongoing operational or administration expenses of an organisation. Examples include; administration expenses include funding and ongoing staff position, insurance, utility expenses (electricity, phone, etc.), rent or debt payments.
- A project that duplicates existing available services to an identical target group within the same geographical location.
- Activities that are the primary responsibility of other funding agencies or government departments.
- Applications for retrospective funding, except for reimbursement of Council fees for an activity within the previous 12 months.
- Capital works and major building repairs (as opposed to minor maintenance and upkeep where there is a clear demonstrated community outcome).
- Projects where the applicants are in a position to self-fund the project.
- Bond money and 'urgency fees'.

## Eligibility

### Who can apply?

- Incorporated organisations with an ABN or proof that you are not required to be registered for GST
- Not-for-profit entities
- Indigenous corporations
- Auspiced groups.

## Who cannot apply?

- Applicant organisations or groups which receive significant regular funding from a sponsor/auspice organisation. For example, government agencies or political groups.
- Commercial organisations or groups (ie for the profit or gain of individuals).
- Individuals or organisations raising funds on behalf of another community group/organisation.
- Individuals cannot apply for funding.
- Council committees such as Advisory Committees, Panels or Project Reference Groups.

## Assessment Process

The assessment process is competitive. Applications will be evaluated on how they address the program assessment criteria.

Eligible projects will be assessed against four equally weighted program criteria:

1. **Meeting community needs:** the project supports activities and services needed by local communities.
2. **Building a sense of community:** the project develops a vibrant, sustainable, and inclusive community.
3. **Increasing community participation:** the project encourages participation in activities or services needed by the community.
4. **The organisation's capacity:** the applicant has the capacity to deliver the project on time and within scope.

After the closing date, applications will be assessed for eligibility.

Only eligible applications **which include all the requested information and attachments** will be assessed by a panel against the assessment criteria.

The panel's recommendations will then be reported to Council at the next available Council meeting. Following Council's decision, all applicants will be notified of the outcome of their application.

## Important assessment information

- Council will only provide one CI grant to any organisation each financial year, for projects owned and managed by that organisation.
- Applications that do not meet the assessment criteria will be declined without report to Council for consideration.
- All funding is allocated at the discretion of Council and subject to budgetary constraints. No application is guaranteed funding support.

## If your application is successful

All projects must be completed within 12 months of the funds being granted.

Funds must be used for the purpose for which they were granted and according to the terms and conditions in the Funding Agreement. Any variations in the use of funds must be approved in advance by Council and confirmed in writing.

Funding will be paid in two instalments:

- 75% at the commencement of the project, upon receipt of the signed funding agreement and an invoice.
- 25% upon receipt of a satisfactory acquittal of the project.

Upon completion of the project or activity, applicants must complete an acquittal report showing the effectiveness of the project and how the funding was expended. An Acquittal Report form will be provided by us for this purpose.

Project funding must be acquitted within one month of the completion of the project

## COVID-19

Due to the ongoing impact of COVID-19, successful applicants may be required to provide a mitigation plan describing how the project will be delivered in line with any Public Health Orders and/or advice from New South Wales (NSW) Health.