

Community Initiatives Program 2023 to 2024

Frequently Asked Questions (FAQs)

1. Can I apply for the same project several years in a row?

Council has a preference that funding will not continue beyond three (3) years for the same event or project. This allows us to support other emerging and start-up projects.

2. Will late applications be accepted?

No. The online system will not accept applications submitted after the advertised closing date of 12 June 2023.

If you have problems submitting your application, you should contact the Community Development team on 02 6626 7000 at least two (2) business days before the deadline to seek assistance.

3. Do I need to finish the application in one go?

No. Applications may be saved, revisited and edited before being submitted.

4. How can I confirm that my application has been submitted?

Once you click submit, you'll receive a confirmation email. The confirmation email will contain a copy of your application and will be sent to the email you nominated in the application. Please check that you receive the confirmation email and retain it as a record of your application.

If you do not receive a confirmation email, your application may not have been successfully submitted or the confirmation email may have ended up in your email junk folder.

Contact the Community Development team on 02 6626 7000 if you need further assistance.

5. We don't have an ABN – what should we do?

If your organisation does not have an ABN, you will need to complete a [Statement by a Supplier form](#) and upload it with your application.

6. What should I include in my budget?

Your budget should:

- Be GST exclusive
- Include a breakdown of expected income, including any in-kind contributions or other funding sources
- Include a breakdown of expected expenditure, including specifying which items you intend to purchase with Byron Shire Council grant funds
- Balance. Please note, total income must equal total expenditure

Please contact the Community Development team on 02 6626 7000 or email communityservices@byron.nsw.gov.au if you have any questions.

7. What documents should I include with my application?

You must provide:

- Evidence of not-for-profit status
- Project budget using [Council's template](#)

8. Can I include other documents?

Yes. You may also attach other relevant documents if you wish, for example letters of support from the community, your organisation's annual reports or evidence of public liability insurance.

9. How many rounds of funding are there each year?

In general, there is only one round of funding available per year. Depending on the number of successful applications, it's possible a second round of funding could be advertised.

10. What happens after applications close?

Applications are reviewed for general eligibility and then are assessed by a panel.

Applicants will be formally notified of the outcome of their application after the 24 August 2023 Council Meeting. It is an applicant's responsibility to ensure all contact details are up to date.

11. What Council acknowledgement is required for my project?

All recipients of funding are required to acknowledge Byron Shire Council's contribution of financial support.

As part of your funding agreement organisations agree to acknowledge the Council's support in material published in connection with your project.

A copy of Council's logo will be provided to successful applicants.