

# Community Initiatives Program Guidelines 2023 to 2024

## 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 Program (CIP) 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. GST is not applicable.

Applications are made via the online form.

## Key dates

Opens: Friday 28 April 2023

Closes: Monday 12 June 2023 at 11:59pm

Successful applicants will be notified after the Council meeting on 24 August 2023.

## What can we fund?

Funding is available for Community Projects of up to \$5,000 (excl. GST) that address a specific need, build a sense of community and align with Council priorities.

Examples of types of projects we support:

- Bringing people and community organisations together to foster stronger more resilient communities
- Celebrating a sense of identity, 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

You will need to provide a budget with your application. It 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.

Applicants can apply for a maximum of \$5,000 per project.

## Accessibility

Applicants should endeavour to ensure that their project will be accessible for people of all abilities. We encourage applications that enhance the accessibility and inclusion of everyone in our community.

## Do I need to provide a matching contribution?

No, applications do not need to show a matching contribution to be eligible.

## What cannot be funded?

Council will not approve financial assistance for

- 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. For example: expenses include funding an ongoing staff position, insurance, utility expenses (electricity, phone, etc.), rent or debt payments
- An initiative 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.

- For capital works and major building repairs (as opposed to minor maintenance and upkeep where there is a clear demonstrated community outcome, including improved accessibility)
- There is a preference that donations will not continue beyond 3 consecutive years for the same activity.
- Where applicants are in a position to self-fund the project.
- For a project which includes illegal activities.
- If the organisation or group received funding in the previous financial year and did not submit an acquittal report.

## 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 or auspice organisation (e.g., government agencies or political groups)
- Commercial organisations or groups (e.g., for the profit or gain of individuals)
- Applications will not be accepted for one individual
- Council will not provide funding to individuals or organisations raising funds on behalf of another community group or organisation. To be eligible for funding, applications must be received directly from the group or organisation proposing the project

## 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 CIP 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. Any extension to these terms must be made in writing.

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 Council's online acquittal report showing the effectiveness of the project and how the funding was expended.

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