

SMALL GRANTS GUIDELINES 2023-24

Table of Contents

| | |
|---|----------|
| Overview..... | 2 |
| Funding Available..... | 2 |
| Category Objectives..... | 2 |
| Eligibility | 3 |
| Ineligibility..... | 3 |
| Additional Information | 4 |
| Timeline..... | 4 |
| Evaluation | 5 |
| Acknowledgement of Funding | 5 |
| Acquittal | 6 |
| Approval | 6 |
| Appendix 1 – Evaluation Criteria | 7 |

Overview

The purpose of these guidelines is to provide access to small financial assistance grants for local residents or community organisations for projects or activities of community benefit, and where an alternative grant program is not available.

This grant program aligns with the themes of the Community Strategic Plan 2035 in relation to *Connectivity, Community Wellbeing, Celebrating Culture and Place, Liveable Neighbourhoods, Responsible Leadership*.

Information about this grant program and Community Strategic Plan 2035 can be found on the Council website www.strathfield.nsw.gov.au

Decisions to approve financial assistance are made by Council resolution.

Funding Available

Council annually allocates \$20,000 to the Small Grants Fund program to manage financial assistance grants.

Funding will be available quarterly with a total of \$5,000 being allocated each quarter. Any unspent funds from previous quarters will be reallocated equally to the remaining funding rounds in that financial year period.

An applicant may apply for a maximum amount of **\$2,500** per annum to an organisation or individual. Council retains the discretion to award an amount less than the amount requested by an applicant in their application.

Strathfield Council will only accept **one** application per financial year per individual/organisation.

Category Objectives

Council may consider applications or proposals involving financial assistance in the following categories:

- Individuals or groups representing the State of NSW or Australia in their chosen field to attend conferences, training or compete in their chosen field, including sporting, academic, cultural, artistic, or environmental endeavours may request financial assistance.
- Community organisations requiring financial assistance to provide a service or activity of benefit to the Strathfield community where no alternative grant program is available.
- Request for a donation or support a fundraising event for a registered charity or not for profit organisation.

Eligibility

To be eligible for funding, applicants must:

- Be residents of the Strathfield Local Government Area (Proof of residential address must be included in all Small Grants applications) or,
- Be community groups, not for profit organisations, schools and/or registered charitable organisations that are located or provide services to the Strathfield Local Government Area
- Have no outstanding debts owed to Council, and
- Demonstrate the grant will be used for a purpose in the public interest primarily for the local community of Strathfield.

Ineligibility

An applicant will be ineligible to receive a grant under these guidelines in the following circumstances:

- Where the applicant is a political party
- Where the applicant has outstanding or non-acquitted grants from Council
- Where the applicant is a commercial or profit-driven entity, including registered clubs
- Where the applicant is a State or Federal Government department or agency
- Individuals who are not a resident of Strathfield Local Government Area
- Requests for retrospective funding (projects that have occurred before application)
- Bulk mail requests
- Where the applicant is a professional athlete who derives an income from their given sport
- Community organisations that have not been registered as an incorporated or charitable entity

Council will not consider grants for projects or activities that:

- Have previously been awarded grants for the same purpose in the last twelve months; or
- Similar proposals that were not awarded funding by council in the previous round of community grants.

Council will not provide grants to:

- Projects or initiatives that do not directly benefit the Strathfield community.
- Projects or initiatives that are unlawful or of unconscionable purpose.
- Activities which promote or advance a specific religious or political belief systems
- Academic course fees
- General interstate or international travel (regular or ongoing travel)
- Operational expenses, such as day-to-day costs, staging, rent, administration

Grant Exclusions:

Applicants who canvass or lobby Councillors or employees of Strathfield Council in relation to their application, will have their applications deemed ineligible for funding.

Canvassing or lobbying of employees of Strathfield Council by Councillors in relation to any affiliated application, will result in the application/s being deemed ineligible for funding.

Councillors **must declare a conflict of interest** and take no part in the decision-making process of Council if they have a close association (as identified in Section 4.3 and 4.4 of Council's Code of Conduct) with the applicant or a member of the applicant (if the applicant is a community group).

Additional Information

The following documentation must be submitted with a small grant application:

- Formal quotes/expenses for all equipment, goods and/or services relating to the project must be included in the application.
- A copy of current public liability insurance which would cover the proposed project to the value of \$10 million must be included in the application.
- Working With Children Checks in relation to all staff involved if the proposed project involves children must be included in the application.
- A basic site plan for the project if relevant.
- Letters of support from any community members or local business partners if relevant.
- If the event is proposed on Council land, a risk assessment of the site must be included.

Timeline

This program is open all year round but assessed on a quarterly basis. To be considered in the relevant funding round, applications must be lodged with Council by:

- 31 July 2023
- 31 October 2023
- 31 January 2024
- 30 April 2024

It can take up to 3 months from the assessment deadline before the assessment process is undertaken and payments are made. To ensure your project is fulfilled and to avoid disappointment, ensure your project is scheduled to start 3 months after the upcoming quarterly grants assessment deadline.

How to apply

Application forms and guidelines are available via Council webpage.

Please send completed application forms with supporting documentation and address them to the General Manager at Strathfield Council.

Email: council@strathfield.nsw.gov.au

Mail:

General Manager,
Strathfield Municipal Council,
PO Box 120,
Strathfield NSW 2135.

Evaluation

After the lapsing of the submission deadline above, applications for Small Grants will be evaluated by a Panel comprised of Council staff.

Each application will be evaluated against the evaluation criteria outlined in Appendix 1 to these guidelines.

These applications will then be submitted to a Council meeting for final approvals.

Acknowledgement of Funding

Successful applicants must ensure that all public statements relating to the activity being funded by the Small Grant acknowledge the provision of the funding by the Council.

Acquittal

An acquittal report must be completed within **four weeks** of a project or an events completion and submitted by:

Email: council@strathfield.nsw.gov.au

Mail:

General Manager,
Strathfield Municipal Council,
PO Box 120,
Strathfield NSW 2135.

This acquittal report must include financial details, such as invoices, receipts, and a written report, feedback and evaluation of the project.

If there are any remaining funds after the completion of the project or event, this must be returned to Council.

Failure to acquit the small grant will affect any future funding for any grants program.

Approval

The Small Grants Guidelines has been approved by the General Manager of Strathfield Municipal Council, Michael Mamo.



MICHAEL MAMO
GENERAL MANAGER

Appendix 1– Evaluation Criteria

| Criteria | Not evident (0) | Evident (1) | Good/Fair (2) | Excellent (3) | Total (15) |
|---|--|--|---|--|---------------|
| 1 Meets eligibility criteria. | Does not meet the eligibility criteria. | | | Meets the eligibility criteria. | |
| 2 Application provides explanation of service and/or activity requiring funding. | Not evident. No explanation provided. | Evident. Limited detail provided. | Evident with detail provided. | Very clearly outlines and explains service and/or activity. | |
| 3 Application outlines benefit or need being met in the Strathfield Community. | Not evident. | Evident but need already being met in the community. | Clearly identifies benefit or need to be met. | Very clearly identifies and effectively justifies the benefit and/or need being met. | |
| 4 Application aligns with one of more of the CSP theme/s. | Not evident. | Aligns partially with a CSP theme. | Aligns with a CSP theme. | Very clearly aligns closely with one or more of the CSP themes. | |
| 5 Application outlines how funds will be spent. | Not evident. | Evident but no detail provided. | Evident and clear. | Evident and very clear with detail and explanation. | |
| TOTAL | | | | | /15 |