



**Annual Community  
Grants Program**  
**GUIDELINES AND APPLICATION**  
**SECTION 356 COMMUNITY GRANTS**

**Maialano**

city council

## GRANT INFORMATION

Maitland City Council's Annual Community Grants Program aims to provide financial support to local non-profit community based organisations/groups to provide initiatives that meet community needs and benefit residents in our community.

The Annual Community Grants Program fosters community partnerships, promotes access to community resources and is deemed to provide benefits to the wider community. Council acknowledges and values the significant contribution made by community groups and organisations in assisting to achieve outcomes in line with Council's Community Strategic Plan (Maitland +10).

Proposed projects must fall within one of the following categories:

### COMMUNITY DEVELOPMENT

Projects that meet an identified need for residents, foster opportunities for community participation and allow community to connect and celebrate with one another.

### CULTURAL AND LOCAL STUDIES

Projects that provide opportunities for residents to participate in a broad range of arts, culture and/or local history activities that enhance quality of life.

### LEISURE AND RECREATION

Projects that provide opportunities for residents to engage in leisure and recreational activities with the aim of improving health, fitness and quality of life.

### 2023/24 TIMELINE

**11 April 2023 Annual Community Grants Funding Round Opens**

**18 May 2023 Annual Community Grants Funding Round Closes**

**June 2023 Panel Assessment and Grant Funding supplied**

**30 June 2024 Funding initiatives to be completed**

### ASSESSMENT PROCESS

Once the grant round has closed, all applications will be checked for eligibility by a Council officer and submitted to the Section 356 Community Grants Panel comprising three Councillors (assessors), the Manager of Community and Recreation (panel chairperson – non-voting) and the grants administrator (information coordination). The panel may choose to seek further information or clarification on aspects of an application. Subsequently it will be determined which applications will be funded and to what amount before recommendations are presented to Council in a report for adoption and thereafter applicants will be notified of funding allocations.

Panel members are required to declare a conflict of interest (pecuniary or non-pecuniary) in any of the applications. If a declaration is made, the panel member will not assess the relevant application and an average score is provided by the remaining members of the committee.



# GUIDELINES

## LEVEL OF SUPPORT

Applicants can apply for up to \$5,000. Applications for funding must be for a specific purpose, and must not be considered as a recurrent/permanent source of future funding.

Groups are not guaranteed the full amount of funding requested in their application.

## ELIGIBILITY CRITERIA

- i. Applicants must be an incorporated 'not for profit' organisation, community or voluntary group based in the Maitland LGA providing a demonstrated service to the Maitland community.
- ii. Unincorporated groups or individuals are eligible to apply, provided applications are made through an appropriate incorporated body that supports the project and is willing to accept responsibility for the funding. A letter from the incorporated body must be attached to the application.
- iii. The same group, organisation or individual cannot receive funding for projects for more than three consecutive years. They will only be considered for repeat rounds if there are sufficient funds available in the pool of grant funding and/or they can clearly demonstrate a sustainable funding source(s) that will part fund the project.
- iv. If an organisation wishes to submit more than one application this is permitted. The applicant must indicate 'order of priority' numbering to show their preferred project.
- v. Applicants must be able to demonstrate they are matching the amount of grant applied for. This can be with cash, materials, volunteer hours or in kind.
- vi. Applications will not be assessed that apply for:
  - Money already spent or payment of ongoing salaries
  - Large building infrastructure projects.
  - Projects on public land which do not already have evidenced permissions.
  - Recurrent operational costs.
  - Projects that have been previously funded for more than three years and are now ongoing.
  - Fundraising/direct requests for donations.
  - Activities or events which are overtly religious or political in nature or which could be regarded as divisive.
  - Payment of refundable bonds required for facility or equipment hire.

vii. The proposed project must:

Be held before the end of the financial year (before 30 June) including expenditure of funds.

- Declare if part funding has been received from state or federal funding grants.
- viii. Comply with recognised Australian Standards and observe all relevant Government regulations, guidelines and seek necessary Council approvals
- ix. The application/applicant must:
- Demonstrate that the purchase of equipment/materials directly relate to the project.
  - Supply quotes for items of equipment and/or service if applicable.
  - Be responsible for obtaining and funding any other approvals related to the project.
- x. Successful applicants must comply with the following requirements:
- Funds must be used for the purpose for which they were granted. Any changes to a project must be approved in advance by Council (in writing).
  - An Acquittal Form must be returned no longer than 30 days after the project is completed. Failure to do so may jeopardise future applications for funding.
  - The Maitland City Council logo must be used on any printed material related to the project and in line with Council branding guidelines to acknowledge Council's financial contribution. Any use of Council's logo must be approved from Council's marketing and Communications Section.

## ASSESSMENT CRITERIA

Applications will be assessed against their responses to all of the following criteria:

1. Demonstrate significant benefit to the community
2. Offer an innovative project
3. Demonstrate consultation and collaboration between local groups in the planning and delivery of the project
4. Attempt to meet an unmet community need
5. Demonstrate either a positive impact on the environment or limited adverse environmental impact
6. Demonstrate organisational capacity of the group to deliver the project



# APPLICATION FORM

## CATEGORY

- Community Development       Leisure and Recreation
- Cultural and Local Studies

## APPLICANTS DETAILS

Name of Group/Organisation:			
Contact Person:			
Address:			
State:		Postcode:	
Telephone (H/W):		Mobile:	
Email:			

## PROJECT DETAILS

Name of project, activity or event:	
When will your project start and finish? Or is there a specific date?	
Where will your project be located?	
Briefly describe your project (75 words max.):	

*The following questions link directly to the Assessment Criteria on Page 2 of the application guidelines.*

### CRITERION 1

How will your project benefit the Maitland community? (75 words max.)

### CRITERION 2

In what way is your project innovative? (75 words max.)



## PROJECT DETAILS

### CRITERION 3

How have you consulted the community in the planning of your project? (75 words max.)

### CRITERION 4

Does your event attempt to meet an unmet community need?

Are you aware of other projects in the community that meet the same need as your project?  Yes  No

If yes, which project(s)?

### CRITERION 5

Will your event have either a positive or limited adverse environmental impact? How will this be managed?

Do you plan for your project to continue after the proposed grant is spent?  Yes  No

If yes, how will your project continue? (50 words max.)

## PROJECT BUDGET

Income (Cash pre-event/activity)	Grant (amount sought from Council)	\$
	Club/Organisation/Individual cash towards the project	\$
	Income from other sources (other grants, donations, fees) Please list:	\$
	<b>Total cash income</b>	<b>\$</b>
Expenditure		\$
List proposed cash expenditure		\$
		\$
		\$
		\$
		\$
		\$
In Kind Contribution		\$
Please list any in kind support you or your organisation/group is contributing to the project		\$
		\$
		\$
	Total in kind contribution	\$

## PROJECTED INCOME (GENERATED AS A RESULT OF THE PROJECT)

Is there an income that might be generated from the project (admission charge, donations etc.)?

Yes     No

If yes, what do you estimate the surplus to be and how will these funds be spent in the future?



## FINANCIAL DETAILS

Is your group/organisation incorporated?  Yes  No

*Note: If your group is **not** incorporated or you are an individual, please supply a letter from your auspicing body*

Do you have an ABN? <i>Note: If you do not have an ABN please attach a statement by supplier form</i>	<input type="checkbox"/> Yes ABN: _____	<input type="checkbox"/> No
Has your organisation/group previously received a community grant from Council?	<input type="checkbox"/> Yes Year: Amount: \$ Did your group return an acquittal form?	<input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

If your group has received funds in the last year from Council please provide details on how this was spent?

Has your project previously received funding from state or federal funding grants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide brief details of what state or federal funding, amount and how this was spent.	
Could your project proceed with only partial funding from Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your organisation/group carry out the project without this grant funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PAYMENT DETAILS

Account Name: (Your name or organisation name)	
Bank Name:	
BSB:	
Account number:	



## APPLICATION CHECKLIST

**YOUR SUBMISSION WILL NOT BE CONSIDERED UNLESS THE FOLLOWING ARE ATTACHED WITH YOUR APPLICATION.**

A copy of the groups/organisations most recent annual report and/or audited financial statement	<input type="checkbox"/> Supplied	
A copy of the groups/organisations certificate of incorporation	<input type="checkbox"/> Supplied	
A copy of the groups/organisations public liability insurance	<input type="checkbox"/> Supplied	
Copies of quotes or breakdown of expected expenditure	<input type="checkbox"/> Supplied	<input type="checkbox"/> Not applicable
Where the group/organisation or individual does not have an ABN, a completed statement by supplier form	<input type="checkbox"/> Supplied	<input type="checkbox"/> Not applicable

## DECLARATION

- I confirm that the information contained in the application form and within the attachments are accurate and correct.
- I confirm that this application and bank details have been submitted with the full knowledge, support and approval of the named organisation/group/representative.
- As a condition of receiving a grant, I agree to submit an acquittal form to report on the agreed project results and outcomes, with up to two photos attached, no longer than one month after the event/activity is completed.
- I give Maitland City Council unrestricted license to reproduce, resize and give away the supplied images, for the promotion of the Section 356 grants, Maitland City Council and the City of Maitland. Images supplied have all necessary permissions and I will be available for any required media/Council coverage and interviews.
- Where applicable I will acknowledge Maitland City Council's support in any promotional material or media coverage, generated by my organisation/group in accordance with guidelines following approval by Maitland City Council.

I would like to be notified by email of any events, activities or engagement opportunities that may be of relevance to me and/or my organisation.

Name

Position

Date

## OFFICE USE ONLY

Date received:

Approved/Declined:

Payment internally requested:

Correspondence/Payment sent to applicant:

## SUBMIT YOUR APPLICATION

### EMAIL

Please email with the subject 'Annual Community Grants + Your Organisation' to [communityteam@maitland.nsw.gov.au](mailto:communityteam@maitland.nsw.gov.au)

### POST

Annual Community Grants  
Community & Recreation  
Maitland City Council  
PO BOX 220  
Maitland NSW 2320

t 02 4934 9700

### OR DELIVER TO

Annual Community Grants  
Community & Recreation  
Maitland City Council  
285 - 287 High St  
Maitland NSW 2320

### Privacy statement

Council is committed to privacy protection and complies with the Privacy and Personal Information Protection Act 1998 and Government Information Public Access Act 2009.

