



Commemorative and Recognised Days Program

GUIDELINES AND APPLICATION

SECTION 356 COMMUNITY GRANTS

maitalano

city council

GRANT INFORMATION

The purpose of the Maitland City Council's Commemorative and Recognised Days Grant Program is to assist in the coordination of activities and events within the Maitland LGA, which directly relate to National and International Days or Weeks including Commemorative Days.

The Commemorative and Recognised Days Grant aims to provide financial support to local non-profit community based organisations or groups to provide activities and events that involve, educate and benefit residents in our community.

Proposed activities and events must be within one of the following categories:

COMMEMORATIVE DAYS

Ceremonies which acknowledge and commemorate the service and sacrifice of the men and women who served Australia and its allies in wars, conflicts and peace operations.

Qualifying activities and events are primarily annual public Anzac Day and Remembrance Day events. Occasions which commemorate other key anniversaries of wars, conflicts and peace operations which are listed on the Department of Veterans' Affairs - Commemorations and Anniversaries or on Australian War Memorial – Upcoming Last Post Ceremonies will be considered.

RECOGNISED DAYS AND WEEKS

Significant cultural and community initiatives which celebrate National and International Days or Weeks.

Qualifying National Days or Week events considered under this category are listed at australia.gov.au – National Weeks* or equivalent. International Day/Week events which are listed on the United Nations - Observance website will be considered or equivalent.

** Australia Day is exempt from the grant category as this is already celebrated by an annual Council managed public event.*

TIMELINE

Two grant rounds are open each year, one in August and one in January.

August	Round One – Opens
September	Round One – Closes and Assessment
October	Round One – Applicants notified of funding allocations
January	Round Two - Opens
February	Round Two - Closes and Assessment
March	Round Two - Applicants notified of funding allocations

ASSESSMENT PROCESS

Commemorative Days

Once the grant round has closed, all applications will be assessed the delegated Council officer in accordance with the guidelines detailed in this document. Recommendations will be presented to Council in a report for adoption and thereafter applicants will be notified of funding allocations.

The assessing officer is required to declare a conflict of interest (pecuniary or non-pecuniary) in any of the applications. If a declaration is made, the officer will not assess the relevant application and a subsequent officer or supervisor will undertake the assessment.

Recognised Days and Weeks

Once the grant round has closed, all applications will have a preliminary assessment by the delegated Council Officer, with the final assessment completed out of session by the panel members in accordance with the program guidelines detailed in this document.

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 \$3,000. Applications for funding must be for a specific Commemorative Day OR a recognised National/International Day or Week. Grants are not an automatically recurrent or a permanent source of annual funding and applications must be made each funding round.

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

ELIGIBILITY CRITERIA

- i. Applicants must be 'not for profit' organisation, community or voluntary group based in the Maitland LGA, or an individual providing a demonstrated service to the Maitland community.
- ii. No limit is placed on the number of consecutive years an organisation or group can apply for this grant. However, each application will be assessed subject to its merits in accordance with the Assessment Criteria.
- iii. 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.
- iv. 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.
- v. Applications will not be accepted for:
 - . Money already spent or payment of ongoing salaries.
 - . Projects on public land which do not already have evidenced permissions.
 - . Recurrent operational costs.
 - . Projects which have been previously funded and are now ongoing.
 - . Fundraising/direct requests for donations.
 - . Payment of refundable bonds for facility or equipment hire.
 - . Activities or events which are overtly religious or political in nature or which could be regarded as divisive.
 - . Australia Day events.
- vi. The proposed project must:
 - . Be held before the end of the financial year (before 30 June), including funds expended.
 - . Declare if part funding has been received from, state

or federal funding grants.

- . Comply with recognised Australian Standards and observe all relevant Government regulations, guidelines and seek necessary Council approvals
- vii. The application/applicant must:
- . Demonstrate that the purchase or hire 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.
- viii. 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 submitted no longer than 30 days after the event/activity 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 and in line with Council branding guidelines to acknowledge Council's financial contribution. Any use of Councils Logo must be approved from Councils marketing and Communications Section.

ASSESSMENT CRITERIA

Applications will be assessed against their responses to all of the following criteria in addition to being recognised as a qualifying event or activity:

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. Demonstrates either a positive impact or limited adverse environmental impact.
5. Demonstrate organisational capacity of the group to deliver the project.

APPLICATION FORM

CATEGORY

☐ Commemorative Days

☐ Recognised Days and Weeks

Listed on the Australian War Memorial Website?

☐ Yes

☐ No

Listed as a National/International event on Australia.org or United Nations Website ☐ Yes ☐ No

APPLICANTS DETAILS

Name of Group/Organisation:

Contact Person:

Address:

State:

Postcode:

Telephone (H/W):

Mobile:

Email:

PROJECT DETAILS

Name of project:

Date(s) and time(s) of project (including multiple dates/times if required):

Where will your project be located? (please state an address):

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.)?

PROJECT DETAILS

CRITERION 1 (continued)

How many people are you anticipating to attend? (75 words max)

CRITERION 2

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

CRITERION 3

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

CRITERION 4

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

CRITERION 5

Demonstrate organisational capacity of the group to deliver the project.

PROJECT BUDGET

Income (Cash)	Grant (amount sought from Council)	\$
	Organisation/ Group/ individual cash contribution toward the event	\$
	Income from other sources* (other grants, donations, fees) Please list:	\$
	Total cash income	\$
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

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
Has your project previously received funding from state or federal funding grants? Please provide brief details of what state or federal funding, amount and how this was spent.		<input type="checkbox"/> Yes <input type="checkbox"/> No
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 group's/organisation's certificate of incorporation	<input type="checkbox"/> Supplied	
A copy of the group's/organisation's public liability insurance	<input type="checkbox"/> Supplied	
Copies of quotes or breakdown of expected expenditure obtained	<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 true 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 project/activity is completed.
- ☐ I will ensure representatives from the organisation/group or myself as an individual is available for media/Council interview and photographers as required if I am successful for funding.
- ☐ I give Maitland City Council unrestricted license to reproduce, resize and give away the supplied images, for the promotion of Maitland City Council and the city of Maitland. Images supplied have sought all necessary permissions and I will be available for any required media 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.

Name			
Position		Date	

OFFICE USE ONLY

Date received:	Approved/Declined:
Payment internally requested:	Correspondence/Payment sent to applicant:

SUBMIT YOUR APPLICATION

EMAIL

Please email your completed application to communityteam@maitland.nsw.gov.

POST

Commemorative and Recognised Days Grant
Community & Recreation
Maitland City Council
PO BOX 220
Maitland NSW 2320
t 02 4934 9700

OR DELIVER TO

Commemorative and Recognised Days Grant
Community & Recreation
Maitland City Council
263 High Street
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.