



maitland

city council

Community Grants Program Guidelines

A background image of green foliage, possibly eucalyptus leaves, with a soft focus. The leaves are elongated and have a silvery-green hue. The text is overlaid on the upper left portion of the image.

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Wonnarua People as the Traditional Owners and Custodians of the land within the Maitland Local Government Area.

Council pays respect to all Aboriginal Elders, past, present and future with a spiritual connection to these lands.



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ABOUT OUR COMMUNITY GRANTS PROGRAM

Maitland City Council's Community Grants program aims to create a community that is resilient, inclusive and thriving, and shows our commitment to social justice, equity and civic engagement.

Our Community Grants program supports:

- programs, activities and services that create opportunities for community participation and social connection
- programs, activities and services that celebrate and support the diverse cultures of Maitland
- groups to try new and innovative community programs and activities that increase accessibility and inclusion for all members of the community.

We encourage applications from community organisations, community groups and individuals in Maitland.

Program objectives

The Maitland City Council Community Grants Program seeks to achieve the following objectives:

- increase the range of, and access to, recreational, social and cultural activities, programs and services in the Maitland Local Government Area (LGA)
- reflect our community's priorities and vision, as outlined in the Community Strategic Plan, Maitland +10
- provide for the inclusion and participation of all members of the community that enable vulnerable individuals and groups to participate in local activities and opportunities
- encourage a sense of community pride and enhance the health and wellbeing of the Maitland community and support a safer and more resilient community.

Submitting an application

1. Visit **mait.city/communitygrants** and complete the relevant application form.
2. Provide any supporting documentation including your Certificate of Incorporation, budget and any required quotes.

For help or support please contact **02 4934 9700** or **community.grants@maitland.nsw.gov.au**

Funding agreements

Successful applicants are required to sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed prior to funding being released. Council reserves the right to withhold funding if stipulated grant conditions as per the Funding Agreement are not met.

All projects must be completed as agreed upon within the Funding Agreement. Please note that Council funding may only be used as agreed with Council and may not be diverted to other line items, projects or purposes without written Council approval. A request to divert funds must be submitted in writing to the Director of City Services for approval.

The applicant will provide to Council a final project report (grant acquittal). The acquittal is to be provided no more than 30 days after the event/ activity. The report must detail the outcomes and expenditure of funds granted and must include evidence of expenditure as detailed in the acquittal template. If an applicant fails to provide Council with an acquittal within the specified period, this will affect future eligibility for any future grant submissions to Council.

APPLICATION PROCESS

Which grant should I apply for?

The table below provides an overview of each grant program. For more detailed information on each grant, go to the page number listed next to the relevant grant.

Program	Categories	Maximum funding	Open dates	Who should apply?	Page
YEAR ROUND GRANT PROGRAMS					
Individual Development Grants Program	Sports	\$540 - \$1,800	Open all year (until funds exhausted)	Individuals or teams who have been selected, qualified or are nominated by a recognised peak body to represent and compete at national or international level.	14
	Creative Arts	\$540 - \$900	Open all year (until funds exhausted)	Individual artists seeking support for professional development opportunities or small project opportunities.	16



Program	Categories	Maximum funding	Open dates	Who should apply?	Page
BI-ANNUAL GRANT PROGRAMS					
Community Projects Grants Program	Community Strengthening	Up to \$6,000	*Round one 2024: June to July	Community groups and organisations needing support with programs and activities designed to address a local need and provide substantial benefit to the Maitland community.	21
	Cultural and Local Studies Leisure and Recreation		Round two 2024: October to November *Round one 2025: March		
Community Celebrations Grants Program	Commemorative Days	Up to \$4,000	*Round one 2024: June to July Round two 2024: October to November *Round one 2025: March	Community organisations, community or voluntary groups delivering activities and events within the Maitland LGA in recognition of commemorative days.	28
	Recognised Days and Weeks	Up to \$4,000	*Round one 2024: June to July Round two 2024: October to November *Round one 2025: March	Community organisations, community or voluntary groups delivering significant cultural and community initiatives which celebrate national and international days or weeks.	32

* Typically these grants will only have two rounds, however as the Annual Community Grants were put on hold in 2024, this is a supplementary round.





YEAR ROUND GRANT PROGRAMS

Maitland City Council's Year Round Community Grants Programs are open to applicants all year and provide opportunities to assist residents living in the Local Government Area (LGA) who are aspiring to achieve excellence at the highest levels in their chosen sport OR are seeking professional development or small project opportunities in the field of creative arts.

Program objectives

Through our Council's Year Round Community Grants Programs, we aim to:

- provide applicants with support and encouragement that will help them to develop to their full potential within their chosen field
- offer financial assistance to individuals or teams representing the Maitland LGA in sporting endeavours at national or international levels or individuals undertaking professional development opportunities or small project opportunities in their field of creative arts.

Assessment of applications

The assessment process involves several stages, which means that it will be approximately eight weeks from the closing round to when you find out the outcome of your application.

A delegated Council officer will assess applications in accordance with the program guidelines before sending the applications to the assessment panel for final review, who will determine 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.



INDIVIDUAL DEVELOPMENT GRANTS PROGRAM

Overview

The Individual Development Grants Program is designed to support individuals or teams representing the Maitland LGA in sporting endeavours at national or international levels and to support professional development opportunities for artists or small project opportunities.

The Individual Development Grants Program has two distinctive subcategories*:

- **Sports** – provides support in recognition for an individual or team achievement in fields of competitive sport.
- **Creative Arts** – provides support for professional development opportunities for artists or small project opportunities.

***These categories may be subject to change as part of an annual review.**

Key dates

Grant applications can be made any time throughout the year, however, will be assessed five times per year as outlined below.

ROUND	ROUND CLOSING DATE	NOTIFICATION OF OUTCOME
1	15 July*	Notification of an outcome will be received after the Council Meeting held in August due to Council elections.
2	30 September*	Notification of an outcome will be received after the Council Meeting held in November.
3	30 November*	Notification of an outcome will be received after the Council Meeting held in January.
4	28 February*	Notification of an outcome will be received after the Council Meeting held in April.
5	30 April*	Notification of an outcome will be received after the Council Meeting held in June.

***Applications must be submitted prior to the round closing dates, to be assessed during the associated round.**



SPORTS

Maitland City Council's Individual Development Sports Grant Program is designed to respond to community requests for support for individuals and teams in fields of competitive sport.

This grant is open to applicants all year and provides funding to assist individuals/teams who have been selected, qualified or are nominated by a recognised peak body to represent and compete at national or international level. The funds are provided to assist with the travel and event related costs of attending sporting championships.

Funding available

Grant amounts allocated in recognition of representation and participation at a national or international level are as follows:

- \$540 for individuals selected to compete on behalf of NSW at a national competition or equivalent
- \$900 for individuals selected to compete on behalf of Australia at an international competition or equivalent
- \$1,200 for individuals competing at the Commonwealth Games
- \$1,800 for individuals competing at the Olympic Games
- Teams – 25% of the level of support for each selected individual*

***If Council identifies that individuals are part of a team, the level of support will be provided at a 25% level for each individual. Team applications will need to be submitted by a coach or equivalent instructor in the relevant field of competitive and recreational sport.**

Eligibility

The following eligibility criteria applies to the Individual Development Sports Grant Program. Individuals or teams must:

- Reside in the Maitland LGA
- Be selected in competitive sports*
- Be selected at national or international levels

Applicants **must** be participating as an individual or team in:

- an official national championship endorsed by the relevant Australians Sports Commission's (ASC) **recognised national sporting organisation (NSO), national sporting organisation for people with disability (NSOD) or a School Sport Australia** member body; or
- an international competition as a member of an official Australian team, representing an ASC recognised NSO, NSOD or School Sport Australia
- the Commonwealth or Olympic Games

The event must be a competition (this does not include tours, coaching, academies, training or friendship games).

If you are applying prior to the event, the event must occur within six (6) months of the application submission date.

If you are applying after the event has occurred, you must submit your application within thirty (30) days of the event being held.

Assessment of applications

Assessment of applications for the year round grant categories are completed by a Council officer prior to being reviewed by the assessment panel. The Council officer will review all applications for eligibility, prior to sending to the assessment panel for final review. Ineligible applicants will be notified that their application is ineligible and provided with information as to why their application was ineligible.

Recommendations will be presented to Council in a report for adoption and thereafter applicants will be notified of funding allocations.

The Council officer and assessment panel member/s assessing applications must declare a conflict of interest in any of the applications. If a declaration is made, the individual with the declared conflict of interest will not assess the relevant application.

Conditions of funding

Applications **must** be supported by written confirmation from a recognised peak body or incorporated body. This must confirm participation at the highest national or international levels.

An invitation alone, to represent sport at a high profile national or international event will not be eligible for support.

Funding must only be used for the purpose for which the application was made.

A **maximum of two grants per individual** may be awarded in total in any single financial year. If successful, a bank transfer will be made to the individuals account followed by notification via email. For teams, Council will contact each team member to confirm appropriate bank details for a bank transfer.

Funds must be spent by 30 June (the end of the financial year in which they are granted).

Successful applicants are required to complete a Funding Agreement outlining the requirements of their grant prior to funds being released.

Acquittal and reporting requirements

All recipients are required to complete and submit an acquittal form with photos no more than 30 days after the event/activity.

Individuals/teams will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.



CREATIVE ARTS

Maitland City Council's Individual Development Creative Arts Grant Program is designed to support professional development opportunities to assist artists of all backgrounds, at all stages of their careers and across all artforms and practices. This grant supports the delivery of arts opportunities and activities through a wide range of art forms such as:

- Aboriginal and Torres Strait Islander cultural practice
- Community arts and cultural development
- Dance
- Emerging and experimental arts
- Literature
- Multiart form
- Music
- Theatre and performing arts
- Visual art
- Screen and film
- Digital arts.

This grant is open to applicants all year and provides funding assistance to support professional development opportunities for artists or small project opportunities.

Funding available

Individuals can apply for up to \$900 per application.

Examples of funding proposals:

- support to develop a new exhibition, composition, or other artwork
- small community projects (for example to initiate classes, groups)
- creative production costs (e.g. printing, studio use, mastering)
- small scale projects that do not employ others but have impact, practice development, marketing and distribution initiatives and/or capability development
- professional development and learning opportunities to support your chosen arts creative or heritage practice.

Eligibility

The following eligibility criteria applies to the Individual Development Creative Arts Grant Program:

- Applicants must be an individual artist.
- Applicants must reside in the Maitland LGA.
- The project/activity must be within six months of the application submission date.

Assessment of applications

Assessment of applications for the year round grant categories are completed by a Council officer prior to being reviewed by the assessment panel. The Council officer will review all applications for eligibility, prior to sending to the assessment panel for final review. Ineligible applicants will be notified that their application is ineligible and provided with information as to why their application was ineligible.

Recommendations will be presented to Council in a report for adoption and thereafter applicants will be notified of funding allocations.

The Council officer and assessment panel member/s are required to declare a conflict of interest in any of the applications. If a declaration is made, individual with the declared conflict of interest will not assess the relevant application.

Conditions of funding

Applicants **must** supply supporting material with their application. Applicants should consider the quality of supporting documentation over quantity and only include relevant material that strengthens the proposal. Examples of supporting material include:

- artistic CV
- proposal, no longer than two A4 pages addressing what the funds will be used for and how it will benefit your practice
- supporting material e.g. evidence of previous works such as high resolution images or videos (Adobe RGB, JPEG/TIFF, 300dpi) and full caption details including title, creation date, creation place, medium, dimensions (cm), photographer, or images of other art forms created e.g. sculptures, canvas works, ceramics or other.

Applicants agree that the works of art provided in support materials are original and do not infringe the copyright, moral rights, or other rights of any third party.

Applicants **must** provide two quotes for each item valued at \$500 or more for services.

Funding must only be used for the purpose for which the application was made.

A **maximum of two grants per individual** may be awarded in total in any single financial year. If successful, a bank transfer will be made to the individuals account followed by notification via email.

Funding requests will not be considered for general operating/ recurring costs, including core business activities, business start up costs, administrative and other organisational costs not directly associated with the project/activity.

Funds must be spent by 30 June (the end of the financial year in which they are granted).

Successful applicants are required to complete a Funding Agreement outlining the requirements of their grant prior to funds being released.

Acquittal and reporting requirements

All recipients are required to complete and submit an acquittal form with photos no more than 30 days after the project/activity.

Individuals will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.





BI-ANNUAL GRANT PROGRAMS

Maitland City Council's Bi-Annual Community Grants Program provides financial support to local community organisations/groups to deliver initiatives that meet community needs and benefit residents in our community.

The Bi-Annual Community Grants Program supports 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 in achieving outcomes in line with Council's Community Strategic Plan (Maitland +10).

Program objectives

Through our Bi-Annual Community Grants Programs, we aim to:

- Provide equal opportunity for the community to seek funding assistance from Council to support initiatives that foster community participation, development and inclusion.
- Promote unity and diversity, create pride in our place, celebrate our culture, improve wellbeing and build a stronger, more connected neighbourhood.

Assessment of applications

The assessment process involves several stages, which is why it takes a little time before you find out the outcome of your application. The Community Planning team conducts eligibility checks based on Council policies and guidelines. Applications that meet the eligibility criteria continue to the next assessment stage (eligibility checks relate to the information in the eligibility and what will not be funded sections).

The Bi-Annual Community Grants Assessment Panel comprising of two Councillor delegates, a mayoral representative, a Council officer and two independent community service sector representatives will assess applications in accordance with the program guidelines and assessment criteria detailed in this document. 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.



COMMUNITY PROJECTS GRANTS PROGRAM

Overview

The Community Projects Grant aims to build sustainable local communities and enhance the wellbeing and development of the Maitland community. This grant supports community groups and organisations seeking support to deliver community driven programs and initiatives which demonstrate a strong benefit to the community, with defined objectives and outcomes.

The Community Projects Grant Program has three distinctive sub-categories* designed to support community led projects, activities and events which contribute to enhancing community wellbeing and/or strengthen the ability of community organisations to respond to community needs:

- **Community Strengthening – capacity building:** projects that meet an identified need for the local community, foster opportunities for community participation and allow the community to connect and celebrate with one another.
- **Creative Community – arts and culture:** projects that provide opportunities across a broad range of arts, culture and/or local history activities that enhance the quality of life of the community.
- **Healthy Active Living – leisure and recreation:** projects that provide opportunities for leisure and recreational activities with the aim of improving health, fitness and quality of life of the community.

*These categories may be subject to change as part of an annual review.

Key dates

Traditionally two grant rounds will be open each financial year, one in March and one in August however this financial year, there will be three rounds.

June	Round one* - 2024 - opens
July	Round one - 2024 - closes and assessment
August/September	Round one - 2024 - Applicants notified of funding allocations
October	Round two - 2024 - opens
November	Round two - 2024 - closes and assessment
January	Round two - applicants notified of funding allocations
March	Round one - 2025 - opens
June/July	Round one - 2025 - applicants notified of funding allocations

*Round one 2024 is a supplementary round as Annual Community Grants did not run in April 2024.

Funding available

Applicants can apply for up to \$6,000 and 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 and may receive part funding for their application.

Eligibility

The following eligibility criteria applies to the Community Projects Grant Program:

- Applicants must be incorporated community organisations, community or voluntary groups. These organisations or groups must be servicing a demonstrated need in the Maitland LGA.
- Auspicing: 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.
- Applicants will only be considered for repeat rounds for the same project, within the three year period 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. Priority will be given to applicants who meet eligibility requirements and are applying for new community projects or initiatives.
- If an organisation wishes to submit more than one application, this is permitted. The applicant must indicate the 'order of priority' numbering to show their preferred project.
- Applicants must be able to demonstrate they are matching the amount of funding applied for. The applicant matching contribution must consist of a cash contribution of 40% of the requested amount. The remaining 60% contribution can either be cash or 'in kind'.

Examples of funding proposals

Community Projects Grant proposals could include, but are not limited to:

- emergency support, capacity building activities, or outreach programs
- community events
- professional skills development
- creative development workshops.

What will not be funded

Applications will not be accepted for:

- money already spent or payment of ongoing salaries
- large building infrastructure projects
- recurrent operational costs
- projects that have been previously funded for more than three years and are now ongoing
- direct requests for donations
- activities or events which are overtly religious or political in nature
- payment of refundable bonds required for facility or equipment hire
- projects that do not obtain appropriate approvals (e.g. street trading, road closure, development consent).

Assessment criteria

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 Community Grants Assessment Panel members in accordance with the program guidelines and assessment criteria 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 assessment panel.

Applications will be assessed under Council's Community Grants Policy. The assessment panel will consider the following key criteria:

% OF SCORE	CRITERIA (WHAT YOU NEED TO TELL US)	MEASURE (HOW WE WILL ASSESS IT)
20%	Who is delivering the project? <ul style="list-style-type: none"> Who does the group/organisation represent and what do they do? Is the group/organisation based within the Maitland LGA and/or does the group/organisation service a demonstrated need in the LGA? Will this project benefit residents of Maitland? 	<ul style="list-style-type: none"> To what extent does the project benefit the local community? How many local people are likely to benefit from the project?
40%	What do you need to deliver the project? <ul style="list-style-type: none"> What are the planned activities? What is your budget? How will you manage your budget? What level of environmental impact will your project have? e.g. positive, neutral or adverse and how will this be managed? 	<ul style="list-style-type: none"> Is the project well planned and achievable within the proposed timeframe? Is the budget comprehensive and realistic? Is a minimum of 40% cash contributed? Is their evidence as to how the remaining 60% of funding is matched? Level and management of environmental impact/s.
40%	Why is the proposed project needed? <ul style="list-style-type: none"> What do you hope to achieve? Why is the project important? What are the expected outcomes of the project? How will you know if these outcomes have been achieved? Has the local community been consulted to inform the planning of this project? If so, how? 	<ul style="list-style-type: none"> Are the outcomes of the project clearly identified and do they align to outcomes of one of the grant categories? How does this project meet an identified community need? Is there a clear indication as to how the outcomes will be measured and reported? Extent to which local community consultation has been undertaken and extent to which this has influenced the planning of the project?

Conditions of funding

- 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.
- Funds must be spent by 30 June (the end of the financial year in which they are granted).
- Applicants must declare if part funding has been received from state or federal funding grants for the project that they have applied for under this grant.
- Applicants must comply with recognised Australian Standards and observe all relevant government regulations, guidelines and seek necessary Council approvals.
- Successful applicants are required to complete a Funding Agreement outlining the requirements of their grant, prior to funds being released.
- 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 by Council's Marketing and Communication teams. Materials must be provided to **community.grants@maitland.nsw.gov.au** for approvals prior to materials being distributed.

Matching contributions

For every dollar, the applicant is requesting from the grant there must be a matching dollar contribution. The applicant matching contribution must consist of a minimum of 40% cash contributions. The remaining 60% of matching contributions may be cash and/or in kind. The applicant's in kind contribution* may include donated goods, services and volunteer labour/time**. Tasks and calculations must be shown in the application.

***Up to 60% of matching contributions can be in kind.**

****To calculate the volunteer time or labour your group contributes to the project, use the fee of \$30 per hour. For professional service or contractor fees, use the fee of \$75 per hour. To calculate community in kind contributions, use the cost price of the supplies, materials or services contributed as a guide.**

Supporting documentation

Applicants **must** provide the following supporting documentation with their application to be eligible:

- a copy of the group's/organisation's certificate of incorporation
- a copy of the group's/organisation's public liability insurance (a minimum of \$20 million coverage)
- two quotes for each item valued at \$500.00 or more for equipment and/or services.

Acquittal and reporting requirements

All recipients are required to complete and submit an acquittal form with photos no more than 30 days after the event/activity.

Applicants will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.





COMMUNITY CELEBRATIONS GRANTS PROGRAM

Overview

Community celebrations are an important factor in contributing to our community identity as they reflect our values, our history, our sense of place and provide a platform for our community to connect and come together.

Maitland City Council's Community Celebrations Grants Program supports groups and community organisations to run events and activities that encourage community participation and involvement, promote leadership and develop a strong sense of belonging.

The Community Celebrations Grant Program has two distinctive subcategories* designed to assist in the coordination of activities and events within the Maitland LGA:

- **Commemorative Days** – activities and events 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.
- **Recognised Days and Weeks** – significant cultural and community initiatives which celebrate national and international days or weeks.

*These categories may be subject to change as part of an annual review.

Key dates

Traditionally two grant rounds will be open each financial year, one in March and one in August however this financial year, there will be three rounds.

June	Round one* – 2024 – opens
July	Round one – 2024 – closes and assessment
August/September	Round one – 2024 – applicants notified of funding allocations
October	Round two – 2024 – opens
November	Round two – 2024 – closes and assessment
January	Round two – applicants notified of funding allocations
March	Round one* – 2025 – open
May	Round one – 2025 – closes and assessment
June/July	Round one – 2025 – applicants notified of funding allocations

*Round one 2024 is a supplementary round as Annual Community Grants did not run in April 2024.

Funding available

Applicants can apply for up to \$4,000. 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. Applicants are not guaranteed the full amount of funding requested in their application and may receive part funding for their application.

The funding allocation for the Community Celebrations Grant Program represents 12% of the total funding for the Community Grant Program, with a 6% split between Commemorative and Recognised Days and Weeks.



COMMEMORATIVE DAYS

Community Celebrations Commemorative Days Grants Program provides assistance in the coordination of commemorative activities and events within the Maitland LGA, including annual public Anzac Day and Remembrance Day events.

Australia's calendar of commemoration and remembrance includes 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**. Commemorative Days Grants Program is allocated 6% funding of the 12% funding available for the Community Celebrations Grant Program.

Eligibility

The following eligibility criteria applies to the Community Celebrations Commemorative Days Grant Program:

- Applicants must be incorporated community organisations, community or voluntary groups. These organisations or groups must be providing a service to the community in the Maitland LGA.
- Auspicing: 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.
- 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.
- If an organisation wishes to submit more than one application this is permitted. The applicant must indicate the 'order of priority' numbering to show their preferred project.
- Applicants must be able to demonstrate they are matching the amount of funding applied for. The applicant matching contribution must consist of a cash contribution of 40% of the requested amount. The remaining 60% contribution can either be cash or 'in kind'.

What will not be funded

Applications will not be accepted for:

- money already spent or payment of ongoing salaries
- recurrent operational costs
- direct requests for donations
- payment of refundable bonds for facility or equipment hire
- activities or events which are overtly religious or political in nature
- projects that do not obtain appropriate approvals (e.g. street trading, road closure, development consent)
- Australia Day events.

Assessment criteria

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 Community Grants Assessment Panel members in accordance with the program guidelines and assessment criteria 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 assessment panel.

***Applications received for the Community Celebrations Grant Program will be assessed as individual categories and not in competition with each other, with each category receiving a 6% budget attribution.**

Applications will be assessed under Council's Community Grants Policy. The assessment panel will consider the following key criteria:

% OF SCORE	CRITERIA (WHAT YOU NEED TO TELL US)	MEASURE (HOW WE WILL ASSESS IT)
20%	Who is delivering the project? <ul style="list-style-type: none"> • Who does the group/organisation represent and what do they do? • Is the group and/or are they providing a service to the community in the Maitland LGA. • Will this project benefit residents of Maitland? 	<ul style="list-style-type: none"> • To what extent does the project benefit the local community? • How many local people are likely to benefit from the project?
40%	What do you need to deliver the project? <ul style="list-style-type: none"> • What are the planned activities? • What is your budget? • How will you manage your budget? • What level of environmental impact will your project have? e.g. positive, neutral or adverse and how will this be managed? 	<ul style="list-style-type: none"> • Is the project well planned and achievable within the proposed timeframe? • Is the budget comprehensive and realistic? • Is a minimum of 40% cash contributed? Is their evidence as to how the remaining 60% of funding is matched? • Level and management of environmental impact/s.
40%	Why is the proposed project needed? <ul style="list-style-type: none"> • What do you hope to achieve? • Why is the/project important? • What are the expected outcomes of the project? • Has the local community been consulted to inform the planning of this project? If so, how? 	<ul style="list-style-type: none"> • Are the outcomes of the project clearly identified? • Extent to which local community consultation has been undertaken and extent to which this has influenced the planning of the project?

Conditions of funding

- 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.
- Funds must be spent by 30 June (the end of the financial year in which they are granted).
- Applicants must declare if part funding has been received from state or federal funding grants for the project that they have applied for under this grant.
- Applicants must comply with recognised Australian Standards and observe all relevant government regulations, guidelines and seek necessary Council approvals.
- Successful applicants are required to complete a Funding Agreement outlining the requirements of their grant prior to funds being released.
- 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 by Council's Marketing and Communication teams. Materials must be provided to **community.grants@maitland.nsw.gov.au** for approvals prior to materials being distributed.

Matching contributions

For every dollar, the applicant is requesting from the grant there must be a matching dollar value contribution. The applicant matching contribution must consist of a minimum of 40% cash contributions. The remaining 60% of matching contributions may be cash and/or in kind. The applicant's in kind contribution* may include donated goods, services and volunteer labour/time**. Tasks and calculations must be shown in the application.

***Up to 60% of matching contributions can be in kind.**

****To calculate the volunteer time or labour your group contributes to the project, use the fee of \$30 per hour. For professional service or contractor fees, use the fee of \$75 per hour. To calculate community in kind contributions, use the cost price of the supplies, materials or services contributed as a guide.**

Supporting documentation

Applicants **must** provide the following supporting documentation with their application to be eligible:

- a copy of the group's/organisation's certificate of incorporation
- a copy of the group's/organisation's public liability insurance (a minimum of \$20 million coverage)
- two quotes for each item valued at \$500.00 or more for equipment and/or services.

Acquittal and reporting requirements

All recipients are required to complete and submit an acquittal form with photos no more than 30 days after the event/activity.

Applicants will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.





RECOGNISED DAYS AND WEEKS

Community Celebrations Recognised Days and Weeks Grants Program provides support for activities and events within the Maitland LGA in recognition of important diversity and inclusion days of celebration, solidarity and awareness.

International recognised days and weeks are provided on the **United Nations list of International Days and Weeks**. Australia's calendar of recognised national days or weeks are listed on the **Diversity Council Australia** website. We recognise that this is not an exhaustive list of all significant dates and should be considered a guide only. If the recognised day or week are not listed, please provide supporting documentation with your application. Recognised Days and Weeks Grants Program is allocated 6% funding of the 12% funding available for the Community Celebrations Grant Program.

Eligibility

The following eligibility criteria applies to the Community Celebrations Recognised Days and Weeks Grant Program:

- Applicants must be incorporated community organisations, community or voluntary groups. These organisations or groups must be providing a service to the community in the Maitland LGA.
- Auspicing: 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.
- 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.
- If an organisation wishes to submit more than one application this is permitted. The applicant must indicate the 'order of priority' numbering to show their preferred project.
- Applicants must be able to demonstrate they are matching the amount of funding applied for. The applicant matching contribution must consist of a cash contribution of 40% of the requested amount. The remaining 60% contribution can either be cash or 'in kind'.

What will not be funded

Applications will not be accepted for:

- money already spent or payment of ongoing salaries
- projects that do not obtain appropriate approvals (e.g. street trading, road closure, development consent)
- recurrent operational costs
- direct requests for donations
- payment of refundable bonds for facility or equipment hire
- activities or events that are overtly religious or political in nature
- Australia Day events.

Assessment criteria

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 Community Grants Assessment Panel members in accordance with the program guidelines and assessment criteria 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 assessment panel.

***Applications received for the Community Celebrations Grant Program will be assessed as individual categories and not in competition with each other, with each category receiving a 6% budget attribution.**

Applications will be assessed under Council's Community Grants Policy. The assessment panel will consider the following key criteria:

% OF SCORE	CRITERIA (WHAT YOU NEED TO TELL US)	MEASURE (HOW WE WILL ASSESS IT)
20%	Who is delivering the project? <ul style="list-style-type: none"> • Who does the group/organisation represent and what do they do? • Is the group and/or are they providing a service to the community in the Maitland LGA? • Will this project benefit residents of Maitland? 	<ul style="list-style-type: none"> • To what extent does the project benefit the local community? • How many local people are likely to benefit from the project?
40%	What do you need to deliver the project? <ul style="list-style-type: none"> • What are the planned activities? • What is your budget? • How will you manage your budget? • What level of environmental impact will your project have? e.g. positive, neutral or adverse and how will this be managed? 	<ul style="list-style-type: none"> • Is the project well planned and achievable within the proposed timeframe? • Is the budget comprehensive and realistic? • Is a minimum of 40% cash contributed? Is their evidence as to how the remaining 60% of funding is matched? • Level and management of environmental impact/s.
40%	Why is the proposed project needed? <ul style="list-style-type: none"> • What do you hope to achieve? • Why is the/project important? • What are the expected outcomes of the project? • Has the local community been consulted to inform the planning of this project? If so, how? 	<ul style="list-style-type: none"> • Are the outcomes of the project clearly identified? • Extent to which local community consultation has been undertaken and extent to which this has influenced the planning of the project?

Conditions of funding

- 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.
- Funds must be spent by 30 June (the end of the financial year in which they are granted).
- Applicants must declare if part funding has been received from, state or federal funding grants for the project that they have applied for under this grant.
- Applicants must comply with recognised Australian Standards and observe all relevant government regulations, guidelines and seek necessary Council approvals.
- Successful applicants are required to complete a Funding Agreement outlining the requirements of their grant prior to funds being released.
- 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 by Council's Marketing and Communication teams. Materials must be provided to **community.grants@maitland.nsw.gov.au** for approvals prior to materials being distributed.

Matching contributions

For every dollar, the applicant is requesting from the grant there must be a matching dollar value contribution. The applicant matching contribution must consist of a minimum of 40% cash contributions. The remaining 60% of matching contributions may be cash and/or in kind. The applicant's in kind contribution* may include donated goods, services and volunteer labour/time**. Tasks and calculations must be shown in the application.

***Up to 60% of matching contributions can be in kind.**

****To calculate the volunteer time or labour your group contributes to the project, use the fee of \$30 per hour. For professional service or contractor fees, use the fee of \$75 per hour. To calculate community in kind contributions, use the cost price of the supplies, materials or services contributed as a guide.**

Supporting documentation

Eligible applicants **must** provide the following supporting documentation with their application:

- a copy of the group's/organisation's certificate of incorporation
- a copy of the group's/organisation's public liability insurance (a minimum of \$20 million coverage)
- two quotes for each item valued at \$500.00 or more for equipment and/or services.

Acquittal and reporting requirements

All recipients are required to complete and submit an acquittal form with photos no more than 30 days after the event/activity.

Applicants will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.





See you
in the Soup
Soft Stories

Soft Stories is a collection of stories
from the community of Maitland. The
stories are presented in a way that
allows you to see the community
in a new light. The stories are
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DEFINITIONS

Acquittal

A report submitted as per a Funding Agreement at the conclusion of a project detailing how the recipient administered the grant funds and met the activity outcomes in the Funding Agreement.

Auspice

An incorporated organisation that receives, administers, and acquits grants on behalf of an applicant.

Bi-Annual grant programs

Programs that can only be applied for twice a year, during a designated application period. Applications outside the designated period will not be accepted.

Funding agreement

A formal, legally binding contract established with a funding recipient, which is then used as the primary legal instrument to monitor implementation of the funded activity through to its completion.

Grant

The financial support provided to applicants for an activity. A grant seeks a nominal return on investment from the benefits provided to the community. Benefits may include improvement in the quality of life for the community from activities meeting identified needs.

Guidelines

The specific conditions and criteria for each grant category under the Community Grant Program to be read in conjunction with the Community Grants Policy.

In kind

A charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given. Or, given goods, commodities or services that are worth money, instead of money.

Community organisation

Any organisation engaged in charitable or other community-based activity operating under Australian law and not established for the purpose of making a profit.

Year round grant programs

Programs that can be applied for at any time during the year, until funds are exhausted.



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