



# COMMUNITY grants



Guidelines  
2022-2023

[pmhc.nsw.gov.au/community-grants](https://pmhc.nsw.gov.au/community-grants)

# GRANT INFORMATION

Port Macquarie-Hastings Council's 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 Community Grants Program fosters community partnerships which provide benefits to the wider community. Council acknowledges and values the significant contribution made by community groups and organisations in assisting to achieve outcomes that align with Port Macquarie-Hastings Council plans, such as the Community Strategic Plan.

Proposed projects must fall within one of the following categories:



## COMMUNITY BUILDERS

For community organisations to undertake projects that benefit the wider community.



## CULTURAL ACTIVITIES

For projects that provide opportunities for residents to participate in a broad range of arts and cultural activities that enhance quality of life



## COMMUNITY CELEBRATIONS

To provide events that engage the whole community, encourage celebration and strengthen community spirit.



## YOUTH PROJECTS

For projects and activities that benefit young people (12-25yrs and younger) and will have an ongoing benefit to youth in the community.



## MICRO GRANTS

To support unexpected opportunities for our community organisations to enhance people, places and spaces.

## TIMELINE

<b>22 August 2022</b>	Community Grants Funding Round 1 Opens
<b>18 September 2022</b>	Community Grants Funding Round 1 Closes
<b>October 2022</b>	Panel Assessment and Funding Approvals
<b>20 February 2023</b>	Community Grants Funding Round 2 Opens
<b>19 March 2023</b>	Community Grants Funding Round 2 Closes
<b>April 2023</b>	Panel Assessment and Funding Approvals

For further information or assistance, please contact the Community Inclusion Team:

p **6581 8111**  
e **community.inclusion@pmhc.nsw.gov.au**  
w **pmhc.nsw.gov.au/community-grants**

# ASSESSMENT PROCESS

Once the grant round has closed, all applications will be checked for eligibility by a Council officer and submitted to the Community Grants Panel comprising of Council staff across the organisation. The panel will review eligible applications on merit against the assessment criteria. 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.

## ASSESSMENT CRITERIA

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

1. Demonstrates how the wider community will benefit from the project, activity or event.
2. How the organisation has established the community need for the project, activity or event.
3. Provides examples of community consultation in the planning of the project, activity or event.
4. How comprehensive and realistic the budget is, and demonstrate the organisations capacity to undertake the project

## GUIDELINES

### LEVEL OF SUPPORT

Applicants can apply for a Community Grant up to \$5,000 and Micro Grants up to \$1,000.

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.

**Please note: 65% of the funds are granted prior to the event or project commencement with the remaining 35% released once the event or project is acquitted and reviewed.**

### ELIGIBILITY CRITERIA

Applicants must be an incorporated 'not for profit' organisation, community or voluntary group based in the Port Macquarie-Hastings LGA providing a demonstrated service to the Port Macquarie-Hastings community.

Organisations must provide:

- A copy of the groups/ organisations certificate of incorporation
- A copy of the groups/ organisations Certificate of Currency for Public liability insurance; (minimum of \$20million)
- An Australian Business Number (ABN) - Where the group / organisation or individual does not have an ABN, a letter from the auspice body
- A copy of the groups / organisations most recent annual report and /or audited financial statement





*Unincorporated groups or individuals are eligible to apply, provided applications are made through an incorporated auspicing organisation 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. The funding Agreement will be between Council and the auspicing organisation.*

The same group, organisation or individual who has received funding for projects for more than three consecutive years 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.

### **The proposed project must:**

- Start within the funding financial year.
- 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. Projects that include building or minor capital works, and some events, may require a DA.

### **The application/applicant must:**

- Demonstrates the need to the wider community
- Include a budget for the project, which should be realistic and cost effective. The budget should indicate the amount of grant funding being sought and a breakdown of expected expenditure and income, including any in-kind contribution.
- Supply two (2) written quotes for all expenses and/or service over \$2,000. And provide receipts on acquittal.
- Be responsible for obtaining and funding any other approvals related to the project.



### **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). Funds must not be used towards paying Council fees such as applications or registrations.
- Successful applicants must start their project within the funding year.
- An Acquittal Form must be returned no longer than 60 days after the project is completed. Failure to do so may jeopardise future applications for funding. Acquittal forms are available on PMHC website or can be collected from Council Customer Service offices.
- The Port Macquarie-Hastings Council logo must be used on any printed material, social media or news articles related to the project to acknowledge Council's financial contribution.

### **The Community Grants Program DOES NOT fund projects that:**

- Do not meet the grant program criteria.
- Have already commenced or are complete.
- Are for, or include, ongoing operating costs. (For example; application fees, rent, electricity, public liability insurance, stationary or cleaning).
- Are for works on private property.
- Are of a commercial nature, or for personal profit, such as ticketed events that generate revenue.
- Are for the purpose of servicing individual groups, such as equipment purchases, fees or wages.
- Reflect or replicate core business of Council.
- Have received other funding from Council (for the same project).
- Are direct requests for donations/fundraising.
- Equipment with ongoing maintenance costs.

*Note: All assets created on Council owned land become a Council asset. Movable assets purchased with grant funds become Council property if the group dissolves.*