






# COMMUNITY GRANTS FUNDING ELIGIBILITY CRITERIA

	 COMMUNITY BUILDERS	 YOUTH PROJECTS	 COMMUNITY CELEBRATIONS	 CULTURAL ACTIVITIES	 MICRO GRANTS
Maximum funding amount	\$5,000	\$5,000	\$5,000	\$5,000	\$1,000
Availability as part of grant founding rounds	Rnd 1 & 2	Rnd 1 & 2	Rnd 1 & 2	Rnd 1 & 2	Year round
Projects must be located within the Port Macquarie-Hastings Local Government Area and demonstrate benefit to the wider local community	✓	✓	✓	✓	✓
Incorporated Not-for-Profit Community Organisations (NFP) who are directly responsible for the intended project are eligible	✓	✓	✓	✓	✓
Non-incorporated groups/organisations or Individuals can apply under the auspice of an existing incorporated Not-for-Profit Community Organisation (NFP)	✓	✓	✓	✓	✓
An Australian Business Number (ABN) is required	✓	✓	✓	✓	✓
A copy of the groups/organisations most recent annual report and /or audited financial statement	✓	✓	✓	✓	✓
65% of grant funds will be provided to successful recipients when contract is signed with remaining 35% released once project is acquitted	✓	✓	✓	✓	
100% of grant funding will be provided to successful recipients when contract is signed					✓
Proof of public liability insurance to the value of \$20,000,000 to be provided	✓	✓	✓	✓	✓
Building or contents insurance is required for all building works or minor capital works and equipment purchases	✓	✓	✓	✓	✓
Projects that include building or minor capital works, and some events, may require a Development Application (DA)	✓	✓	✓	✓	✓
Projects requiring building or minor capital works, services or equipment purchases over \$2,000 must provide two quotes with the application and provide receipts on acquittal	✓	✓	✓	✓	
Applications must include one letter of support from a recognised agency or organisation showing that they consider the project to be important for the community	✓	✓	✓	✓	✓
A lease should be in place for projects on public land not owned by the group. If not owned by the group, permission of the owner is required in writing.	✓	✓	✓	✓	✓
Organisations must have fulfilled their financial or reporting accountability requirements (acquittals and evaluations) associated with previous Council funding	✓	✓	✓	✓	✓
Successful applicants must start projects within the funding year and complete within allocated timeframe as submitted with grant application	✓	✓	✓	✓	✓
Project acquittal reports (with evidence included) are to be submitted within 60 days of project completion	✓	✓	✓	✓	✓