





COMMUNITY GRANTS FUNDING ELIGIBILITY CRITERIA

| | COMMUNITY PROJECTS  | COMMUNITY CELEBRATIONS  | CREATIVE COMMUNITY  | MICRO GRANTS  |
|---|---|---|---|---|
| Maximum funding amount | \$10,000 | \$5,000 | \$5,000 | \$2,000 |
| Availability as part of grant founding rounds | 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 | ✓ | ✓ | ✓ | ✓ |