



Community Projects Fund GUIDELINES

1) Background

Port Stephens Council has provided community grants since the late 1990's. Council's goal is to support local activities and projects which improve the community's capacity and meet the needs of the residents.

2) Purpose

The purpose of the fund is to provide financial assistance for activities and projects within the Port Stephens local government area or person/s or organisations located in the local government area.

3) Link to Port Stephens Community Strategic Plan:

6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government area.

4) How much funding is available?

A total of \$36,000 is available

Grants up to \$2,000 per application

Council may decide to reduce the amount requested to ensure equity is achieved across the Port Stephens community.

5) Eligibility

The following are eligible to apply:

- Not for profit organisation;
- A charity with a project occurring primarily in the local government area;
- Schools and other recognised government agencies;
- Organisations considered a social enterprise;
- An individual and,
- A section 355C committee under the *Local Government Act 1993*.

All applicants are required to have a Certificate of Currency for Public Liability Insurance

Previous grant recipients are required to acquit previous grants or, if the project is close to completion (within 3 months of 4 April 2017); provide a written report to demonstrate that the project is near completion.

If endorsed by Council, applications received from individuals will be subject to public exhibition of 28 days if endorsed by Council with final approval by Council following any submissions received as a result of the public exhibition for a period of 28 days.

Eligible projects can include the following:

- Upgrade of equipment;
- Team uniforms;
- Significant group celebrations;
- Purchase of equipment.

Elected council members, council staff and their immediate family (parent, spouse, partner or children) are ineligible to apply for funds.

6) Evaluation Criteria

The activity or project must benefit the community of Port Stephens local government area.

7) How to apply

Applications will be advertised in the local newspaper and on Council's website (www.portstephens.nsw.gov.au) annually. You are required to complete the electronic form from Council's website. A sample form is available from the website for perusal prior to completing the online form.

Should you need assistance with completing the form, please contact the project officer listed below.

8) Assessment Process

An assessment panel comprising the Mayor, a Ward councillor from each Ward and the General Manager will review applications and make a recommendation to Council for consideration and adoption.

9) Conditions of funding

The applicant by submitting an application agrees to comply with the following conditions:

Where the project to be funded is of a capital nature and is not on a Council-owned or operated facility or land, Council will not be responsible for the on-going maintenance of the works undertaken;

Attempts to seek multiple small amounts from different Councillors under any component of the fund would automatically disqualify a group from any financial assistance;

Council funding may be used in conjunction with funding from other sources (outside Council) provided that such funding is disclosed at the time of application to Council;

Funding must be used for the purpose for which it is granted;

Applications for grants or donations where the recipient is an individual will be subject to public exhibition if approved by Council and then final approval by Council post public exhibition;

Projects must acknowledge Port Stephens Council as the funding body in the activity. The use of the Council approved logo is required in any promotional activity or signage related to the funded project and the applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications;

"This project is supported by the Port Stephens Council Community Projects Fund."

Should the project not proceed or only partially undertaken, all unexpended funds are to be returned to Council.

10) Reporting and acquittal requirements

All recipients of funds will be required to account for funds provided through a grant program:

- For a grant up to \$1,000 – provide a letter confirming the funds have been spent in accordance with the grant application.
- Over \$1,001 – complete and submit an acquittal form provided by Council. This is unaudited. The acquittal form will require information such as how the funds were spent, and income and expenditure statements.

In both cases, Council encourages applicants to provide photos of the finished project and any other information relevant to the funding provided by Council.

Failure to lodge an acquittal form may affect your eligibility for future applications.

11) Related policies and strategies

- Port Stephens Community Strategic Plan
- Grants and Donations Policy

12) Additional information and application forms

For additional information, please contact: Tony Wickham, Governance Manager council@portstephens.nsw.gov.au or by phone on 4980 0255.

Application forms and these guidelines are available on Council's website at: <http://www.portstephens.nsw.gov.au/live/community/financial-assistance>