



Community Capacity Building GUIDELINES

1) Background

Port Stephens Council has provided financial assistance for Community Capacity Building over many years as part of the Financial Assistance program.

2) Purpose

The purpose of the fund is to provide financial assistance for financial requests from the community from time to time.

Link to Port Stephens Community Strategic Plan:

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

5.3.1 Manage the civic leadership and governance functions of Council.

3) How much funding is available?

Council does not allocate annual budget to this funding opportunity, therefore it is subject to availability of funds. For further information please contact Council.

Only one application will be accepted for funds across Council.

4) Eligibility

The following are eligible to apply;

- A Not for Profit organisation;
- A charity with a project occurring in the local government area;
- Schools and other recognised government agencies; or
- A section 355C committee under the *Local Government Act 1993* or
- An Individual

Please note that applications received from individuals will be subject to public exhibition of 28 days if endorsed by Council with final approval by Council following submissions received as a result of the public exhibition.

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.

Eligible requests may include the following:

- Medium size infrastructure works
- As determined by Council

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

5) Evaluation Criteria

Demonstrated benefit to the Port Stephens community;

Demonstrated ability to undertake project; and

Demonstrated capacity to contribute to the Council funding by the applicant.

6) How to apply

A request in writing addressed to Council or a councillor and forwarded to Port Stephens Council PO Box 42, Raymond Terrace NSW 2324 or emailed to council@portstephens.nsw.gov.au

7) Assessment process

A request addressed to Council or a councillor and forwarded to Port Stephens Council PO Box 42, Raymond Terrace NSW 2324 or email council@portstephens.nsw.gov.au

8) 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;
- 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;
- Acknowledge that 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 capacity Building Fund."

The applicant acknowledges this assistance in any form required and approved by the Council;

- Should the project not proceed, all funds are to be returned to Council.

9) 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 a letter or an acquittal form will affect eligibility for future applications.

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

10) Related policies and strategies

Port Stephens Community Strategic Plan

Grants and Donations Policy

11) Additional information

Should you need assistance, please contact Councillor Support by phone on 4988 0245 or email councillor@portstephens.nsw.gov.au

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

CONTROLLED DOCUMENT INFORMATION:

This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's website www.portstephens.nsw.gov.au

EDRMS container No	PSC2007-2386	EDRMS record No	
Audience	Community		
Process owner	Governance Manager		
Author	Governance Manager		
Review timeframe	Two years	Next review date	8 January 2020
Adoption date	1 July 2016		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
---------	------	--------	---------	------------

Version	Date	Author	Details	Minute No.
1.0	1 July 2016	Governance Manager	First version	
1.1	1 July 2017	Governance Manager	Updated year reference and policy name	
1.2	8 January 2018	Governance Manager	Updated Community Strategic Plan references and contact phone number	