

A young man with brown hair and glasses is shown in profile, playing an acoustic guitar and singing into a microphone. He is wearing a dark green jacket. The background is a blurred outdoor festival scene with white tents, string lights, and trees. The lighting suggests it is dusk or dawn.

PORT STEPHENS COUNCIL

2020/21 COMMUNITY FUNDING GUIDE

GRANTS, SPONSORSHIP
AND DONATIONS



PORT STEPHENS
COUNCIL

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GUUDJI YIIGU

(GOO-JEE IK-KOO) The Worimi
Traditional Owners' Welcome to Country

The Port Stephens local government area (LGA) is part of the Worimi Aboriginal Nation and is the traditional land of the Worimi people. Council values the unique status of Aboriginal people as the traditional owners and custodians of lands and waters, including those of the Port Stephens LGA.





A message from the Mayor

Welcome to Port Stephens Council's 2020/2021 Funding Program for Grants, Sponsorships and Donations!

Here in Port Stephens, "community" is not just a word - it's the reason we are here. As the elected representative of this community it is my role to ensure everything we do benefits our people by helping to create unity with diversity, a sense of pride of place, enriches us all culturally strengthens wellbeing and builds enterprising opportunities that ultimately provide us with a vibrant, thriving region to live, work and play in.

One way of doing this is to encourage enterprise, creativity, innovation and intellectual endeavour with Council grants, sponsorships and donations to individuals and groups. After ten years of injecting significant funds into a range of community initiatives we are pleased to introduce a broad spectrum of funding opportunities with clear goals and guidelines in one user-friendly guide.

This guide is a plain-english, comprehensive guide that explains the what, why and how to apply for, and secure funding for one of 11 funding streams for your community event, initiative or endeavour. Over \$500,000 in funding is available this year and a number of new funding streams have been created as a direct result of the COVID-19 pandemic. These funding streams aim to support our most vulnerable community members, as well as reinvigorate our streets and neighbourhoods,

support local businesses and enhance the social, cultural, environmental and economic life of our communities.

Individuals, artists, creatives, community groups, not-for-profits, businesses, students and others will be eligible to apply for one or more funding stream this year which we hope, in turn, will be the catalyst for an exciting array of events, programs, experiences and community initiatives.

It seems the pandemic pause has given rise to a new wave of, not just resilience, but of creativity, big thinking, enthusiasm and a joy of living that we can't wait to see come to fruition through the implementation of new initiatives.

With such interest we expect this year's applications to be highly competitive so please read the guidelines carefully prior to applying. We also recommend contacting us to discuss your project and gain helpful tips. Further information on all grants, sponsorships and donations can be found on the Council's website www.portstephens.nsw.gov.au/funding

Let's be the change we want to see and make 2020 the year we came together to make Port Stephens - our place - an even better place to live, work and play!

Ryan Palmer
Mayor of Port Stephens

WELCOME



FUNDING STREAMS

The 2020/2021 PSC Funding Streams encompass a broad range of opportunities for individuals and groups to tap into.

The table at right outlines the grants and sponsorships available. If you are not sure which funding stream your project or initiative falls into, please contact the Council for advice on 4988 2205.

NO.	PROGRAM	FUNDS
01	Community Support Fund	Up to \$6,000 per application. 2 funding rounds available (July and Feb)
02	"My Incredible Place" Micro Grant Fund	Up to \$500 per application. Applications accepted year round
03	Vibrant Spaces Fund	Up to \$6,000 per application. 2 funding rounds available (July and Feb)
04	Evening Economy Fund	Up to \$1,500 per application. 4 funding rounds available (July, October, December, April)
05	Community Event Development Fund	Up to \$3,000 per application. 2 funding rounds per year (July and February)
06	Major Event Sponsorship Fund	Negotiated upon consultation. Applications accepted all year round.
07	International Women's Day Scholarship	\$1000 scholarships available. Applications open in January each year.
08	Mayoral Academic Scholarship	\$2000 scholarships available. Applications open in December each year.
09	Heritage Projects Fund	Up to \$2,000 per application. Applications open in August 2020.
10	Mayoral Funds	Up to \$30,000 available per financial year at the discretion of the Mayor and adopted by Council. Applications accepted all year round.
11	Rapid Response Fund	Up to \$500 per application. Applications accepted year round.



OUR PROCESS

The 2020/2021 PSC Funding Streams are designed to support our community and local business to create more resilient and vibrant neighbourhoods and enhance liveability and wellbeing.

We encourage applications from across the community including applicants from diverse, ethnic and cultural groups, individuals of all ages, applicants with disability, applicants of all gender and sexual orientations and those that promote partnerships and inclusion within the community.

CRITERIA FOR A SUCCESSFUL APPLICATION

All funding streams have specific criteria and applicants are required to provide a well planned and developed application that addresses all of the criteria outlined. Supporting documentation must be provided where applicable. Council staff are happy to help you through this process.

So, we encourage you to call Council on 4988 0255 prior to submitting an application. It would also be beneficial to join a grants webinar to gain helpful tips and advice to give you the best chance for a successful application. For details visit: www.portstephens.nsw.gov.au/funding

ASSESSMENT

Once an application has been submitted addressing the funding criteria and outlining project objectives, a rigorous assessment process is undertaken which, depending on the funding stream, includes oversight from selection panels, the Mayor, and Councillors.

Our funding programs are highly competitive and even though an application may meet the criteria it may not be as comprehensive or appropriate as other applications received. We are happy to provide feedback on any unsuccessful applications.

NOTIFICATION PROCESS

We will notify you in writing of the outcome of your application in a timely manner.

FUNDING AGREEMENTS AND NEGOTIATION

We will contact you and advise if your funding is subject to a letter of offer or a formal funding agreement. Funding agreements will outline key deliverables required which you will be responsible for under the agreement.

Awarding of grant funding does not imply that Port Stephens Council has given any other consent. Applicants should note that some activities may require approvals and consent from Port Stephens Council, NSW Police and other state government agencies, and that the organisations are wholly responsible for obtaining such approvals. Successful initiatives may be affected by public health orders relating to COVID-19. Council will work with successful applicants in managing these impacts.

PAYMENT ARRANGEMENT PROCESS

Payment process varies with each funding stream. Council staff will talk you through this at the time of acceptance and make the appropriate arrangements for the transferral of funds.

LEGISLATIVE FRAMEWORK

Local Government Act, 1993

Port Stephens Council Corporate Event Sponsorship Policy

Port Stephens Community Strategic Plan

GENERAL ELIGIBILITY

To be eligible for funding, applicants must:

Have no outstanding acquittals or debts due to Port Stephens Council.

Meet all criteria specified in each funding stream.

Demonstrate capacity to deliver the project.

Deliver the project within Port Stephens LGA.

Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee or Mayor or Councillor (355C Committees exempt).

For all funding streams (excluding scholarships) an entity or incorporated body must have their own and applicable insurances.

An individual or other party that does not have their own insurance cover will need to be assessed as part of the grant determination.

Port Stephens Council does not provide grants or sponsorship for projects that could be perceived as benefiting a business, individual or sole trader for private gain.

Port Stephens Council does not provide grants and sponsorship for projects that:

Retrospective payments or deficit funding.

Directly contravene existing Council policies or duplicate existing services or programs.

Could be perceived as benefitting a political party or party political campaign.

Require a development application consent or construction certificate.

Put project members and the public at risk or limit access to the place.

Compromise COVID-19 government and health requirements, advice and guidelines.





01.

COMMUNITY SUPPORT FUND

OVERVIEW

Port Stephens Community Support Fund is a temporary grant program specifically designed to assist local not-for-profit community service providers support vulnerable communities* during and in the recovery support phase of the COVID-19 pandemic.

The program aims to fund initiatives that enable recovery, support wellbeing and build inclusion.

THE PURPOSE

This program assists community organisations alter the way they deliver services and increase their service delivery as a direct result of COVID-19 and support new initiatives and resources that address the needs of vulnerable communities in relation to COVID-19.

KEY DATES

Round 1: Opens 27 July 2020 and closes 24 August 2020

Round 2 : Opens 1 February 2021 and close 28 February 2021.

FUNDING AVAILABLE

A pool of \$70,000 is available in the Community Support Fund with a maximum funding of \$6,000 per application.

WHO CAN APPLY?

To be eligible, applicants must meet the following:

- Be an incorporated, not-for-profit organisation.
- Operate in or service the Port Stephens community
- Provide a service or support to a vulnerable community as identified on page 9.
- Have had to adjust their service as a result of COVID-19.

ASSESSMENT CRITERIA

Applications will be assessed using the following criteria.

CRITERION SCORING DETAIL

30% Organisation and community need	Projects will be assessed on the extent to which the project addresses a community need. Projects need to show evidence of supporting communities most vulnerable to the impacts of COVID-19.
30% Impact or benefit for community	What will the impact be of your project on the target group as a result of the project? Projects will be assessed on the extent of positive impact or benefit on the target group community, considering the number of people and potential benefits.
30% Community connectedness	Impact of project to improve community and interpersonal connections.
10% Capacity to deliver	Evidence of capacity to successfully complete the project on time, to deliver the proposed outcomes, and shows costs which are reasonable and realistic.
TOTAL 100%	

An Assessment Panel will assess applications for funding against the above Assessment Criteria. The Assessment Panel will include the Mayor, Councillors, and Port Stephens Council staff members as adopted by Council on 14 July 2020.

WHAT CAN I APPLY FOR?

This program is designed to assist service providers who are supporting vulnerable people within Port Stephens. Projects which directly support physical, mental and emotional well-being, social connection and safety of vulnerable people will be considered.

Applications could include:

- Equipment related to increased programming and service delivery.
- Training for volunteers and staff that relates to a vulnerable community.
- New or modified initiatives or programs engaging and supporting vulnerable groups (eg. materials and contractor fees).
- Hardware e.g. computers, tablets, headsets.
- Software - online subscriptions and apps.
- Website development and upgrades.
- Marketing and printing costs.
- Contractor fees.

CONDITIONS OF FUNDING

- Proposals must be for the creation, development and delivery of new projects or services, or existing projects and services tailored for a target vulnerable and 'at-risk' group.
- Funds are not available to top-up projects already funded by Port Stephens Council.
- Funds are available for projects that will commence by February 2021 unless negotiated prior.
- Funded projects may be promoted by Port Stephens Council.

Port Stephens Council will require all successful recipients to publicly acknowledge Port Stephens Council as a supporter of the activity/project.

Quotes for equipment and services to the value of \$500 or more are to be included in the application.

Applicants must provide a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.

WHAT WE WON'T FUND

- Ongoing staff wages
- Gifts to volunteers in lieu of payment
- Fundraising activities
- Ongoing running costs (e.g. rent, power)
- Retrospective costs (e.g. a competition that has already occurred)
- Commercial (for-profit) activities
- Activities where entry fees/ticket prices may be a barrier to participation
- Prizes, trophies or awards
- Activities of a strictly social nature (e.g. group meals at a restaurant)

REPORTING REQUIREMENTS

For funding amounts above \$1,000, the project will require an acquittal report to be completed upon project completion. Once grant funds have been paid to the organisation, the registered user (the person who submitted the application) will receive a link to the online portal.

VULNERABLE COMMUNITIES*

For the purpose of this funding program "vulnerable", or "heavily impacted members of community" means those with potential high risks of harm and a diminished ability to recover. These include:

- People with chronic health conditions (physical and mental)
- Unemployed or under employed residents
- People who are caring for others
- Aboriginal and Torres Strait Islander peoples
- People experiencing socio-economic disadvantage
- People with lack of mobility or living with a disability
- Newly arrived migrants, particularly those from non-English speaking backgrounds
- Women
- Young people
- Older people
- Homeless people

HOW TO APPLY?

1. Visit "Have Your Say" on the Port Stephens Council website **haveyoursay.portstephens.nsw.gov.au/grant-applications** and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact the Community Development and Engagement Team on **4988 0255** or **psscgrants@portstephens.nsw.gov.au**

02.

“MY INCREDIBLE PLACE” MICRO GRANT FUND



OVERVIEW

The “My Incredible Place” Micro Grant Funding program has been designed to support short term, low cost projects that encourage community based place activation across Port Stephens.

This program provides opportunities for residents to drive creative and artistic place activation programs that connect our community, increase the vibrancy of our town centres and improve the visitor experience.

Initiatives could include workshops, environmental education initiatives and street performances, community picnics and street activities, temporary or semi-permanent art projects and civic garden and beautification projects to name a few.

THE PURPOSE

The “My Incredible Place” Micro Grant Fund will support programs that are lighter, quicker and cheaper. It will provide support to individuals and groups who have a simple idea which has a positive benefit for the Port Stephens community.

KEY DATES

Applications will be open all year round from the 27 July 2020.

FUNDING AVAILABLE

A total of \$24,000 is available for the “My Incredible Place” Micro Grant Fund program with a maximum of \$500 per application being available.

WHO CAN APPLY?

- Individuals*
- Incorporated, not-for-profit organisations or charities
- Registered Businesses with ABN
- Sole Traders
- Schools
- Artists
- Community and volunteer groups (e.g. land care groups)
- Service Organisations

ASSESSMENT CRITERIA

Applications will be assessed under Council’s Corporate Events Sponsorship Policy. The assessment panel will consider the following:

CRITERION SCORING DETAIL

50% Culture & Creativity	Projects need to show creativity and innovation and contribute to improving the culture of Port Stephens
40% Vibrancy	Projects will be assessed on their contribution to improving the vibrancy and quality of the public space.
10% Capacity & Risk	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes.

TOTAL 100%

CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens LGA.
- Individuals* must reside in within the Port Stephens LGA.
- Project must be completed within six weeks of funding being allocated.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council .
- Applications for other funding programs which support this project must be declared at time of application.
- Funding must only be used for the purpose for which the application was made.
- Should the project not proceed, all funds are to be returned to Port Stephens Council.

All other approvals required to implement the project are the responsibility of the applicant.

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance for activities on Council land.

Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

HOW TO APPLY?

1. Visit "Have Your Say" on the Port Stephens Council website **haveyoursay.portstephens.nsw.gov.au/grant-applications** and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact our Economic Development and Tourism Team on **4988 0255** or email **pscgrants@portstephens.nsw.gov.au**





03.

VIBRANT SPACES FUND

OVERVIEW

A strong, creative and vibrant cultural economy is fundamental to all great places. Dynamic and liveable cities support creative expression, social connection, and community pride. Just as importantly, they attract business and investment, support the retention of a skilled workforce and create opportunities for new enterprise, trade and export.

Creating vibrancy in our town centres and public spaces requires a collaborative approach. It requires ownership from Council, business and the community to deliver programs that deliver a diverse range of experiences which connect the way we work, live and play.

These activities need to reflect the culture and identity of each community and ultimately, contribute to the wellbeing of those who use the space.

The Vibrant Spaces Fund could include initiatives such as:

- Small events and markets

- Artistic and creative upgrades to the streetscape, including public art projects, creative lighting and tactile installations

- Interpretation either through signage or interactive experiences

- Decorations activating shopfronts and festive season promotions

- Repurposing existing commercial space

- Music and performances in the park

- Parklets

- Greening and beautification projects.

Anything that injects life, energy and vibrancy into our public spaces.

This could be a one-off project or a series of smaller projects over a longer period.

THE PURPOSE

The Vibrant Spaces Fund is a program designed to support Port Stephens communities and business in delivering projects in our town centres and public spaces. These projects will improve the way we feel about our public spaces, increase community engagement and improve their quality and useability.

KEY DATES

Round One: Opens 27 July and closes 24 August 2020.

Round Two: Opens 1 February 2021 and closes 28 February 2021.

FUNDING AVAILABLE

A total of \$80,000 will be made available to this fund. The maximum grant application will be capped at \$6,000 per application.

WHO CAN APPLY?

- Incorporated, not for profit organisations or charities

- Registered Businesses with ABN

- Sole Traders

- Schools

- Artists

- Community and volunteer groups (e.g. land care groups)

- Service Organisations

For unincorporated community groups or individuals, we recommend you partner with a local business to participate in this program

ASSESSMENT CRITERIA

Applications will be assessed under Council's Corporate Events Sponsorship Policy. The assessment panel will consider the following key criteria:

CRITERION SCORING DETAIL

35% Placemaking	Projects will be assessed on their contribution to improving the vibrancy and quality of the public space. How do they have a positive impact on the space - how it looks, how it works, how people feel and how it supports wellbeing.
25% Collaboration	Projects need to create partnerships or collaborations between business, industry groups, residents and community organisations.
15% Economic Growth	Projects will be assessed on how they contribute to creating a positive economic output. This may include increasing visitation or visitor spend, increasing foot traffic in town centres, or improving trade in business.
15% Community Benefit	Projects need to outline the social and/or environmental impact of these funds and the number of people who will directly benefit.
10% Capacity & Risk	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes. Projects should show the costs proposed are reasonable and realistic.
TOTAL 100%	

WHAT WE WON'T FUND

Salaries, travel and private expenses.
 Projects that are exclusive or have costs for the public to participate.
 Promotion for any property or business that is for sale or lease.

Ongoing administration or operational costs of the applicant.

Activities that have already commenced, or are scheduled to occur prior to the funding period dates listed above in "Key Dates".

The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

CONDITIONS OF FUNDING

All projects must be delivered in the Port Stephens LGA.

Applications must show collaboration or partnerships between business, creative arts and cultural organisations or community groups.

Project must be completed within two years of funding being allocated.

Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.

Applications for other funding programs which support this project must be declared at time of application.

Funding must only be used for the purpose for which the application was made.

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

All other approvals required to implement the project are the responsibility of the applicant.

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.

The applicant will allow Council to display signage and other promotional material at selected Council events or facilities associated with the sponsorship.

Where applicable, the applicant will provide all reasonable opportunities for Council signage at the event venue/location.

Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.

The applicant will reference the Council in official media releases promoting the event/activity.

Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

All communications and marketing material produced via this funding program must be approved by Port Stephens Council.

ACQUITTAL AND REPORTING

An acquittal report is required to be submitted to Council within 8 weeks of completion of the project.

HOW TO APPLY?

1. Visit "Have Your Say" on the Port Stephens Council website **haveyoursay.portstephens.nsw.gov.au/grant-applications** and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact our Economic Development and Tourism Team on **4988 0255** or email **pscgrants@portstephens.nsw.gov.au**

04.

EVENING ECONOMY FUND

OVERVIEW

Creating a vibrant evening economy is a really important factor in great cities and towns. It helps grow new and existing business, extends the useability and value of spaces, attracts new residents and makes the place a more exiting engaging place to live, work and play.

The evening economy fund will help support local business, artisans and creatives to try new ideas which will contribute to the injection of excitement and life to our streets between the hours of 4pm and 9pm in our major town centres (Nelson Bay and Raymond Terrace).

Initiatives need to be inclusive, attract a diverse sector of our community, be attractive to people from varying socio economic backgrounds, activate public spaces and create a 'buzz' that adds to the sense of place for Port Stephens residents and visitors.

Projects could include:

- Live music
- Art exhibitions and street performers
- Night markets and twilight events
- Lighting
- Micro theatres at a café or restaurant
- Public art to brighten specific areas
- Group participation projects such as instant choirs, flash mobs, progressive events, ghost tours, guided walks or movie nights in the park.

THE PURPOSE

This program is designed to increase the diversity and quality of evening activity in the Nelson Bay and Raymond Terrace town centres for all ages, lifestyles and cultures. The program will support innovative ideas that improve the quality of the evening experience, increase foot traffic and business trade and contribute to the safety and wellbeing of our community.

KEY DATES

Round One: Opens 27 July and closes 24 August 2020 for programs that will be delivered from September to November 2020.

Round Two: Opens 1 October 2020 and closes 31 October 2020 for programs that will be delivered from December 2020 to February 2021.

Round Three: Opens 1 December 2020 and closes 22 January 2021 for programs that will be delivered from March to May 2021.

Round Four: Opens 1 April 2021 and close 31 April 2021 for programs that will be delivered from June to August 2021.

FUNDING AVAILABLE

A total of \$25,000 will be available through this fund with a maximum of \$1,500 per application.

WHO CAN APPLY?

- Incorporated, not for profit organisations or charities
- Registered Businesses with ABN
- Sole Traders

For unincorporated community groups or individuals, we recommend you partner with a local business to participate in this program.

ASSESSMENT CRITERIA

Applications will be assessed under Council's Corporate Events Sponsorship Policy. The assessment panel will consider the following key criteria:

CRITERION SCORING DETAIL

30% Social benefit	Projects will be assessed on their contribution to improving the vibrancy and quality of the public space in Nelson Bay and Raymond Terrace town centres.
30% Economic benefit	Projects will be assessed on how they contribute to creating a positive economic impact. This may include increasing visitation or visitor spend, increasing foot traffic and increasing business trade.
20% Value for money	Projects need to show value for money and outline the impact of these funds and the number of people who will directly benefit. Projects should show the costs proposed are reasonable and realistic.
10% Security	Projects need to show how they will improve the safety and security of those using the town centres of an evening
10% Capacity & Risk	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes.
TOTAL 100%	

WHAT WE WON'T FUND

Individuals, businesses, groups or associations that have outstanding acquittals or debts with Port Stephens Council.

Projects that require a development application consent or construction certificate.

Projects that put project members and the public at risk or limit access to the place.

Salaries, travel and private expenses.

Projects that are exclusive or have costs for the public to participate.

Promotion for any property or business that is for sale or lease.

Ongoing administration or operational costs of the applicant.

Activities that have already commenced, or are scheduled to occur prior to the funding period dates listed above in key dates.

The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

CONDITIONS OF FUNDING

All projects must be delivered in the Port Stephens LGA.

Applications must show collaboration or partnerships between business, creative arts and cultural organisations or groups.

Project must be completed within one year of funding being allocated.

Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.

Applications for other funding programs which support this project must be declared at time of application.

Funding must only be used for the purpose for which the application was made.

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

All other approvals required to implement the project are the responsibility of the applicant.

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.

The applicant will allow Council to display signage and other promotional material at selected Council events or facilities associated with the funding.

Where applicable, the applicant will provide all reasonable opportunities for Council signage at the event venue/location.

Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.

The applicant will reference Council in official media releases promoting the event/activity.

Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

All communications and marketing material produced via this funding program must be approved by Port Stephens Council.

ACQUITTAL AND REPORTING

An acquittal report is required to be submitted to Council within 8 weeks of completion of the project.

HOW TO APPLY?

1. Visit "Have Your Say" on the Port Stephens Council website **haveyoursay.portstephens.nsw.gov.au/grant-applications** and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact our Economic Development and Tourism Team on **4988 0255** or email **pscgrants@portstephens.nsw.gov.au**



05.

COMMUNITY EVENT DEVELOPMENT FUND

OVERVIEW

Community events are an important factor in contributing to the Port Stephens cultural identity. They reflect our values, the sense of place and provide a platform for our community to connect and come together.

This funding program will focus on events that create social outcomes for the Port Stephens community. Applications will be assessed on how they bring people together to celebrate, learn, share experiences and grow new opportunities.

This fund will not just provide financial support, but also strategic support to help community events grow, become self-funding and sustainable.

Community events can include celebrations, street fairs, cultural celebrations, film nights, street parties, environmental awareness days and fun runs.

PURPOSE

This funding stream is designed to support the delivery of events that create social connections, improve the liveability and wellbeing of our residents and/or the environment, and contribute to the social and cultural identity of our community.

This support may be financial, strategic or a combination of both. The funding stream is designed to help seed events, provide financial support and ensure the long term sustainability of community based events.

KEY DATES

Round One: Opens from the 27 July and closes 24 August 2020.

Round Two: Opens from the 1 February 2021 and closes 28 February 2021.

FUNDING AVAILABLE

A total pool of \$45,000 is available through this fund capped at \$3,000 per application.

WHO CAN APPLY?

Incorporated, not for profit organisations or charities
Registered Businesses with ABN
Sole Traders

ASSESSMENT CRITERIA

Applications will be assessed under Council's Corporate Events Sponsorship Policy. The assessment panel will consider the following key criteria:

CRITERION SCORING DETAIL

35% Contributing to Culture and Identity	The event must outline how it will contribute to the local identity and culture of the place in which it is being held
30% Community and social benefit	The event must show how it will help support community partnerships and connections, improve the liveability and wellbeing of our residents
25% Seeking Sustainability	For ongoing events, the applicant will need to outline how they intend to grow the event and reduce their dependence on Council funding
10% Capacity & Risk	Capacity of the applicant to successfully deliver a safe and successful event
TOTAL 100%	

WHAT WE WON'T FUND

Projects that require a development application consent or construction certificate.

Projects that put project members and the public at risk or limit access to the place.

Salaries, travel and private expenses.

Projects that are exclusive or have costs for the public to participate.

Promotion for any property or business that is for sale or lease.

Ongoing administration or operational costs of the applicant.

Activities that have already commenced, or are scheduled to occur prior to the funding period dates listed above in key dates.

The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

CONDITIONS OF FUNDING

A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.

All projects must be delivered in the Port Stephens LGA.

Applications must show collaboration or partnerships between business, creative arts and cultural organisations or groups.

Project must be completed within one year of funding being allocated.

Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.

Applications for other funding programs which support this project must be declared at time of application.

Funding must only be used for the purpose for which the application was made.

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

All other approvals required to implement the project are the responsibility of the applicant.

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.

The applicant will allow Council to display signage and other promotional material at selected Council events or facilities associated with the funding.

The applicant will provide all reasonable opportunities for Council signage at the event venue/location.

Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.

The applicant will reference Council in official media releases promoting the event/activity.

Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

All communications and marketing material produced via this funding program must be approved by Port Stephens Council.

ACQUITTAL AND REPORTING

An acquittal report is required to be submitted to Council within 8 weeks of completion of the project.

HOW TO APPLY?

1. Visit "Have Your Say" on the Port Stephens Council website **haveyoursay.portstephens.nsw.gov.au/grant-applications** and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact our Economic Development and Tourism Team on **4988 0255** or email **pscgrants@portstephens.nsw.gov.au**



06.

MAJOR EVENT SPONSORSHIP FUND

OVERVIEW

Events help a community to come alive. They provide the opportunity for a destination to showcase its tourism experience, increase economic growth and create a dynamic and vibrant place and build a loyal following and return visitors.

Events are well recognised as drivers of visitation and visitor spend and provide tourism, trade and investment opportunities for Port Stephens. Events can also be a driver of infrastructure development through increasing demand and provide an opportunity for Council to reinforce its brand, stimulate the economy and smooth seasonal fluctuations.

The Major Event Sponsorship fund will both attract and support events that align with the vision and values of Port Stephens Council, our residents and businesses and create economic benefit.

THE PURPOSE

The Major Events Sponsorship Fund will support well managed events that attract participants from outside the Port Stephens LGA, increase overnight visitor spend and smooth seasonal tourism fluctuations.

Events must align with the Port Stephens brand and vision, create benefit across the community and improve the visitor experience.

WHO CAN APPLY?

- Incorporated, not-for-profit organisations or charities
- Registered Businesses with ABN
- Sole Traders

ASSESSMENT CRITERIA

Applications will be assessed under Council's Corporate Events Sponsorship Policy. The assessment panel will consider the following key criteria:

CRITERION SCORING DETAIL

30% Economic benefit	The event must show an incremental increase in visitation and visitor spend in subsequent events.
30% Brand awareness and marketing	The event must provide branding and marketing opportunities for Port Stephens in relevant target markets.
20% Strategic Benefit	The event must outline how it will align to the actions within the Port Stephens Community and Strategic Plan. www.portstephens.nsw.gov.au/your-council/policies-forms-publications/integrated-plans
15% Supporting Investment	The event must outline supporting funds from other government and private investment. A full budget must be supplied.
5% Capacity & Risk	The applicant must demonstrate their ability to manage and deliver a successful and safe event.
TOTAL 100%	

WHAT WE WON'T FUND

Projects that require a development application consent or construction certificate.

Projects that put project members and the public at risk or limit access to the place.

Salaries, travel and private expenses.

Projects that are exclusive or have costs for the public to participate.

Promotion for any property business that is for sale or lease.

Ongoing administration or operational costs of the applicant.

Activities that have already commenced, or are scheduled to occur prior to the funding period dates listed above in key dates .

The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

CONDITIONS OF FUNDING

A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.

All projects must be delivered in the Port Stephens LGA.

Applications must show collaboration or partnerships between business, creative arts and cultural organisations or groups.

Project must be completed within two years of funding being allocated.

Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.

Applications for other funding programs which support this project must be declared at time of application.

Funding must only be used for the purpose for which the application was made.

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

All other approvals required to implement the project are the responsibility of the applicant.

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.

The applicant will allow Council to display signage and other promotional material at selected Council events or facilities associated with the funding.

The applicant will provide all reasonable opportunities for Council signage at the event venue/location.

Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.

The applicant will reference the Council in official media releases promoting the event/activity.

Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

All communications and marketing material produced via this funding program must be approved by Port Stephens Council.

Subsequent events must be first offered to Port Stephens Council to host within the LGA.

ACQUITTAL AND REPORTING

A comprehensive acquittal report is required to be submitted to Council within 8 weeks of completion of the project.

HOW TO APPLY?

1. Visit "Have Your Say" on the Port Stephens Council website **haveyoursay.portstephens.nsw.gov.au/grant-applications** and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact our Economic Development and Tourism Team on **4988 0255** or email **pscgrants@portstephens.nsw.gov.au**



07.

INTERNATIONAL WOMEN'S DAY SCHOLARSHIPS

OVERVIEW

International Women's Day is held annually on March 8 and celebrates the social, economic, cultural and political achievements across the globe by women, and marks a call to action to accelerate gender equality.

Port Stephens Council offers scholarships to local women to achieve their goals - across arts, culture, environment, business, community, health or sport.

KEY DATES

Applications open annually in January each year.

FUNDING AVAILABLE

3 x \$1000 scholarships are available each year.

WHO CAN APPLY

Women 16 years and above who live in the Port Stephens LGA.

ASSESSMENT CRITERIA

Applicant to demonstrate:

A foreseeable positive impact of goals across arts, culture, environment, business, community, health and/or sport in the year in which the award is provided.

Character references.

Community interaction and involvement.

Other circumstances, such as hardship, social disadvantage or disability.

WHAT WE WON'T FUND

Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee, Mayor or Councilor (355C Committees exempt)

HOW TO APPLY

Applications open in January. Please visit www.portstephens.nsw.gov.au for more information or phone Council on **4988 0255**.



08.

MAYORAL ACADEMIC SCHOLARSHIPS

OVERVIEW

Port Stephens Council has established the Mayoral Academic Scholarship program in partnership with local businesses with the purpose of encouraging and assisting students from the Port Stephens Local Government Area to pursue their academic goals.

Now in its twelfth year, the fund has supported more than 120 students on their way to further education.

Along with financial assistance, the program also allows students to build relationships and create connections with industry leaders from across Port Stephens.

THE PURPOSE

The Mayoral Academic Scholarship program opens opportunities for students moving into tertiary study, provides support to the next generation of industry leaders and helps build a workforce for the future of Port Stephens.

KEY DATES

Applications for the 2021 scholarships will open Tuesday 15 December 2020 and close at 5pm Friday 15 January 2021.

FUNDING AVAILABLE

Eligible individuals can apply for a \$2,000 scholarship.

WHO CAN APPLY?

The Scholarship is available to candidates who:

- Will be undertaking their first year of formal study at a tertiary educational institution (e.g. TAFE, university) in 2021.

- Will be studying on a full or part-time basis.

- Currently live in the Port Stephens LGA.

- Are an Australian citizen or permanent resident of Australia.

Tertiary studies are not financially supported by their employer.

Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee, Mayor or Councillor (355C Committees exempt) are ineligible to apply for this program are ineligible to apply for this program.

ASSESSMENT CRITERIA

Scholarship recipients will be selected on the basis of suitability across the following areas

- Academic merit

- Quality of resume

- Character references

- Community interaction and involvement

- Performance at interview, and

- Other circumstances, such as hardship, social disadvantage or disability.

CONDITIONS OF FUNDING

Each scholarship is for one year and must be taken up in the year it is awarded.

Each scholarship recipient must continue to be enrolled in a tertiary training institution in the year the scholarship is awarded.

HOW TO APPLY?

Information about how to apply will be available on the Council website closer to applications opening date. Applicants will be able to apply online via a weblink.

Please visit www.portstephens.nsw.gov.au for more information or phone Council on **4988 0255**.



09.

HERITAGE PROJECTS FUND

OVERVIEW

The Heritage Projects Fund provides small grants to assist with local heritage grants. The fund encourages owners of heritage items to undertake conservation work, as well as providing support to community organisations to undertake heritage items projects such as interpretation or heritage walk brochures. The Fund is supported by Heritage NSW, Department of Premier and Cabinet.

KEY DATES

Applications open in August 2020.

FUNDING AVAILABLE

Up to \$2000 per application for each project.

WHAT CAN I APPLY FOR

- Heritage assessments
- Conservation works
- Heritage landscape works
- Interpretation projects

WHO CAN APPLY

Owners of heritage-listed items and items in conservation areas identified in the Port Stephens Local Environmental Plan 2013.

Incorporated, not-for-profit organisations or charities operating primarily in Port Stephens local government area.

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.

Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee, Mayor or Councillor (355C Committees exempt) are ineligible to apply for this program

ASSESSMENT CRITERIA

Ability to demonstrate technical and financial responsibility for the project and demonstrated ability to complete the project and acquit the project by April of the relevant financial year.

Level of financial or voluntary (in-kind) contribution by applicant to the project.

Supports broader conservation objectives (e.g. projects which implement key findings of heritage studies or projects).

Project is highly visible and valuable to the public.

Project has high public accessibility (e.g. a local museum or building which is open to the public).

Targets heritage projects which have received little or no funding or in an area that has received little or no funding (e.g. historic gardens).

The Heritage Advisory Committee, in their recommendation to Council, will apply the above criteria in their assessment and allocation of funding priorities. In exceptional circumstances, Council reserves the right to recommend funding for a project that may not fully meet these requirements.

REPORTING REQUIREMENTS

An acquittal report needs to be submitted after completion of the project (and before mid-April 2021). Successful applicants will receive an acquittal template with instructions for this purpose.

HOW TO APPLY?

1. Visit "Have Your Say" on the Port Stephens Council website **haveyoursay.portstephens.nsw.gov.au/grant-applications** and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact the Community Development and Engagement Team on **4988 0255** or **pscgrants@portstephens.nsw.gov.au**



10.

MAYORAL FUNDS

THE PURPOSE

Mayoral Funds are determined on an ongoing basis as part of the Financial Assistance Program.

These funds support a wide range of community groups, business organisations and individuals who are working to create positive outcomes across the Port Stephens community.

THE PURPOSE

Mayoral Funds provide financial assistance across the community from time to time. These funds help support community programs and initiatives that have a positive impact on Port Stephens and that do not meet the criteria for other funding streams.

KEY DATES

Funding is available to the community at anytime at the discretion of the Mayor and with approval of Council.

FUNDING AVAILABLE

Funding of \$30,000 is provided annually and dispersed at the discretion of the Mayor and adopted by Council.

WHO CAN APPLY

The following are eligible to apply:

- A not-for-profit organisation
- A charity with a project occurring in the Local Government Area
- A section 355C committee under the Local Government Act 1993 or
- As determined by the Mayor
- An individual or sole trader

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.

WHAT CAN I APPLY FOR?

Eligible requests can include the following:

- Refund of venue hire fees
- Donation to a charity
- Purchase of small items of equipment
- Support for a local event
- Disaster relief
- Civic events
- Wreaths
- Ceremonies or
- Overseas visitors

ASSESSMENT CRITERIA

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

Each application will be assessed by the Mayor in consultation with fellow Councillors and submitted to the General Manager for approval. The financial assistance request will also be included in a report to Council for final determination.

Must provide a copy of current Certificate of Currency for Public Liability Insurance.

WHAT WE WON'T FUND

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

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 ongoing maintenance of the works undertaken.

Only one application will be accepted for funds across Council.

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.

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 Mayoral Fund."

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

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

HOW TO APPLY

Applications can be submitted by mail or email. A written request outlining the purpose of the funds can be forwarded to:

mayor@portstephens.nsw.gov.au OR
Port Stephens Council PO Box 42, Raymond
Terrace NSW 2324

ACQUITTAL AND REPORTING

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.

11.

RAPID RESPONSE FINANCIAL ASSISTANCE FUND



OVERVIEW

The Rapid Response Financial Assistance Fund is part of the Port Stephens Council's Financial Assistance Program and allows Councillors to support initiatives within their ward which have a positive impact on the community.

THE PURPOSE

The purpose of the Rapid Response Financial Assistance Fund is to provide financial assistance for small financial requests from the community.

KEY DATES

Funding is available to the community at any time.

FUNDING AVAILABLE

Up to \$500 is available per request.

An annual allowance of \$2000 for each Councillor, with a discretionary limit of \$500 that can be dispensed at the request of the Councillor and requiring only the signature of the Mayor and General Manager.

WHO CAN APPLY

The following are eligible to apply;

- A not-for-profit organisation;
- A charity with a project occurring primarily in the local government area;
- An individual or sole trader and,
- A section 355C committee under the Local Government Act 1993.

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 any submissions received as a result of the public exhibition.

WHAT CAN I APPLY FOR?

Eligible requests can include the following:

- Refund of venue hire fees;
- Donation to a charity;
- Purchase of small items of equipment;
- Support for a local event.

ASSESSMENT CRITERIA

- Demonstrated benefit to the Port Stephens community.
- Demonstrated ability to undertake project.
- Must provide a copy of current Certificate of Currency for Public Liability Insurance.

Each application will be assessed with the respective councillor and submitted for approval by the Mayor and General Manager. The financial assistance request will also be included in a report to Council.

WHAT WE WON'T FUND

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

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 ongoing 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.

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

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 Rapid Response Fund."

ACQUITTAL AND REPORTING

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.

In both cases, Council encourages applicants to provide relevant 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.

HOW TO APPLY

Applications can be submitted by mail or email. A written request outlining the purpose of the funds can be forwarded to:

councillor@portstephens.nsw.gov.au
OR Port Stephens Council PO Box 42,
Raymond Terrace NSW 2324



DEFINITIONS

NOT-FOR-PROFIT ORGANISATION

An organisation does not directly operate for the profit of its owners and members. Operates on a cost recovery basis and does not make a profit. A registered incorporated entity. Sporting clubs, registered charities and indigenous corporations are included.

COMMERCIAL ORGANISATION

A person or entity that intends to conduct an activity for profit or personal gain on Council owned or managed land within Port Stephens Local Government Area (LGA).

BUSINESS

A business is an organisation or enterprising entity engaged in commercial, industrial or professional activities. Note: Must have an ABN registered in Port Stephens LGA.

SOLE TRADER

A sole trader is an individual running a business in the Port Stephens LGA, with the individual being the only owner whom controls and manages the business

SCHOLARSHIP

Financial or other support provided to a student or women to assist in pursuing studies and must reside in the Port Stephens LGA

ACQUITTAL

The acquittal is the process of evaluating and reporting on outcomes and the expenditure of funds provided by Port Stephens Council.

INDIVIDUAL

An individual is one that which exists as a distinct entity and not associated with a business, community or commercial organisation within the Port Stephens LGA. E.g. a resident and/or ratepayer.

SPONSORSHIP

A commercial relationship between Council and a third party (organisation, group or individual), governed by written agreement. Sponsorship involves provision of financial or non-financial (in-kind) support in return for mutually agreed economic, cultural, community or reputational benefits.

FINANCIAL ASSISTANCE

Other financial mechanisms provided by Council to organisations or individuals to support activities in line with Council's Community Strategic Plan. Such mechanism is provided in accordance with Council's Grants and Donations Policy.

DISCLAIMER

This document is not an agreement. It provides a guideline only and the Council accepts no responsibility for your use of the information in this document.

Funding availability in each stream, application and approvals process may change from time to time in accordance with Council policy and reviews.





PORT STEPHENS
COUNCIL

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