



COMMUNITY GRANTS PROGRAM GUIDELINES

Background

The Hills Shire Council's Community Grants Program provides funding each year for innovative community projects and events that deliver sustainable and positive outcomes consistent with Council's vision for the community as listed in the Hills Shire Plan and The Hills Shire Community Action Plan.

Categories

There are two categories for grants:

Cultural grants

- a) to support projects, events or activities that encourage community participation, social inclusion and community engagement within The Hills Shire.
- b) to enable delivery of creative, artistic and cultural projects that enrich the community.

Community Services Grants

- a) to encourage community groups to develop and implement programs or projects that address the social needs of residents within the Hills Shire.
- b) to build community partnerships to improve access to community services for residents of the Hills Shire.
- c) to provide operational and/or equipment funding for local organisations to increase their services beyond their current capability.

Major Grants are for amounts from \$5,000 to \$15,000 and require an acquittal including an audit report. Community Grants are for amounts from \$1,000 to \$5,000, which do not require an acquittal.

Council will publicise the focus areas for the funding round, and these will need to be addressed in the project being submitted for funding. The focus areas will match the community development action plan for the year of funding.

Eligibility Criteria

Eligible to apply:

Applicants must be a recognised legal or corporate entity such as a charity, not-for-profit, deductible gift recipient, non-government, or community-based organisation that provides services and programs where at least 75% of the participants are residents of The Hills.

Ineligible to apply:

- ✓ Organisations with projects that are not acquitted from previous funding rounds
- ✓ Individuals or groups of individuals without a legal entity
- ✓ For profit, commercial organisations
- ✓ State and Federal Government agencies and their entities (including NSW Government schools, Area Health Services and public hospitals). However, these organisations should consider whether they have an incorporated-not-for-profit body (such as a P&C Association or hospital auxiliary) that may be eligible to apply for funding.
- ✓ Councillors, staff and their immediate family.

Types of activities that can be funded

What types of projects, events and activities may be funded?

Community projects and/or events that align with community target areas listed within the Community Strategic Plan and meet the eligibility criteria. Grant funds for expenses and/or equipment must for the benefit of the intended recipients of the activity and this will need to be clearly articulated in the application for Council to assess.

The following types of projects are **not eligible**:

Illegal or immoral activities and political projects as well as projects that duplicate existing programs are unable to apply. Projects receiving funding from other grant programs for the same activities. Projects that should be funded as a core responsibility from other sources such as State or Federal Government are also not eligible.

Assessment criteria

Assessment Criteria:

- ✓ At least 75% of participants are Hills Shire residents
- ✓ Applications must be made online
- ✓ Applications must meet the eligibility criteria
- ✓ All sections of the Community Grants Application Form are to be completed
- ✓ All required supporting documentation must be attached to the application:
 - Legal registration documents for the organisation
 - Current Public liability and Personal Accident Insurance and/or Workers Compensation Insurance policy
 - Annual Report for the organisation
 - Audited Financial statement for the organisations previous year financials
 - Conflict of Interest Disclosure Form
 - Notification of board members with bios and contacts
- ✓ Applications including single items of expenditure and or equipment over \$500 or more must include two quotes.
- ✓ Project aims and objectives must address one or more of the outcomes listed in The Hills Shire Community Strategic Plan
- ✓ All applications must demonstrate sustainability and partnerships
- ✓ All applications must include the following:
 - Project name
 - Funding amount requested
 - Total cost of project
 - Expected project dates
 - Detailed project timeline including acquittal dates

- Project location
- Evidence of how supporting Hills Shire residents
- Project description
- Partnership details
- Details of additional funding sourced including dollar for dollar or in kind
- Organisations ABN details or auspicing organisation's details
- ✓ If fundraising for another charity, the following must be included with the application:
 - Amount expected to raise
 - Charity status of the organisation documentation
 - Supporting letter from the charity the fundraising is for
- ✓ If the application is for a community event that will host over 500 people on Public or Council land/venues, a copy of Part 1 - The Hills Shire Council Community Event application form must be completed and included with the application.

If applicants do not achieve a YES for all criteria, then there is no requirement for the application to be scored as they are ineligible to receive funding.

Assessment

Grants will be assessed on the following criteria:

1. Project details – Is the description well-articulated, reflects target areas listed in the Sustainable Communities Plan, and key outcomes clearly listed. Are all questions in the application form answered?
2. Project innovation – is this project or event original and not already being facilitated by another local organisation?
3. Project Reach – Who will benefit from this project/event? How many residents of The Hills will it impact (at least 75%)?
4. Partnerships – Details the partnerships listed including partnership details and contact information. Applications will benefit from qualitative partnerships over quantitative. Evidence must be provided of how each organisation will work together to reach the project objectives. Extent of dollar for dollar or in kind funding.
5. Capability - Organisations undertaking community projects or events need to demonstrate their operational capability, especially if they are a recent start-up, to deliver ongoing benefits.
6. Local impact – It is clear how operational funding and/or equipment required will deliver social and community or event outcomes for participants where at least 75% are Hills residents.
7. Participant benefit - Clear articulation of the way the proposed budget breakdown will benefit the intended recipients of the activity, not just the applicant.

Scoring matrix

Applicant response to each scoring criteria is given a score between 1 and 5, and the total scored responses will be a score out of 35.

Score	Descriptor
5	Excellent – Lots of detail, well written, well-articulated, evidence provided, partnerships provided in detail
4	Very good – good level of detail and description, evidence noted, partnerships listed, all details in application addressed
3	Good – Brief event description, application form complete, evidence limited, partnership details brief
2	Fair – some items missing or not addressed or limited in detail so as not to be clear to panel of content
1	Poor – application form missing majority of information, no evidence of sustainability or partnerships, details provided are very vague.

Applicants' projects are reviewed by a panel determined by the Mayor and General Manager including at least one external person and then reported to Council.

It is this panel that then determines the projects that are to be recommended to Council for funding through the Community Grants program.

Enquiries

Community Outcomes Team
Email: grants@thehills.nsw.gov.au
Phone: 9843 0322