

# Welcome to the Community Grants Guidelines

The Guidelines are designed to provide information and guidance in how to apply for Council Grants.

These Guidelines apply to Council's

- Minor Grants
- Major Community Grants
- Major Event Grants

## Aim

The aim of the Community Grants is to support groups and organisations to provide activities, services and events to make Campbelltown an even greater place to live.

## Principles

Community grants are based on the principles of:

- **Social inclusion:** where everyone in the Community can participate, connect and contribute regardless of age, culture or level of ability.
- **Access and Equity:** where eligible individuals, community groups and organisations have equal opportunity to access, apply and be considered for the Community Grants Program.
- **Openness and Transparency:** where all eligible applications will be fairly assessed by an independent panel and communicated to the Community.

## Definitions

- Auspicings** *An unincorporated association has no legal status, nor does a group that is specifically formed to work on a project or a small group who catches up as a club. An auspicings body who are legally constituted and generally be a not for profit incorporated body.*
- Incorporated** *An organisation which exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially. Any money earned must be retained by the organisation, and used for its own expenses, operations, and programs.*

## Eligibility Criteria

### The Community Grants are open to:

- Non-government organisations
- Not-for-profit community organisations
- Voluntary associations including emergency service volunteer groups
- Community groups, clubs and organisations
- Individuals (people who live locally for in-kind hall hire for the purposes of fundraising for a charity and must be auspiced by the fundraising organisation)
- \*Pre-schools and Schools are eligible to apply for Community Development Projects only.  
The activities would need to be supported by the Community Development Officer (Children & Youth) and directly link student and community learning where it contributes to the evidence base for Child Friendly Campbelltown. The grants cannot be used to subsidise / fund existing curriculum activities (eg funding to support an outdoor education camp)

### Who:

- Are an incorporated body or can be auspiced (see definitions) by an incorporated body
- Are located within the Campbelltown City Council area and / or primarily serve Campbelltown residents
- Can demonstrate their own contribution to the grant application, whether financial, in kind (volunteer hours, equipment, materials)
- Have limited capacity to raise funds from other sources
- Have not received a Council Community Grant in the same financial year
- Have no outstanding debt owing to the Council

### Ineligibility

- A Federal, State or Local Government organisation or educational institution e.g. TAFE, University or Schools\* (see eligibility criteria)
- Any application seeking retrospective funding for funds already expended
- Recurrent operating or maintenance costs for the day to day operation of the organisation or group (eg rent, maintenance, running costs, insurance)
- Capital works (there are exceptions and each case will be decided on its merit by the Grants Panel)
- To purchase any items that are considered the core business and responsibility of the organisation to provide to the group or members (eg first aid equipment, linen, food)
- Payment of salaries, directly or indirectly
- Events which include an organisation's birthday, anniversary, presentation day/night, faith based celebration or event specific to the faith, or other celebrations that are exclusive to the group members and are not open to the general public.
- Gift vouchers or purchase of items which will be donated to a third party

### Assessment Criteria

- Where an event is being held in the Campbelltown area the event has to have a clear benefit to the Campbelltown Community (just holding your event in the area does not guarantee a successful grant)
- Grants are assessed to ensure a diverse range of initiatives that benefit the Community are supported
- Approval for a prior grant in prior years does not guarantee approval of future subsequent grant applications.

## MINOR GRANT up to \$700

### Grants are available for:

#### In-kind Hall hire

To provide in-kind assistance of a Council-owned hall to support an activity, program, event or project. It is available for:

- Fundraising, but requires a local person (with an auspicing group) to apply or group, club or organisation that meet the eligibility criteria
- A one-off activity
- Service Clubs, who are also entitled to one free hall/facility hire outside of these guidelines

In-kind Hall hire is not available for:

- Private social functions
- Fundraising for individual gain or benefit
- Long term, ongoing programs

Council also reserves the right to request applicants to consider alternative venues, particularly the use of the Campbelltown Function Centre for in-kind hall hire on weekends

Please contact Carol on 8366 9255 for all hire queries.

#### In-kind Bus hire

In-kind Bus hire of Council's Community Bus (in addition to in-kind bus hire, applicants

can also see Private bus subsidy as another option)

Please contact 8366 9222 for all bus hire queries.

### Financial support

Funding is available to support activities, programs, events, projects or equipment.

### Applications

- The Minor Grant application form must be completed
- Late applications will not be considered
- Approval is subject to annual budgetary limitations
- Successful applications are required to provide a full acquittal (evidence of expenditure)
- Applications will be assessed by a selection panel against the eligibility criteria
- If used for bus hire, counts as one of four eligible Private Bus Subsidies

### Successful Applications

- The applicant will receive notification of their successful grant
- Successful applicants will need to provide appropriate acknowledgment of Council's grant by including the following statement in any relevant publication or promotion material 'Proudly supported by Campbelltown City Council's Community Grants program'.

### Previous examples of successful Minor Grants

- In kind hire of Council's Community Bus for an outing for the Campbelltown Over 50's Fun Club
- Christmas hampers for local families
- Repair equipment for the Repair Cafe
- In-kind hall hire for a CFS Bushfire appeal fundraiser
- Purchase fitness equipment for classes at Campbelltown Community Club
- Festival at Thorndon Park



## MAJOR COMMUNITY GRANT over \$700 up to \$2000

**Grants are available for:**

### Financial support

#### Community Development Projects

The aim is to provide financial assistance and/or in-kind assistance to eligible applicants to run an activity, program or project that encourages community participation, community ownership and focus on developing the local community. Special consideration will be given to those supporting people experiencing disadvantage in the Community.

All Community Development Grants need to be supported by one of Council's Community Development Officers.

Potential projects could include:

- a local street art project
- establishment of a local theatre/choir group
- a shared meals program for older people living alone
- establishing a tool library or gardening library for people to share equipment

### Equipment

The aim is to provide financial assistance to purchase equipment that directly relates to the group, club or organisation's activities

### Applications

- The Major Community Grant application form must be completed
- Late applications will not be considered
- Applicants must provide a recent profit and loss statement and a balance sheet
- Approval is subject to annual budgetary limitations
- Successful applications are required to provide a full acquittal (evidence of expenditure)
- Applications will be assessed by a selection panel against the eligibility criteria

### Successful Applications

- The applicant will receive notification of their successful grant
- Successful applicants will need to provide appropriate acknowledgment of the Council's grant by including the following statement in any relevant publication or promotion material 'Proudly supported by Campbelltown City Council's Community Grants program'.

### Previous examples of successful Event Grants

- Bowling balls for Magill Senior
- Support the printing of a local history book
- Installation of 32 Adelaide100 markers for Walking SA 100 km walking trail
- Wicking beds and water tank for Campbelltown Community Children's Centre
- School holiday programs run by Athelstone Community Garden
- Driver awareness program run by the Rotary Club of Campbelltown





## MAJOR EVENT GRANT up to \$5,000

The Major Event Grant provides financial assistance or in-kind assistance to support community events where everyone is invited to celebrate, participate and enjoy the event. The purpose of the event needs to have a benefit to the Campbelltown community and contribute towards the Campbelltown area being vibrant and providing an opportunity for people to connect.

The Event Grants open in 2 Rounds: July to September and February to April each year

### Applications

- Applications must be received on the Event Grant Round 1 or 2 application form
- Late applications will not be considered
- Applicants must provide a recent profit and loss statement and a balance sheet
- Approval is subject to annual budgetary limitations
- Successful applications are required to provide a full acquittal (evidence of expenditure)
- Applications will be assessed by a selection panel against the eligibility criteria

### Successful Applications

- The applicant will receive notification of their successful grant including conditions
- Successful applicants will need to provide appropriate acknowledgment of Council's grant by including the following statement in any relevant publication or promotion material 'This event is proudly supported by Campbelltown City Council's Community Grants program' and prominently display a Council banner (supplied by Council) to demonstrate Council's support of the event which will need to be collected and returned to Council.

### Previous examples of successful Major Grants

- SALA Event held by Ripples Art
- Salvation Army Community Christmas Festival
- Diwali Festival
- National Bowling Tournament at Tranmere Bowling Club

