

ANNUAL GRANTS PROGRAM GUIDELINES

2012 - 2013



Wagga Wagga
City Council

ANNUAL GRANTS PROGRAM GUIDELINES

2012 - 2013

OPEN - Monday 19 March 2012

CLOSE - Friday 1 June 2012

Electronic applications are available at:
www.wagga.nsw.gov.au

INFORMATION/ GRANT WRITING WORKSHOP

Monday 23 April 2012

10.30am to 12:30pm &

6.00pm to 8.00pm

Council Meeting Room

Civic Centre

Cnr Baylis & Morrow Streets, Wagga Wagga

For bookings phone Shirlee Davies on 1300 292 442

Completed application forms & supporting material can be submitted by:

POST

Applications are to be addressed to:
The General Manager
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

EMAIL

Council@wagga.nsw.gov.au

HAND DELIVERED

(Marked "Annual Grants Program")
Customer Service
Wagga Wagga City Council
Cnr Baylis & Morrow Streets, Wagga Wagga

**APPLICATIONS MUST BE RECEIVED AT COUNCIL BY 5PM
1ST JUNE 2012. LATE APPLICATIONS WILL NOT BE PROCESSED**

OVERVIEW

Each financial year, Wagga Wagga City Council makes funds available under its Annual Grants Program for local non-profit community groups and in some categories individuals. The aim of the program is to support a wide range of activities that build community capacity and enhance community wellbeing.

Council Policy 078 - "Donations under Section 356 of the Local Government Act" - states the preferred method for assessing requests for financial assistance is through the Annual Grants Program. This provides for a fair and equitable process for the assessment and distribution of funding against a set of general and specific criteria for each grant category

Categories and funding priorities for the Annual Grants Program have been developed to align with Council's Vision 2030 Future Directions, and strategies identified in the Community Strategic Plan 2011-2021. These documents were prepared with extensive community consultation and identify the long term vision for the City of Wagga Wagga.

The table below provides a summary of the Annual Grants Program and the relevant Council Contact Officer for each Category. Prospective applicants are strongly encouraged to contact the relevant Council Officer on **1300 292 442** to discuss their project and its eligibility before preparing their application.

GRANT	GRANT AMOUNT AVAILABLE (MIN - MAX)	COUNCIL CONTACT
COMMUNITY HEALTH AND WELLBEING		
Sporting & Cultural Facilities	Minimum - \$500 Maximum - Based on merit	Peter Cook
Community Programs & Projects	Minimum - \$500 Maximum - \$3,000	Edyta Wrobel
CONNECTED RURAL & URBAN COMMUNITIES		
Neighbourhood & Rural Village	Minimum - \$500 Maximum - \$3,000	Edyta Wrobel
Rural Halls	Minimum - \$5,000 Maximum - \$10,000	Tony Powell
ARTS, CULTURE, AND HERITAGE		
Arts & Culture	Minimum - N/A Maximum - \$3,000	Vic McEwan
Local Heritage	Minimum - N/A Maximum - Based on merit	Luke Kennington
TOURISM EVENT ATTRACTION & MARKETING	Minimum - \$500 Maximum - \$2,000	Sarah Myers
SUSTAINABLE ENVIRONMENTS	Minimum - \$300 Maximum - \$2,000	Carly Hood
DEVELOPING PERSONAL EXCELLENCE	Minimum - \$100 Maximum - Based on merit	Phil Swaffield/ Shirlee Davies

GENERAL INFORMATION

Applicants are advised to become familiar with the standard guidelines and category specific criteria relevant to the grant they intend to apply for prior to completing the application form.

Applications must be submitted on the 2012/13 application form provided by Wagga Wagga City Council for this purpose. Approval of any grant does not commit Council to any future funding.

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT

The Government Information (Public Access) Act 2009 (GIPA Act) replaces the Freedom of Information Act 1989 (FOI Act), and introduces a new right to information system.

Please note that the provision of the Act apply to documents in the possession of the Wagga Wagga City Council. Under some circumstances copies of grant applications may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

STATEMENT OF BUSINESS ETHICS

Wagga Wagga City Council is committed to high ethical standards and has prepared a Statement of Business Ethics that sets out the standards the Council requires of Council officials (Councillors, staff and delegates), contractors and their staff and other business associates. A copy of Council's Statement of Business Ethics is available on Council's website www.wagga.nsw.gov.au

In dealing with Council, you are responsible for maintaining our high ethical standards during all stages of the Annual Grants Program. In particular, applicants should be aware of any potential conflicts of interest that may arise and should refrain from approaching Councillors and Staff during the assessment process regarding their applications.

Additionally it is expected that all successful applicants will undertake their grant funded projects with integrity, honesty and fairness in accordance with the Statement of Business Ethics.

STANDARD GUIDELINES

ELIGIBLE FOR FUNDING

- The applicant must be a community based not-for-profit organisation (or an individual).
- The project must seek to primarily benefit residents and/or service organisations/groups within the Wagga Wagga Local Government Area.
- An organisation seeking funding must have one of the following:
 1. Certificate of Incorporation
 2. A letter of support from an incorporated organisation willing to sponsor the project; or
 3. Other documentation verifying the organisation eg - bank statements, insurance documents, minutes of meetings.

Note: This information is not required when applying under the Local Heritage and/or Developing Personal Excellence Grant Categories.

- Applicants must note that each project can only be funded by one grant category. Please choose the one grant category that best matches your project.
- Projects must be ready to start on or after September 2012 and be completed by 30 June 2013 unless otherwise specified. Refer to the relevant categories for specific completion dates.

NOT ELIGIBLE FOR FUNDING

- Organisations that are currently subsidised by Council through existing service level agreements.
- Any organisation which has not acquitted any prior grant from Council.
- Projects requesting retrospective funding for monies that have already been spent.
- Funding towards any unlawful or irresponsible purpose.
- Applications that have not enclosed all required documentation (i.e. - tax invoice/invoice/statement by a supplier form, financial statements, etc).
- Funds that will be distributed to other persons in the form of a donation or gift.
- Works that are the responsibility of another government body and/ or are eligible to be funded by other government programs.

SUBMISSION PROCESS

- Council's Annual Grants Program for 2012/13 opens on 19 March 2012 and closes on 1 June 2012. Application forms are also available for download from www.wagga.nsw.gov.au. Hard copies of the application form are available by telephoning 1300 292 442.
- You may attach other information that will be of use when assessing your application. Keep this additional information to approximately 5 pages.
- Remember to number the pages of your submission and support material.

Completed application forms and supporting material can be submitted by:

POST.

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- If you have difficulty completing the form or need assistance with determining which category is most relevant to your project or just need general assistance, please contact Council's Administration Coordinator on 1300 292 442.
- Applications must be received by 5:00pm on 1 June 2012 to be considered.
- Ensure that you retain a copy of your completed application form for your records. You may need to refer to the form if you are asked to clarify or provide any additional information. If your application is successful, you will also need to refer to the form in order to successfully acquit the grant at the end of the process.
- Information provided as part of this application must be true and correct to the best knowledge of the nominated representative. It is an offence to provide false or misleading information.

FINANCIAL INFORMATION

Applicants must provide accurate financial information as part of the submission process. It is important to demonstrate that your application is financially viable, and that the project can be successfully delivered within the budget specified. Please prepare your financial information carefully, as errors may jeopardise the success of your application.

Please remember to include the value of in-kind support from your group/organisation including labour. This means you need to determine the value of materials, services and assistance that will be donated or provided to the project free-of-charge. If you have difficulty with this, you may like to obtain a quote for a similar material or service and use this as a guide.

COMPULSORY SUPPORT MATERIAL

The following materials are mandatory for all applications. Please also ensure that any mandatory support materials required for your chosen grants category are also included.

- A copy of the organisation's most recent annual report and/or financial statements.
- A copy of the organisation's Certificate of Currency for Public Liability Insurance (for projects with a public activity component).
- A completed Tax Invoice/Invoice and/or Statement by a Supplier form.
- If the applicant is not legally incorporated, a letter from a sponsoring incorporated body indicating its willingness to auspice the proposed project and/or other relevant documents demonstrating probity must be provided.

HOW TO RECEIVE YOUR PAYMENT

In order for Council to pay your organisation any grant awarded, it is a requirement that an invoice or tax invoice is submitted to Council. The Australian Taxation Office can be contacted for further advice regarding your tax status on 132866 or via their website www.ato.gov.au. The following outlines what needs to be considered when completing either an invoice or tax invoice:

1. Australian Business Number (ABN) and Registered for GST

If your organisation has an ABN and is registered for GST you will need to provide a tax invoice and include GST on top of the amount of grant allocated. For example - if your grant is for \$3000 then your tax invoice would be for \$3000 plus \$300 GST, totaling \$3300. Please quote your ABN on the tax invoice.

2. ABN and Not Registered for GST

If your organisation has an ABN but not registered for GST you will need to provide an invoice for the grant amount (excluding GST), quoting your ABN.

3. No ABN and Not Registered for GST

Council expects all organisations that receive grant funding to supply an ABN. If your organisation does not have an ABN you will need to provide an invoice for the grant amount (excluding GST) and a completed statement by supplier form. Blank invoices/tax invoice templates and statement by a supplier forms are available on Council's website. Go to www.wagga.nsw.gov.au/grants

Please note the invoice/tax invoice must be in the name of your organisation - not in the name of the supplier of the goods/services you are purchasing. It will be your responsibility to manage the grant funds and make payment to any suppliers that may be used.

ASSESSMENT AND SELECTION PROCESS

Applications will be assessed in accordance with the current guidelines, criteria and budget allocations by a panel consisting of Council Officers, Councillors and External Stakeholders, which then make recommendations for funding to the next available full Council Meeting. It is anticipated that all applicants will be advised of the outcome in writing by the end of July 2012.

SUCCESSFUL PROJECTS

- Special conditions may be attached to the grant offer and the amount of financial assistance offered may vary from that requested.
- Council reserves the right to award a larger sum in the case of an exceptional project.
- Successful applicants will be accountable to Council for the administration of funds.
- If a successful applicant needs to change the project to what was originally submitted, contact must be made to Council outlining the changes required. If contact is not made within a timely manner Council may revoke the grant offer.
- Successful applicants will be invited to attend a presentation ceremony to receive their award in September.
- Successful applicants are requested to recognise Council as a sponsor of the organisation, project and/or activity in promotions, publicity and publications.

MANAGING YOUR PROJECT

There are many issues such as risk management and insurance to consider when planning and delivering a community based project. Council has developed a "Community Toolkit" that can assist community groups in relation to these issues. Copies of the Community Toolkit are available on Wagga Wagga City Council's website www.wagga.nsw.gov.au if you require a hard copy please contact 1300 292 442.

FINAL REPORT

- Recipients must acquit funds using a Final Report form provided for this purpose. To demonstrate the expenditure of funds granted the following will need to be provided with the final report; copies of receipts/invoices, photos (or DVD's where applicable) and media releases/flyers.
- These Final Reports are to be submitted within 8 weeks of completion of the project. If acquittals have not been received by 30 June 2013 Council will not consider applications submitted by that applicant in the next round.
- Any unexpended funds must be returned to Council.

COMMUNITY HEALTH & WELLBEING

The aim of the Community Health and Wellbeing category is to provide financial assistance for projects and services that address the following strategies identified in Council's Community Strategic Plan 2011-2021:

Vision 2030 Future Direction: A Community with Health and Wellbeing

- Promote fun exercise and fitness as a way of life in Wagga Wagga.
- Implement programs to help people feel safe at home and in public spaces.
- Keep our community spaces clean & healthy.
- Ensure that a range of services, facilities and programs are available for people of all ages and abilities to enjoy.

SUB CATEGORY	SPORTING & CULTURAL FACILITIES
CONTACT	Peter Cook
AMOUNT AVAILABLE	Minimum: \$500 Maximum: Based on merit
FUNDING PRIORITIES	Projects that: <ul style="list-style-type: none"> • Demonstrate a minimum level of 50% of actual or in kind contribution. • Demonstrate a multi-use or shared capability across two or more user groups. • Have potential to increase the usage level of existing facilities.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none"> • Upgrading existing sporting/cultural facilities. E.g. – upgrading amenities, lighting improvements. • Improvement or installation of sport specific facilities. E.g. – Installation of cricket nets. • Installation of additional facilities for use by a sporting or cultural group. E.g. – storage sheds, shade structures.

Please note:

- Projects must be for a Council owned facility or facilities on Council owned land.
- Facilities for one off events will not be funded.
- Examples of projects that will not be funded: Catering, BBQ functions.
- Projects should be accurately costed and be accompanied by relevant plans and approvals for all works involved.

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SUB CATEGORY	COMMUNITY PROGRAMS & PROJECTS
CONTACT	Edyta Wrobel
AMOUNT AVAILABLE	Minimum: \$500 Maximum: \$3000
FUNDING PRIORITIES	Projects that: <ul style="list-style-type: none"> • Demonstrate how they increase the social health and wellbeing of the community. • Encourage broad community participation. • Show evidence of in kind funding.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none"> • Seed funding to help establish community groups. • Projects that promote aboriginal culture and development. • Specific projects, events or activities to benefit the community. • Applications to assist with resources and equipment for community groups.

Please note:

- Applications will be assessed on their individual merit.
- Only one application per applicant per funding round will be considered for this category.

CONNECTED RURAL & URBAN COMMUNITIES

The aim of the Connected Rural & Urban Communities category is to provide financial assistance for projects and services that address the following strategies identified in Council's Community Strategic Plan 2011-2021:

Vision 2030 Future Direction: Viable and connected rural and urban communities

- Assist all communities, rural and suburban, to have a soul.
- Improve and maintain local community facilities.
- Fostering a strong spirit of volunteering.

SUB CATEGORY	NEIGHBOURHOOD AND RURAL VILLAGES
CONTACT	Edyta Wrobel
AMOUNT AVAILABLE	Minimum: \$500 Maximum \$3,000
FUNDING PRIORITIES	Projects that: <ul style="list-style-type: none"> • Develop relationships and build a sense of community through neighbourhood geographic area activity. • Promote neighbourhood health and wellbeing. • Show evidence of in kind funding.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none"> • Projects, events or activities to benefit the neighbourhood/ rural village. • Resources and equipment for neighbourhood/ rural village organisations.

Please note:

- Projects must be conducted in a specific neighbourhood geographic location usually not larger than one suburb, village or rural area.

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- Improve and maintain local community facilities.
- Fostering a strong spirit of volunteering.

SUB CATEGORY	RURAL HALLS
CONTACT	Tony Powell
AMOUNT AVAILABLE	Minimum \$5,000 Maximum \$10,000
FUNDING PRIORITIES	Projects that: <ul style="list-style-type: none"> • Demonstrate a minimum level of 50% of actual or in kind contribution. • Enhance existing facilities. • Demonstrate a multi-use or shared capability across two or more user groups. • Can commence within six months of the grants being made available and completed within twelve months.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none"> • Improvements to infrastructure which may include: painting, repairing floors or re-wiring buildings. • Installation of infrastructure i.e. toilets, air-conditioning.

Please note:

- If awarded this grant, successful applicants will be ineligible to apply again for the Rural Hall Infrastructure Grant for a period of three years.
- Facilities for one off events will not be funded.
- Projects should be accurately costed and be accompanied by relevant plans and approvals for all works involved.

ARTS, CULTURE AND HERITAGE

The aim of the Arts, Culture and Heritage category is to provide financial assistance for projects and services that address the following strategies identified in Council's Community Strategic Plan 2011-2021:

Vision 2030 Future Direction: A rich and vibrant cultural centre

- Promote and facilitate a thriving regional arts community.
- Develop the river as Wagga Wagga's cultural heart.
- Facilitate the development of Wagga Wagga as a major cultural centre and develop a 'keeping place' for our heritage.

SUB CATEGORY	ARTS AND CULTURE
CONTACT	Vic McEwan
AMOUNT AVAILABLE	Minimum: N/A Maximum: \$3,000
FUNDING PRIORITIES	Projects that: <ul style="list-style-type: none"> • Engage with the local community. • Address community cultural needs. • Show innovation in delivery and outcomes. • Allow opportunities for capacity building. • Address the needs identified in Council's Cultural Plan.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none"> • Artistic workshops. • Cultural performances. • Public art projects.

Please note:

- Individuals can only apply if they are sponsored by an incorporated organisation.

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- Facilitate the development of Wagga Wagga as a major cultural centre and develop a 'keeping place' for our heritage.

SUB CATEGORY	LOCAL HERITAGE
CONTACT	Luke Kennington
AMOUNT AVAILABLE	Minimum: N/A Maximum: Based on merit
As a minimum applicants must contribute at least 50% of total project costs.	
FUNDING PRIORITIES	<p>The heritage grants are funded in conjunction with the NSW Heritage Branch of the Office of Environment and Heritage and are subject to strict guidelines. Details of eligibility can be found on the NSW Heritage Branch website www.heritage.nsw.gov.au</p> <p>As a guide, local heritage grant funded projects may include (and not be limited to):</p> <ul style="list-style-type: none"> • Conservation works and maintenance works projects; • Adaptive reuse projects; • Interpretation projects; • Conservation management plans. <p>Generally funding will not be provided for:</p> <ul style="list-style-type: none"> • New buildings or works. • Routine maintenance. • Purchase of heritage buildings. • Relocation of buildings or work to relocated buildings. • Flood lighting of heritage buildings. • Purchase of equipment. • Moveable railway heritage items.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none"> • Reroofing or re-guttering a dwelling in the conservation area. • Repainting a building in conservation area. • Repair works to a heritage item. • Reinstatement of original features to a dwelling or heritage item.

Please note:

- As a minimum applicants must contribute at least 50% of total project costs.
- All projects should be discussed with Council's Planning Directorate.
- All projects must be completed by the 1 May 2013.

TOURISM EVENT ATTRACTION & MARKETING

The aim of the Tourism Event Attraction and Marketing category is to provide financial assistance for projects and services that address the following strategies identified in Council's Community Strategic Plan 2011-2021:

Vision 2030 Future Direction: A prosperous, diverse and growing economy

- Increase levels of visitation by tourists and business people.

SUB CATEGORY	TOURISM EVENT ATTRACTION AND MARKETING
CONTACT	Sarah Myers
AMOUNT AVAILABLE	Minimum: \$500 Maximum: \$2,000
FUNDING PRIORITIES	<p>Where possible, funds must be used for external marketing, e.g. outside the Wagga Wagga Local Government Area to:</p> <ul style="list-style-type: none"> • Bid for and/or secure an event for Wagga Wagga. • Market the event with the purpose of growing an existing event or increasing the number of visitors or the length of stay of visitors. • Gain positive state wide or national media coverage for the event and the City. <p>Preference will be given to projects that:</p> <ul style="list-style-type: none"> • Provide potential/ increased visitor numbers to the event including overnight visitors and day visitors. • Share or make use of available community and Council resources whenever possible. This includes the Visitor Information Centre's accommodation booking services, welcome packs, media, welcome tours and souvenirs. • Demonstrate evidence of attempting to gain funding from other sources. • Work with Tourism Staff on the best method to promote or attract your event. • Demonstrate how Wagga Wagga will be promoted.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none"> • Attracting a new event or grow an existing event by additional marketing of the event, ideally outside the Wagga Wagga Local Government Area.

Please note:

- Funds are to be used for marketing and promotional purposes only.
- If you have received funding for an event for two consecutive years you will need to provide information on how visitor numbers have grown during that period.
- Only one application per applicant per funding round will be considered for this category.
- Funding will not be granted towards the employment of staff, purchase of major capital items, or infrastructure for the event.
- If approved, events will only be eligible to apply for future funding over the next 2 consecutive years.

SUSTAINABLE ENVIRONMENTS

The aim of the Sustainable Environments category is to provide financial assistance for projects and services that address the following strategies identified in Council's Community Strategic Plan 2011-2021:

Vision 2030 Future Direction: A sustainable environment

- Effectively manage the natural environment.
- Integrate management strategies to encourage water conservation, enhance, and protect water quality.
- Minimise the ecological footprint by reducing resource consumption and implementing effective waste management strategies.
- Lead sustainable environmental practices.

SUB CATEGORY	SUSTAINABLE ENVIRONMENTS
CONTACT	Carly Hood
AMOUNT AVAILABLE	Minimum \$300 Maximum \$2,000
FUNDING PRIORITIES	<p>Projects that reduce demands on environmental resources:</p> <ul style="list-style-type: none"> • Projects that conserve water or protect water quality. • Projects that reduce energy consumption. • Projects that minimise or effectively manage waste.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none"> • Planting of native plants for environmental education and biodiversity purposes. • Activities to stabilise river or creek banks or manage urban salinity. • Installation of nesting boxes and habitat structures. • Projects that reduce demands upon environmental resources.

Please Note:

- Only one application per applicant per funding round will be considered for this category.

DEVELOPING PERSONAL EXCELLENCE

The aim of the Developing Personal Excellence category is to provide financial assistance for individuals that address the following strategies identified in Council's Community Strategic Plan 2011-2021:

Vision 2030 Future Direction: Our education, learning and training industries make the difference

- Develop and promote Wagga Wagga as a centre of learning excellence
- Develop a culture of lifelong community education and learning

SUB CATEGORY	DEVELOPING PERSONAL EXCELLENCE
CONTACT	Shirlee Davies / Phil Swaffield
AMOUNT AVAILABLE	Minimum: \$100 Maximum: Based on merit
FUNDING PRIORITIES	Applicants that: <ul style="list-style-type: none">• Are a current resident of the Wagga Wagga Local Government Area.• Demonstrate high achievement in a cultural, academic or sporting activity.• Have the ability to promote Wagga Wagga at a regional, state, or national level.
EXAMPLES OF ELIGIBLE PROJECT'S	<ul style="list-style-type: none">• Travel costs associated with participating in events.• Printing and publishing costs for research projects.

Please note:

- Applications will only be considered for individuals (ie not for teams or groups).
- In-kind and/or financial contribution required.



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