



WEDDIN SHIRE COUNCIL

COMMUNITY PROJECT SUPPORT GUIDELINES

Weddin Shire Council is committed to the continued development of community capacity and sustainable communities through the provision of support to community organisations.

COMMUNITY PROJECT SUPPORT GUIDELINES

1. PURPOSE

Weddin Shire Council is committed to the continued development of community capacity and sustainable communities through the provision of project support to community organisations.

The provision of community project support by the Weddin Shire Council is based on a philosophy of partnership, whereby council provides opportunities for funding and in-kind assistance to encourage, engage and support groups and individuals within the community to make a positive and on-going contribution to economic, social, cultural, recreational and environmental outcomes that are in line with the Weddin Shire Community Strategic Plan.

‘Weddin 2026’ the Weddin Community Strategic Plan articulates the community vision to create

“A progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.”

The community has identified six key objectives to follow in pursuing this vision, they are:

1. Collaborative wealth building (strong, diverse and resilient local economy).
2. Innovation in service delivery (healthy, safe, and educated community).
3. Democratic and engaged community supported by efficient internal systems.
4. Culturally rich, vibrant and inclusive community.
5. Sustainable natural, agricultural and built environments.
6. Shire assets and services delivered effectively and efficiently.

Weddin Shire Council Community Project Support is aimed at providing a range of opportunities to individuals and organisations to positively contribute towards realising the communities shared vision and objectives.

2. GENERAL ELIGIBILITY CRITERIA AND ASSESSMENT GUIDELINES

- 2.1 Individuals are not eligible to apply
- 2.2 Applicants must be a not-for-profit entity
- 2.3 Applicants must be based within the Weddin Shire and must be able to demonstrate a community need and also a clear economic, social, cultural, recreational and environmental benefits to residents within the Weddin Shire.
- 2.4 The project must demonstrate linkages to/alignment with the Weddin Shire Community Strategic Plan.
- 2.5 Organisations should demonstrate the viability of the project through considered planning appropriate to the project. Organisations that have not completed adequate project planning should consider undertaking further planning prior to submitting a request for funding. **Applications for support when the project is still in the concept stage, lacks clarity and cannot demonstrate adequate project planning are unlikely to be successful.**
- 2.6 Organisations must submit a budget setting out income and expenditure for all aspects of the project. The project budget should demonstrate the financial viability of the project and the value for money offered.
- 2.7 Organisations must be financially sustainable/viable.
- 2.8 Organisations must have adequately acquitted all previous Weddin Shire Council community project support to the agreed standard.
- 2.9 Organisations must have no overdue debts to Council.

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- 2.10** Organisations must hold current and relevant public liability if applicable to the purpose of the funding.
- 2.11** Organisations must undertake to manage their resources to the best of their ability and as efficiently as possible.
- 2.12** Organisations must undertake to maintain appropriate internal controls and oversight over the finances and day to day operations of the organisation.
- 2.13** The event, activity, project or service must commence within the financial year in which the funding is sought.
- 2.14** The Community Grants Program aims to provide limited financial assistance and is not intended to be relied upon as the sole source of income. Applications for funding should be one-off. The aim is to establish financially sustainable community organisations and events; accordingly, projects should not be reliant upon on-going Council funding.
- 2.15** Council encourages co-contribution from the applicants.
- 2.16** Council reserves the right to part fund a grant application.
- 2.17** In the instance that the funded project or event does not occur, the grant recipient will be required to repay the full amount of the funding awarded.
- 2.18** Council reserves the right to not approve any application.
- 2.19** Council requires external quotes for services and/or provisions associated with the running of the project.

3. GENERAL TERMS AND CONDITIONS

Funding recipients will be subject to Council's terms and conditions, which state they must:

- 3.1** use funds for the purpose for which the assistance was awarded, unless written permission for variation has been obtained from Council prior to the purpose being undertaken;
- 3.2** obtain all appropriate permits, licenses, approvals, and insurance relating to the purpose;
- 3.3** acknowledge the assistance of Weddin Shire Council in all related promotions and promotional material. Note: Council's logo can be provided upon request. Artwork featuring Council's logo must be approved by Council Officers and must not be manipulated in any way;
- 3.4** provide a final report (large applications > \$1,000) or confirmation letter (small applications <\$1,000) to Council post-event as outlined in the respective application forms;
- 3.5** undertake to manage their resources to the best of their ability and as efficiently as possible; and
- 3.6** undertake to maintain appropriate internal controls and oversight over the finances and day to day operations of the organisation.

4. BUDGET

Applicants applying for more than \$1,000 in support are required to submit a project budget with any application.

The budget needs to include all income and expenditure related to the project/activity for which you are requesting funding.

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5. ASSESSMENT

Eligible applications will be assessed based on responses provided in the application form. Eligibility does not guarantee success. Applications are assessed against selection criteria. The assessment process is rigorous and objective—the scoring matrix is used to help assess applications consistently.

Funding recommendations are presented to Council for review and/or approval. Council may disqualify an applicant who fails to provide a satisfactory response to any questions in the application form.

Applicants should read the assessment eligibility criteria and assessment guidelines carefully as Council decisions are final.

Your project may not receive funding for a variety of reasons. These are some example reasons for an application not being recommended for funding:

- The project is ineligible.
- The applicant does not adequately explain the benefit of the project to the wider community.
- The support requested is not critical to the success of the project (the project would most likely go ahead regardless). The applicant had a strong financial situation and/or ability to fund the project by other means.
- The application is incomplete or lacking adequate information.
- Project planning was inadequate or not clearly demonstrated.
- The organisation has not adequately acquitted previous funding.

6. RISK LIABILITY

It is a condition of funding that the successful applicant will assume all responsibilities including public risk liability and/or any other appropriate insurance cover for the purpose.

The applicant should consider obtaining professional advice for appropriate insurance cover for their purpose. Items that warrant consideration include:

- liability for injuries;
- liability for acts or omissions;
- liability for financial obligations incurred in responding to major emergencies occasioned by the event; and
- liability for costs incurred if the event, activity or program does not proceed.

7. INCOMPLETE PROJECTS AND UNSPENT FUNDS

Applicants must return funds to Council if:

- a project can no longer be completed
- not all funds have been spent.

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8. REQUESTS FOR ASSISTANCE OUTSIDE THE SCOPE OF THIS POLICY

Nothing in this policy prohibits Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merits and any assistance provided will be without precedent.

9. DEFINITIONS

Community Group/Organisation: is an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit (non-profit).

Donation/Grant: is a sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering a written agreement with Council that outlines accountability requirements.

In-Kind Assistance: is the supply of support in the form of staff time, Council equipment, donation of decommissioned equipment. Costs of these services will be accounted for internally so as to transparently track and report on Council's support for the community.

Non-profit: is an organisation that is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.

10. HOW TO APPLY

Applications are to be submitted using the application form available on the Weddin Shire Council website <http://www.weddin.nsw.gov.au/>

Please save the application form to your computer and email it to: mail@weddin.nsw.gov.au with a subject line of Community Support Application.

Alternatively complete a paper copy of the application and deliver it to Council's Administration Office at Corner of Camp and Weddin Streets Grenfell NSW.

11. SCORING MATRIX

Categories	Negative				Neutral			Positive			
	0	1	2	3	4	5	6	7	8	9	10
Community Need/Extent of Benefit	<ul style="list-style-type: none"> • Project does not link with Weddin Community Strategic plan objectives. • Minimal community need. Project will only benefit applicant. • Minor increase in community activity. • No evidence of statistical need. • No engagement or collaboration with local community • No endorsement from local community 				<ul style="list-style-type: none"> • Project links with some Weddin Community Strategic plan objectives. • Some community need. Project will benefit applicant and other group(s). • Medium increase in community activity. • Some statistical evidence provided. • Some engagement or collaboration with local community • Some endorsement from local community 			<ul style="list-style-type: none"> • Project has strong links with some Weddin Community Strategic plan objectives. • Substantial community need. Project will benefit many groups and shire residents. • High increase in community activity. • Statistical evidence is the basis for project/activity. • Application refers to guidelines and strategies as key reference documents and planning tools for project/activity. • Extensive engagement or collaboration with local community • Extensive endorsement from local community 			
Project Viability	<ul style="list-style-type: none"> • Application is at concept stage and lacks clarity. • Little project planning demonstrated. 				<ul style="list-style-type: none"> • Application is logical and coherent. • Good project planning is demonstrated. 			<ul style="list-style-type: none"> • Application clearly articulates how the project will be completed and the benefits of the project. • Excellent project planning is demonstrated. 			

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Financial Viability/Value for Money	<ul style="list-style-type: none"> • Project costs exceed project value. • Project will require ongoing funding. • Budget does not account for all aspects of project • Applicant contributing less than 15% of funds • Applicant has not sought additional funding sources (sponsors, other grants) 	<ul style="list-style-type: none"> • Project costs are relative or equal to project value. • Project has no or negligible ongoing expenses. • Budget accounts for most aspects of project • Applicant contributes between 15-30% of funds • Applicant has sought 1-3 additional funding sources (sponsors, other grants) 	<ul style="list-style-type: none"> • Project costs are less than project value. • Project will generate income or offset expenses. • Budget comprehensively accounts for all aspects of project • Applicant contributes more than 30% of funds • Applicant has sought 3+ additional funding sources (sponsors, other grants)
Previous Funding	<ul style="list-style-type: none"> • Previous grant acquittals not of a high standard with no reference to the attainment or otherwise of the project objectives/community benefits 	<ul style="list-style-type: none"> • Previous grant acquittals completed adequately with some reference to the attainment of the project objectives/community benefits OR • No previous grants received 	<ul style="list-style-type: none"> • Previous grant acquittals completed to a high standard clearly showing achievement of the project objectives/community benefits
Application Quality	<ul style="list-style-type: none"> • Application is completed with little attention to detail. • Some questions not answered and does not address criteria. • No supporting documentation provided. 	<ul style="list-style-type: none"> • Application is completed with good attention to detail. • Applicant answers all questions but does not consistently address criteria. • Some documentation provided. 	<ul style="list-style-type: none"> • Application is completed with excellent attention to detail. • All questions answered and applicant consistently addresses criteria. • All necessary documentation provided: quotes, letters of support and depending on project - plans, certificates, compliance certificates, permits

