

Community Small Grants Scheme

2024-2025

Information and Guidelines

1 The Scheme

The Community Small Grants Scheme is an initiative of the Central Coast Council, designed and administered to encourage community partnerships between organisations and the community through the granting of money. The core value of this grant scheme is the improvement of local leadership to enable better management of community projects, activities and facilities in line with the Central Coast Strategic Plan 2014–2024. Particular focus is placed upon projects that would otherwise not be eligible for alternative sources of funding. The scheme has four categories:

- . Minor Capital Works
- . Culture and Events
- . Community Health and Wellbeing
- . Recreation and Open Space.

All projects will need to demonstrate benefits to the wider community. Organisations will only be eligible for funding every second year under the Small Grants Scheme to ensure equity for all community groups.

2 Assessment of Applications

Applicants are to complete an application form (application must be on the prescribed form), ensuring that the project meets the criteria required. All grants are limited to 50% of the total cost of the project, subject to a maximum of \$3,000. Proposed projects should meet as many of the following criteria:

Criteria for Assessment

- . Outcomes to be aligned with the Central Coast Strategic Plan 2014–2024;
- . Demonstrable benefit to the community;
- . Enhance community life;
- . Encourage community coordination, cooperation and ownership;
- . Where possible, showcase innovation;
- . Where appropriate, provide regional outcomes;
- . Where appropriate, provide one-off seed funding to assist in the development of a project;
- . Applications with a food element incorporate healthy food options.

Grants will not be considered for:

- . Projects where applicants have not clearly identified how they will fund their contribution;
- . Ongoing administration (recurrent salary and operational costs) of the organisation(s);
- . Ongoing service delivery;
- . Projects which are eligible for funding from a more appropriate source(s);
- . Donations or prizes;
- . Reimbursement of previously commenced works;
- . Duplication of successful local services/facilities/programs;
- . Organisations that received funding in the previous grant round;
- . Projects, programs, or capital works that have previously received funding from this grant scheme.

3 Funding Categories

The Small Grants Scheme is aligned with the Central Coast Council's strategic purpose of improving the quality of community life in Central Coast by providing targeted community grants in four categories.

Minor Capital Works

Projects which develop and manage sustainable infrastructure/facilities and resources fall into this category. Past examples include: Kitchen renovation – Forth Football Club; Office/Depot upgrade – Penguin Meals on Wheels.

Culture and Events

Projects involving new events and major festivals that build our cultural identity and activities that support an accessible, diverse, and rich range of community arts and cultural activities are funded under this category. Past examples include Mosaic and word jumble artwork – Friends of the Penguin General Cemetery.

Community Health and Wellbeing

These are projects that support access to physical and social resources to promote quality of life and create a municipal area that is productive and socially and aesthetically attractive. Past examples include Supply of Defibrillator – Penguin Senior Citizens; Accessible pathway and beautification – Turners Beach Community Garden.

Recreation and Open Space

Projects that facilitate equitable access to a range of cultural, leisure and recreational opportunities to improve shared use of reserves and tracks and provide effective management of recreation facilities and open space should apply for funding under this category. Past projects include: Improved access to tennis courts – Penguin District School; Enhancing penguin habitat at Hall Point – Sulphur Creek Preservation Bay Coastcare.

4 Conditions of Grant

Payment of any grant is dependent on the applicant's acceptance of the formal conditions of the grant. The applicant undertakes:

- . To apply the funds to the purpose approved;
- . To submit financial statements within three months of the completion of the funded project or the end of the grant period;
- . To identify the grant separately in financial statements;
- . To provide a detailed, artistic and statistical report on the funded project within three months of its completion or the end of the grant period 31 May 2025;
- . To provide the Central Coast Council in writing any information requested;
- . To seek approval from the Central Coast Council for major changes in budget or program before implementing them;
- . To provide the Central Coast Council with comprehensive details and adequate advance notice of the events related to the funded project or program;

- . To observe any special conditions included in the assessment of the application;
- . To acknowledge that acceptance of the grants does not commit the Central Coast Council to future funding;
- . To build upon the organisation's resources and skills toward new links within the community and, if appropriate, with business and government bodies.

There is an expectation that the event organiser will take the necessary precautions to ensure people working/interacting with members of the community have a Working with Vulnerable People Registration and relevant checks have been undertaken.

A risk management plan, road closure or event permit may be required if the project is held on land or facilities owned or controlled by Central Coast Council.

The Council's Community Services staff are available to answer questions in relation to project suitability and assistance in completing/understanding the requirements of the application form where required. All supporting information must be included with the application in order for it to be considered.

A panel of three Councillors and two staff members from the Council's Community Services Department assess the applications.

Information regarding the payment of the grant allocation will be advised in detail at the time of notification of the assessment.

Grant allocations are to be spent, and all accounts finalised prior to and no later than 31 May 2025.

The project cannot begin before you receive formal written notification that the application for funding is approved. Approval is given in writing by mid-July 2024.

Applications open on 2 March 2024.

5 How to submit your applications

Applications must be submitted by 4.00pm on Friday, 3 May 2024.

| | |
|------------------|--|
| Hand delivered: | Attention: Community Development Officer Community Services Central Coast Council 19 King Edward Street Ulverstone |
| Post to: | Attention: Community Development Officer Community Services The Central Coast Council PO Box 220 ULVERSTONE TAS 7315 |
| Email: | admin@centralcoast.tas.gov.au |
| Enquiries go to: | Leigh Gracie COMMUNITY DEVELOPMENT OFFICER |
| Phone: | (03) 6429 8955 |