

I ♥ Burwood



Community Grants Program Guidelines 2023/2024

Applications for Community Grants will be accepted online from 30 November 2023 - 3 March 2024

1. What is the Burwood Community Grants Program?

Burwood Council's Community Grants Program provides funding for programs, projects and events that address the identified social, cultural, recreational and environmental needs of the community and provide benefits to the residents of Burwood local government area (LGA).

Applications for grants of up to \$5 000 each can be made for initiatives that meet a minimum of one of the strategic objectives and priorities outlined in Council's Community Strategic Plan - Burwood 2036 and other related strategies and Plans (listed on p 6.) Applicants are advised to read these documents before they apply.

Council encourages applications that promote the social inclusion, connection and capacity of Burwood's diverse community, including people of all ages and abilities.

2. Who is eligible to apply?

The applicant organisation must be located in Burwood LGA and/or deliver services/projects where the primary beneficiaries or participants are residents of Burwood LGA.

The applicants organisation must:

- Be a legally registered, incorporated not-for-profit organisation (or group)
- Have a current registered Australian Business Number (ABN)
- Demonstrate public liability cover (minimum \$10 million);
- have acquitted all previous Council grants prior to submitting to the 2023/2024 Community Grants round.

Please note: Unincorporated groups may be sponsored (auspiced) by an organisation who is eligible to apply and is capable of managing the grants on their behalf.

Individuals are not eligible to apply.

Applications that do not meet these Eligibility criteria will not be considered.



3. How to apply?

Applications must be made through Council's online grant system <https://burwood.smartygrants.com.au/grants> or through Council's website: <https://www.burwood.nsw.gov.au/Home>

Applicants will be required to provide details of the proposed project, how it benefits Burwood residents and how it meets the criteria outlined in these guidelines.

Applicants will also be required to provide a detailed budget, including the level and nature of other sources of financial and in-kind assistance for the proposed project.

For applications requiring an Auspice, a letter of agreement / endorsement must be submitted with the application. Alternatively, the application can be made by the auspicing organisation.

Funded projects must be carried out in the 12 months after payment is made unless an extension is pre-approved by Council.

4. Assessment Criteria

All applications will be assessed on an individual basis and in accordance with the Assessment Criteria contained in these guidelines and the following measures:

- Evidence of need for the project
- The capacity of the project to encourage community participation and the contribution of local groups and organisations to community life.
- The capacity of the initiative to promote community development and partnership opportunities to address community needs.
- Alignment to Council's Community Strategic Plan - Burwood 2036 and other community strategies and plans as outlined in these guidelines.

An application will be strengthened if it:

- Demonstrates the long term benefit of the project after the funded period
- Directly benefits vulnerable and/or disadvantaged residents
- Is accessible and inclusive for all members of the Burwood community.

Grants will not be made for:

- Recurrent funding where there is no plan for long term sustainability
- Projects deemed 'business as usual' or items considered ongoing operational costs
- Capital works including permanent structures or anything that increases the value of a facility
- Projects implemented or completed prior to the application being submitted
- Projects that are the responsibility of State or Federal government including those that form part of a school's curriculum.
- Projects that only advocate religion or faith
- Projects that have already been funded by Burwood Council Community Grants Program, to organisations that have an outstanding debt to Council or have not satisfactorily acquitted a previous grant.

5. Assessment process

1. An Internal Assessment Panel will be convened comprised of the Manager Community and Culture, Coordinator, Community Development, Community Project Officers within Council's Community Development team, and up to two (2) independent Council officers with subject expertise.
2. The Panel will make recommendations for funding to the Director Community Life
3. The Director Community Life will recommend to Council the distribution of annual grants from the 2023/2024 budget allocation
4. Council will determine the grant allocations at a Council Meeting
5. Council may allocate less than the full amount for which an application is made
6. All applicants will be advised in writing of the outcome of their application.
7. Successful applicants will be invited to an event to celebrate their success.

6. Timeline for assessment of Community Grants

30 November 2023	Community Grants Program Open
3 March 2024	Community Grants Program Close
March - April 2024	Assessment of Applications
April - May 2024	Community Grant recommendations presented to Council
May - June 2024	Grant Presentation Event

7. Conditions of grants

- Grants are only to be used for the approved initiative
- Funds are to be spent and acquitted by 30 June 2025
- Any unspent part of the grant must be returned to Council
- The recipient organisation must follow sound governance practices, comply with all laws and regulations, ensure the safety of children and young people by complying with child safe standards, adequately support and supervise volunteers and work to ensure public safety in conducting the project
- The recipient is responsible for ensuring Public Liability Insurance cover for the project and must indemnify Council against any legal claims arising out of the project
- The organisation must acknowledge Council contribution in all public documents, signage or announcements about the project (logo to be supplied by Council)
- All recipients are encouraged to provide photographs (with consent) for Council to use in promoting community projects and grants.

8. Acquittal of funding

Successful applicants are required to complete and submit an Acquittal Form within 4 weeks of the completion of their funded project. Recipients that do not submit an acquittal form may not be eligible for future Council grants.

9. Grant Information Sessions

Council will hold a series of Information and Grants Writing Sessions to assist applicants with the on line application process including what information to include, terminology, budget details and providing supporting documents.

Registration to attend a session are essential. Book online at <https://bit.ly/3sVAeVi> or call 9911 9943. If you require an Interpreter at a session please let us know when you register.

Dates	Times
Tuesday 12th December	3.00pm - 4.30pm
Thursday, 15 th December	5.30 – 7.00pm
Thursday 8th February	5.30pm - 7.00pm
Tuesday 13th February	3.00pm - 4.30pm
Thursday 15th February	5.30pm - 7.00pm

Further Information

Applications for funding round close at 11pm, Sunday 3 March 2024

For further information please contact Council's Coordinator Community Development on 9911 9943, or email grants@burwood.nsw.gov.au

If you need an interpreter please contact the Telephone Interpreter Service on 13 14 50 and ask them to call 9911 9943.

Burwood Council - Strategic Documents and Plans

[Burwood2036 Community Strategic Plan](#)

[Disability Inclusion Action Plan 2022 -26](#)

[Youth Action Plan Draft](#)

[Safer Burwood Plan](#)

[Community Engagement Strategy](#)

[Child Safety & Wellbeing Policy](#)

Definitions & Abbreviations

Team	Meaning
ABN	Australian Business Number
Acquittal	A reporting process to ensure that all funds have been fully expended for the purpose for which the funds were initially granted.
Auspice/Auspecting body	An incorporated organisation that manages a grant on behalf of an unincorporated entity. An auspecting body is responsible for managing the funds and providing a financial report (acquittal) on the completion of a project.
Community group/organisation	A community group or organisation is defined for the purposes of the Community Grants Program as a not-for-profit group of people formed for a common purpose. It includes incorporated associations and similar legal entities. Specific eligibility requirements for applicants are included within grant guidelines.
Incorporated association or similar legal entity	A not-for-profit organisation that is legally recognised to hold assets and be involved in legal action. This will generally be under the Associations Incorporations Reform Act 2012, as a company limited by guarantee under the Corporations Act 2001 or as a non-distributing co-operative under the Co-operatives National Law Application Act 2013.
GST	Goods and Services Tax