

# COMMUNITY SERVICES FUND



# GUIDELINES

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**THIS DOCUMENT HAS BEEN ELABORATED BY THE COMMUNITY CULTURE AND  
PLACES DIVISION OF DUBBO REGIONAL COUNCIL**

## 1. What is the Community Services Fund?

The Community Services Fund relates to the requirements of Section 356 of the Local Government Act 1993 whereby Council may contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Funding is determined by Council annually and allocated as part of the Organisation’s annual budget

This grant provides funding to community organisations to support projects that deliver social or environmental outcomes to the Dubbo Regional Council local government area and help create, enhance, or build community well-being and amenity.

### Definitions

**Community organisation** means:

- A. an entity that carries on activities for a public purpose; or
- B. another entity whose primary object is not directed at making a profit.

**Community well-being** is the combination of social, economic, environmental, and political conditions identified by individuals and their communities as essential for them to flourish and fulfil their potential.

**Community amenity** means any public benefit, improvement or contribution that can enhance the quality of life for a community and includes, but is not limited to, public spaces, land or an interest in land, affordable and/or special needs housing, and facilities, which meet a range of social, environmental, cultural, recreational and infrastructure needs of the community.

**Social outcomes** specifically focus on a particular population or community and can include various aspects such as changes in knowledge, attitudes, behaviours, or living conditions. They reflect the positive effects that the initiative aims to achieve in society.

All grants are governed by Dubbo Regional Council’s Financial Assistance Policy.

## 2. Key Contacts

Community Culture and Places Executive Support Team

E: [ccp.admin@dubbo.nsw.gov.au](mailto:ccp.admin@dubbo.nsw.gov.au)

P: 02 6801 4000

### 3. Key Dates

There are two rounds per year – opening in February and July.

The funding is time limited and will cover projects that are able to be completed within a twelve (12) month timeframe from the date of funding.

Applications are scheduled for endorsement at a Council meeting approximately one (1) month after the application deadline of each round.

Round	Opening Date	Closing Date	Notification of Outcome	Project Start Date*
1	1 July	31 July	Approximately 4 weeks after closing date	15 September
2	1 February	28 February		15 April

\* *Projects / activities must commence on or after this date.*

### 4. Expected Outcomes

Each application is required to address the following:

- i. The project must address an identified community need.
- ii. Demonstrate how the funding will enable the organisation to deliver social or environmental outcomes to the community.
- iii. Demonstrate collaboration between members and/or volunteers to contribute to the project.
- iv. Demonstrate the capacity to manage funds and deliver the project within twelve (12) months.

### 5. Eligibility

- i. Organisations must be based and operate within the Dubbo Regional Council local government area.
- ii. The project must be undertaken within the Dubbo Regional local government area.
- iii. Only one application per organisation, per financial year.

## 6. The following are ineligible

- i. Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant.
  - a. An Acquittal Report is required within two (2) months of the completion of each project, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.
- ii. Applicants with outstanding projects due to extension or have not expended their prior funding within the allocated twelve (12) months of provision.
- iii. Applicants can not apply for funding via the Community Services Fund if funding has already been provided by another funding stream within Dubbo Regional Council for the same project in the same financial year.
- iv. Late or incomplete applications.
- v. Proposals from Government Departments, agencies or any Council.
- vi. Proposals from sporting agencies (these organisations have other avenues for financial assistance).
- vii. Events (other streams of financial assistance are available).
- viii. Social activities for members of the organisation exclusively.
- ix. Expenditure for equipment not related to the specific service proposed.
- x. Projects with a religious, political, or sectarian purpose.
- xi. Applications seeking funds for retrospective projects commencing, or items purchased, prior to end of the grant closing date.
- xii. General fundraising appeals.
- xiii. Existing services that require additional, continuous and/or top-up funding.
- xiv. Applicants in a position to self-fund the project.
- xv. Proposals that duplicate a project already existing within the local government area.
- xvi. A project which primarily benefits a single individual or business.
- xvii. Applications seeking funds for prize money, prizes, trophies and gift cards/vouchers.
- xviii. Applications seeking funds for payment of debt and/or insurance premiums.

- xix. Applications seeking funds for personal benefit such as travel, meal or accommodation costs including costs to undertake projects outside of the region.
- xx. Applicants with gaming machines and/or trade regularly with a liquor licence most days of the week.
- xxi. Proposals that are for funding the core business of the organisation. This includes purchase of capital equipment.
- xxii. Works to building or property.
- xxiii. Routine maintenance or works to Council owned buildings that are a lease obligation.
- xxiv. Purchase of land or buildings.
- xxv. Applications seeking funds for existing salaried or waged positions.
- xxvi. Applications that have safety and/or environmental hazards that are not addressed by acts under a Risk Management Plan to mitigate risk.
- xxvii. Proposals that do not reflect community standards and denigrates, excludes or offends community groups.
- xxviii. A project which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship.

## 7. Insurances

All applicants should consider conducting a risk assessment process for their proposed project to address any necessary insurance implications. Organisations should check their current insurance arrangements to determine if any extra cover is required. Applicants should ensure that all staff and volunteers associated with the project have the appropriate mandatory clearances.

## 8. Assessment Criteria

Each application will be assessed as follows:

- i. Project idea – Application addresses an identified community need and demonstrates achievable social or environmental outcomes for the community.
- ii. Sustainability – The project has a clear beginning and demonstrates where practical that any ongoing or recurrent costs can be met by the applicant once funding has been expended.
- iii. Capacity of the applicant to successfully complete the project.
- iv. Budget – The project budget is comprehensive and realistic. Demonstrates all co-contributions (organisation, sponsors, and other grant funding sources) and required quotes are provided with value for money demonstrated.

*As funding is limited, not every application that meets the assessment criteria will necessarily be successful with being allocated funding or the full funding amount requested.*

## 9. How to Apply

Council uses SmartyGrants administration software to manage its grants programs. Applications must be submitted via the Dubbo Regional Council SmartyGrants webpage.

Applications must meet the eligibility requirements and no late applications will be accepted. Hard copy applications are not accepted.

Documents may be uploaded to the application as required. Please include:

- Current quotes to support the budget; and
- Relevant approvals, insurances and plans.

Other examples of supporting documents that may strengthen your application are:

- Location map;
- Site plan and/or photos;
- Letter(s) of support from organisations your application identifies as partners in the project / activity.

All applications will be assessed by an Assessment Panel and recommendations presented to Council for endorsement.



## 10. Conditions of Funding

Successful applicants are required to comply with the following terms and conditions associated with Council's financial support.

- i. All recipients of funding are required to return to the Community Culture and Places Division:
  - a. An Acquittal Report within two (2) months of the completion of the project, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.
  - b. Receipts for all purchases must be included.
- ii. Funds are to be acquitted within twelve (12) months of the grant being provided. Failure to do so without written request and approval for an extension from Dubbo Regional Council may result in the donation amount being reduced or cancelled requiring the return of funds to Council.
- iii. Failure to provide an Acquittal Report will prohibit future funding opportunities.
- iv. Applications include time frames and list of items identified for purchase from funding.
- v. Funds granted can only be used for the purpose as specified in the application, unless written permission for a variation is obtained from Dubbo Regional Council.
- vi. Dubbo Regional Council must be advised in writing if there are any significant changes to the project as described in the application, or to the contact details of the recipient.
- vii. Should the project be cancelled, all funding received is to be repaid to Dubbo Regional Council.
- viii. All Dubbo Regional Council and other requisite permits, approvals, insurances etc. relating to the program or project must be obtained or funding may be withdrawn.
- ix. Where possible, the organisation will source goods and services for the project from within the Dubbo Regional Council local government area.
- x. Dubbo Regional Council reserves the right, as part of the assessment process, to request further information or documentation.
- xi. Dubbo Regional Council reserves the right to conduct a financial audit of the funding either during the financial year or on completion of the financial year.

- xii. Dubbo Regional Council and its officers shall not be responsible for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisations responsibilities under the Funding Agreement.
- xiii. The recipient organisation shall indemnify the Council and its officers against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisations or agents in consequence of the Funding Agreement except where the claim, demand, liability, costs or action are caused by Dubbo Regional Council and its officers.
- xiv. Unless agreed in writing at the time of funding approval, Dubbo Regional Council has no obligations regarding ongoing funding, maintenance or renewal of assets created by the project.

## 11. Notification and Payment

- i. All applicants will be notified of the outcome of their application.
- ii. Successful applicants are required to adhere to any special conditions referred to in the letter of notification. Dubbo Regional Council reserves the right to withhold funding if stipulated conditions are not met.
- iii. Recipients of funding will be required to have a representative attend a civic ceremony at which novelty cheques will be presented for media and marketing purposes, or provide suitable advice to Dubbo Regional Council of inability to attend.
- iv. Applicants who do not have a current creditor account number will be required to complete and submit a Supplier Details Form prior to payment being made.
- v. Requests for variations or extensions must be submitted in writing to Dubbo Regional Council for approval.
- vi. The organisation will provide to Dubbo Regional Council an acquittal report. This report is due within two (2) months of the end of the project, as per the application, or twelve (12) months from date of payment, whichever arises first.