

-COMMUNITY-GRANTS



GUIDELINES

2024-2025

Issued August 2024

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Community Grants Guidelines 2024–2025

Grant Information

The community grants program aims to increase the awareness of grant funded projects, ensure standards of fairness, equity and transparency, and increase the capacity for local community organisations to successfully obtain a range of grant funds.

Funding Categories



Community Projects Fund – \$30,000 (up to \$5K per applicant)

The Community Project Funds provides support to establish, strengthen or implement projects, events or activities that benefit local residents, align with the objectives of Kempsey Shire Council's [Community Strategic Plan](#) and can demonstrate evidence of need. Partnerships between agencies are encouraged and projects/events that provide opportunities for community participation or capacity building for volunteers or community will be looked upon favourably.



Environmental Fund – \$20,000 (up to \$5K per applicant)

The Environmental Fund seeks to assist volunteer environmental groups with environmental restoration and preservation works. Prior to applying, every organisation must present their project outline to Council's Natural Resource Officer to ensure it meets the requirements of the program.



Sporting Fund – \$20,000 (up to \$2.5K per applicant)

The Sporting Fund supports local sporting organisations for sporting equipment purchases or for general facility or clubhouse equipment purchases that improve the club's facilities. All projects should align with the objectives of the [Macleay Valley Sports Strategy](#).

NEW



Creative Macleay Fund – \$20,000 (up to \$5K per applicant)

The aim of the creative fund is to support creative industries within our local government area and promote ongoing expansion of a broad range of cultural and creative experiences. The fund supports projects that align with one or more of the focus themes in ['Our Creative Macleay' arts & culture plan](#).

See pages 5 & 6 for Creative Macleay Fund specific guidelines

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Funding Categories (Continued.)



Micro Grants

Festive Grants \$4,000 available in this fund (available Round 1 only)

The Festive Grant of up to \$500, supports organisations and community groups in delivering a festive event for community at the end of each calendar year, for example Christmas and New Years Eve, to help foster community connection.

Seniors Festival Grants \$3,000 available in this fund (available Round 1 only)

Organisations can apply for up to \$500 to run an event during Seniors Festival (3-16 March 2025) that engages local seniors to attend events and encourages participation.

NAIDOC Week Grants \$3,000 available in this fund (available Round 2 only)

The NAIDOC Week grant of up to \$500 is available to organisations wishing to hold an event to recognise and celebrate NAIDOC week within our community each July.

Timeline

	Round 1	Round 2*
Applications Open	17 September 2024	4 February 2025
Applications Close	16 October 2024	5 March 2025
Applicants notified	By end of November 2024	By end of April 2025
Timeframe for completion (12 months)	By 30 November 2025	By 30 April 2026
Final completion report due	Within 60 days of project completion	Within 60 days of project completion

* Round 2 is subject to remaining funds after Round 1 and is not guaranteed

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Program Objectives

- Facilitate the establishment and or development of innovative community projects, in line with the Community Strategic Plan.
- Increase the participation of accessibility and range of quality community activities and/or programs for the residents of the Local Government Area (LGA).
- Create authentic and vibrant public places that are valued by their communities and admired by visitors.
- Protect the regions diverse habitats and ecosystems.



Who Can Apply?

- Incorporated not-for-profit organisations with a registered ABN.
- Unincorporated groups or associations supported by a nominated Auspicing Agency that is an incorporated not-for-profit organisation with a registered ABN.
- A charity registered with the Australian Charities and not-for-profit commission.
- A Crown Lands Manager (Crown Reserve Trust).

Auspicing Agencies

If your group is not a registered not-for-profit, you can still apply for a Community Grant if an eligible organisation (as outlined above) takes on the role of Auspicing Agency.

The Auspicing Agency assumes the legal and financial responsibility for the grant, including insurance and reporting. The funding agreement will be between the Council and the Auspicing Agency.

Note: If you have a project idea and need tips on finding a suitable Auspicing Agency, please contact the Community Development team - community@kempsey.nsw.gov.au

Who Cannot Apply?

- Individuals.
- Commercial enterprises or for-profit organisations.
- Federal and State Government agencies (including schools).
- Organisations that have outstanding acquittals for any funding provided by Kempsey Shire Council.
- Council appointed 355 Committees (Exception: 355's ARE eligible to apply for Micro Grants only)

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Eligibility Criteria

- Be an incorporated not-for-profit organisation with an ABN (see page 3).
- The project/event must be based in Kempsey Shire and benefit local residents.
- Hold Public Liability Insurance with a minimum coverage of \$20 million.
- Provide profit and loss statements for the past 2 financial years (if your organisation is over 12 months old).
- Provide a letter of support from another local organisation (not an individual).
- Provide owner's consent if applicable. For Council owned/managed land, see page 7
- Provide necessary approvals for events, development consent or any other approvals required for the project (if applicable).
- Acquit any previous grants received through the Community Grants Program (if applicable).
- Provide at least one (1) quote for each expense over \$2,000.
- Ensure consideration of inclusivity and accessibility in your project or event

Ineligible Activities

- Don't meet the program objectives.
- Have already commenced or are complete.
- Are for commercial or personal profit.
- Are for, or include, ongoing operational costs including salaries, electricity, postage, cleaning, insurance, rent etc.
- Are for uniforms* or newsletters.
- Reflect or replicate the core business of Council and/or Government Departments.
- Have received funding from Council or any other government agency for the same project.
- Are for works on private property or projects on school grounds.
- Uniforms (jerseys etc), travel costs to sporting events and sporting equipment purchases for individuals.
- Capital works, including building and general asset maintenance (works to improve disability access are permitted).

*PPE gear for the safety of volunteers is permitted

Application Process

- 1.** Read the guidelines and determine if your organisation & project is eligible. For assistance on a quality application, watch our 'how to' video [here](#). If you are unsure about your eligibility, contact our Community Development team – see contact information on page 8.
- 2.** Prepare your project outline and confirm timing and detailed cost breakdown.
- 3.** Discuss the project with other organisations and community members to secure evidence of project support such as engagement or letters of support.
- 4.** Create a SmartyGrants account to be able to submit by the due date.

Successful applicants will be invited to a presentation event at Council and be expected to be photographed. Kempsey Shire Council will provide successful applicants with Council's logo which should be included in project marketing and acknowledgement of completion.

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Creative Macleay Fund – \$20,000 (up to \$5K per applicant)

We value the cultural life of our community and are seeking to support new and exciting arts and cultural projects through the Creative Macleay fund. This funding is designed to enhance the social and economic potential of the Macleay Valley by fostering a vibrant cultural scene.

Note: in addition to the following fund specific guidelines (pages 5-6), information on pages 3, 4, 7 and 8 still apply to this fund.

Fund Objectives

- Provide equitable grassroots support to projects led by/involving local and/or regional creatives.
- Engage our community and visitors in the cultural life and history of the area.
- Create and maintain vibrant cultural and public spaces through placemaking and events.
- Celebrate and promote our Aboriginal and diverse cultural heritage.
- Support and enhance our creative industries by activating underused spaces and venues (e.g., community halls, parks and display spaces).
- Foster connections, collaboration, and partnerships for broader community participation and inclusion in arts and culture.

Eligible Activities

- Arts & cultural activities and performances run in conjunction with community festivals or events.
- Creative workshops open to community participants.
- Activation of community spaces for arts exhibitions / events and activities.
- Public art and design projects such as murals, street art or sculpture.
- Costs for staging public performances in the Macleay, including performer travel and accommodation.



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Creative Macleay Funding Focus Areas

Our goal is to support a vibrant, diverse creative community that celebrates heritage and fosters connection, pride, and wellbeing. To enhance the cultural life of the Macleay, Council's arts and culture plan 'Our Creative Macleay' focuses on three key themes:



People

The collective identities, values, and beliefs of the people in our region are essential in shaping and evolving our culture and creativity.



Past

Recognising and sharing the significance of our heritage fosters a sense of community and supports wellbeing.



Place

Spaces for cultural expression and interaction create local identity, build pride in where we live, and help build resilient, connected communities.

The Creative Macleay Fund aims to support projects that align with one or more of these themes. Please refer to ['Our Creative Macleay' arts & culture plan](#) for more information about these focus areas.

Ineligible Activities

- Core equipment purchases (e.g., laptops, artworks, musical instruments) unless required specifically for the project/event/workshop.
- Capital expenses (e.g., infrastructure/building activities).
- Fundraising and donations, awards, competition entry fees, or prize money.
- Projects already funded by other sources for the same activity.
- Repayment of loans.
- General operating expenses or ongoing costs of long-term projects.
- Projects that have commenced or are completed.
- Sporting and religious events/activities.
- Activities carried out to satisfy the course requirements of an educational institution (e.g., TAFE or university).
- Activities directly supporting the delivery of an educational program, school curriculum, or course, delivered during school hours at a single institution.
- Reimbursement to recover costs of items already purchased (e.g. flights, accommodation, materials).

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Projects on Council Land

If you are proposing a project to be carried out on Council owned or managed land, you will need a letter of support. Please provide a minimum of 10 business days' notice for any requests requiring formal consent. Requests submitted with less than 10 business days' notice may not be processed in time.

For events on Council-owned land or Crown land managed by Council, you must lodge an Event Application Form. Allow at least 6 weeks for processing.

For more information, please refer to the [FAQ's](#) on Councils Grants page.

Assessment Criteria

After the closing date, staff will review applications to ensure they are complete, meet eligibility criteria (see page 4), and include all required supplementary information. The application responses will then be assessed and scored as follows:

30%

Outputs & Outcomes

What are the overall outputs and outcomes of the project?
What are the benefits that the project will bring to the community? How will it continue beyond the project?

30%

Community Need

How does the project align with the objectives of the Community Strategic Plan/ Sporting Strategy/Arts & Culture Plan?
How has the applicant demonstrated the need for the project and what evidence is there to support this?

20%

Budget

Is the budget comprehensive, realistic and demonstrates value for money?
This includes 'in-kind' support.

20%

Capacity

Demonstrate that the organisation has the capacity to deliver all aspects of the proposed project.

Level of Support

Council may award an amount less than that applied for if it is assessed that the amount requested is not justified by the information provided in the application or the fund is oversubscribed and the full amount is not available at the time of assessment.

The Community Grant Program should not be relied upon as a long-term source of funding. Only one application can be made by an applicant per financial year and projects that have not been supported by through this grants program previously will be given priority should they be eligible.

Applications may also be assigned to another funding category as part of the assessment process if the original funding category selected by the application is not deemed the most appropriate for the initiative.

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Project Acquittal Process

All projects must be completed within 12 months of receiving the funds. If the project has not been completed by this date, the applicant may lodge a written request for an extension to Council and will be approved on a case-by-case basis however, this is not guaranteed.

Acquittal forms must be submitted within 60 days of project completion through SmartyGrants. You will be required to provide Council with:

- Evidence of your project (photos, socials media posts, newspaper articles etc).
- Evidence of acknowledgement of Council's contribution.
- Outputs & Outcomes of the project.
- Receipts for expenditure of your submitted budget.

Contact Council

If you are unsure if your organisation or project is eligible, or you have any questions regarding your application, please contact Councils Community Development Team:

Phone 02 6566 3200
Email community@kempsey.nsw.gov.au
Website ksc.pub/grants

SCAN ME



Disclosure: Council will keep information provided in your application confidential and undertakes not to disclose or release this information other than for the purposes intended or as required by law, including the Government Information (Public Access) Act 2009.

