

Central Coast Council Community Development Grant Program, 2024/25

1. What is the Community Development Grants Program?

The Community Development Grant Program supports community organisations to implement specific projects and activities that provide community outcomes and enhance the quality of life of residents of the Central Coast as well as strengthening their ability to deliver projects and services that respond to the needs of the community.

2. Available Funding

Total funding available per financial year is \$300,000.

Applications can be made for funding up to \$20,000.

3. Key Dates

Opens 1 June 2024. Closes 30 June 2024.

The Community Development Grant Program is time limited and will cover activities that are able to be completed within an eighteen (18) month timeframe from the date of funding.

Applications are scheduled for final decision at a Council Meeting approximately three (3) months after the application deadline of each round.

ANY variation to project scope or timeframe must obtain prior approval in writing from Central Coast Council.

4. Expected Program Outcomes

Each application is required to address a minimum of one of the following community outcomes identified:

4.1 Increase in community identity and connections, including increased understanding of community issues and needs.

4.2 Increase in number of people feeling a strong sense of connection within their local community, including social inclusion.

4.3 Increase in knowledge and appreciation of our local history, environment, culture and diversity.

4.4 Improve our quality of life.

4.5 Build community expertise, capacity, networks and skills.

4.6 Enhance sense of local identity.

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

5. Types of Activities/Projects Supported

5.1 Projects that create, diversify or enhance participation in the community; or that provide benefits to address an identified community need.

5.2 Projects that aim to increase social inclusion.

5.3 **NON-INFRASTRUCTURE** projects that enhance and improve accessibility options for the community.

5.4 Projects that increase community identity and connections, enabling the community to come together and address community safety and/or identify emerging community needs and social issues.

5.5 Projects that increase the skills and knowledge of a community organisation to better understand and serve the community through responding to community issues and needs.

5.6 Projects that address environmental issues and concerns or contribute to environmental education and awareness.

5.7 Creative community projects involving arts practitioners collaborating with communities. 5.8 Projects that include the contracting of professionals including facilitators, producers and project managers to deliver the project outcome and/or develop a community organisation's skills.

5.9 Cost of Public Liability insurance linked directly to the project.

5.10 Projects that include the hire or purchase of non-fixed equipment and materials that provide a demonstrated community benefit beyond the life of the grant (request for purchase of equipment needs to demonstrate how the equipment relates to the overall objective/outcome of the event/project/activity).

5.11 Hire of Council facilities and services.

6. Eligibility

6.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a legally constituted not-for-profit organisation.

6.2 A modest auspice fee will be considered for legally constituted not-for-profit organisations who auspice an applicant.

6.3 Applicants must operate within the Central Coast area and/or be able to demonstrate that the project will benefit residents of the Central Coast community.

6.4 Applicants must meet the grant program eligibility criteria and address one or more of the program outcomes.

6.5 Only one application per project, per financial year, may be successful in obtaining funding across any of Council's grant funding programs.

6.6 Central Coast based community run emergency service entities that are part of Government Departments and Agencies such as RFS, SES and VRA.

6.7 Applicants must provide all required documentation as detailed in section eleven (11) of the Community Development Guidelines.

7. Ineligible

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

- 7.1 Late or incomplete applications.
- 7.2 Proposals from Government Departments, agencies or any Council, with the exception of Central Coast based community run emergency service entities.
- 7.3 Proposals from employees or Councillors of Central Coast Council (both in a paid or voluntary capacity).
- 7.4 Expenditure for equipment not related to the specific project proposed.
- 7.5 Events, projects or activities with a religious, political or sectarian purpose, where that purpose may exclude or offend members of the broader community.
- 7.6 Applications seeking funds for projects of a commercial nature that is for profit or that raises funds for philanthropic purpose for other organisations.
- 7.7 Applications seeking funds for retrospective projects and activities commencing, or project items purchased, prior to two (2) months from the end of the grant closing date. (For example, applications submitted by deadline of 30 June must commence no sooner than 1 September in order to be eligible).
- 7.8 Proposals that duplicate a project, service or activity already existing within the Local Government Area.
- 7.9 A project, event, service or activity which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship or a philanthropic trust.
- 7.10 Proposals that are for funding the core business of the organisation.
- 7.11 Applications for purchases or expenses related to privately owned items.
- 7.12 Applications that do not have asset owners' consent, if applicable.
- 7.13 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses.
- 7.14 Applications seeking funds for existing salaried or waged positions not related specifically to the proposed project.
- 7.15 Applications seeking funds for benefits such as travel, meal or accommodation costs including costs to undertake activity outside or to the Local Government Area.
- 7.16 Applications seeking funds for goods or services to 'on-sell'.
- 7.17 Applications seeking funds for prize money and gift vouchers.
- 7.18 Funds for fees to attend a conference, congress or seminar.
- 7.19 General fundraising appeals.
- 7.20 Existing projects or programs that require additional funding.
- 7.21 Applicants in a position to self-fund the project.
- 7.22 A project, event, service or activity which primarily benefits a single individual or business.
- 7.23 Works to buildings or property.
- 7.24 Purchase of land or buildings.
- 7.25 Applicants who have an unresolved debt to Council.

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

7.26 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant.

7.27 Routine maintenance or works to Council owned buildings that are a lease obligation of the Management Committee.

Where alternative funding options exist for any of the above exclusions, applicants will be advised accordingly.

8. Assessment Criteria

Each application will be assessed as follows:

8.1 Project Idea - Project addresses an identified program outcome as outlined in Section four (4).

8.2 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.

8.3 Support - The project shows evidence of community consultation and support and promotes participation.

8.4 Sustainability - The project has a clear beginning and demonstrates where practical that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended.

8.5 Capacity - Capacity of the organisation to successfully complete the project.

9. Assessment Process

9.1 Applications are only accepted online through [Central Coast Council's website](#) and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system.

9.2 All applications will be assessed by a Grants Review Panel and recommendations presented to Council for endorsement.

9.3 Central Coast Council reserves the right to request further information in considering any application as well as the right to reject any application that does not meet the criteria.

9.4 Council reserves the right to 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 full amount is not available at the time of the request.

9.5 Applications may be assigned to another grants program as part of the assessment process if the original funding program selected by the applicant is not deemed the most appropriate for the initiative.

9.6 As funding is limited, not every application that meets the assessment criteria will be successful.

9.7 All decisions of Central Coast Council are final, and no negotiations will be entered into.

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

10. Notification and Payment

10.1 All applicants will be notified of the outcome of their application.

10.2 Unsuccessful applicants are encouraged to seek feedback from Council's Grant Team on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

10.3 Successful applicants are required to sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed with any funding conditions met, prior to funding being released. Council reserves the right to withhold funding if stipulated grant conditions as per the Funding Agreement are not met.

10.4 All projects must be completed as agreed upon within the Funding Agreement. Please note that Council funding may only be used as agreed with Council and may not be diverted to other budget line items, projects or purposes. A request to divert funds must be submitted in writing for approval.

10.5 The organisation will provide to Council a final project report (grant acquittal). The report due date is within twelve (12) weeks of the end of the project, as per application, or date of payment, whichever is latest. The report must detail the outcomes and expenditure of funds granted and must include evidence of expenditure as detailed in the acquittal template.

10.6 Applicants who do not complete and return an acquittal report by dates agreed in their Funding Agreement will be ineligible for any future funding.

11. Additional Information

11.1 In addition to the completed application form, the following must be provided:

- A copy of your most recently audited financial statements (or a statement of income and expenditure signed by your finance manager if your organisation is not subject to audit requirements).
- Your organisation's most recent Annual Report - minimum of Form A12, if this is your annual reporting obligation to NSW Fair Trading.
- Evidence of other funding secured or applied for (if relevant).
- A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing.
- A copy of your organisation's Public Liability insurance certificate or a written quotation for Public Liability insurance cover for \$20 million.
- For capital works and/or equipment, two quotes for each item valued at \$1,000.00 or more.

11.2 Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Central Coast Council.

11.3 Approval of a grant does not imply that Central Coast Council has given any other consent. Applicants should note that many activities require approvals and consents from Central Coast Council, NSW Police and other state government agencies.

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

11.4 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest.

11.5 All written and verbal communication regarding an application will only be with the applicant or the contact person listed in the application.

11.6 All grants are governed by [Central Coast Council's Community Grants Policy](#).

11.7 Applications are scheduled for final decision at a Council Meeting approximately three (3) months after the application deadline of each round.

12.Key Contacts

Grant Enquiries

Grants Team

E-mail: grants@centralcoast.nsw.gov.au

P: 02 4325 8861

Quotes and bookings for Council Facilities (E.g.: Halls, theatres, and open space areas)

Council has a range of spaces available for hire via our [online hall and venue finder](#) and [park and sportsground finder](#).

P: (02) 4325 8222 or (02) 4350 5555

Contact Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation Name

Organisation Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Primary Phone Number *

Must be an Australian phone number.

Central Coast Council Community Development Grants Program

Application 2024/25

Form Preview

Organisation Primary Email *

Must be an email address.

Website link

Must be a URL.

Are you auspicing this project for another group? *

☐ Yes ☐ No

No more than 1 choice may be selected.

If yes, the organisation is the auspicing body and the contact is the group being auspicied

Does your organisation have an ABN? *

☐ Yes
☐ No

Applicant Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Contact for Application

Contact Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Organisation *

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

Applicant Position *

Contact Number *

Must be an Australian phone number.

Contact Email Address *

Must be an email address.

Are you an employee or Councillor of Central Coast Council? *

☐ Yes ☐ No

No more than 1 choice may be selected.

If yes, you are not eligible to apply

Project Details

* indicates a required field

Project Title *

Brief project description of what you are applying for: *

Word count:

Must be no more than 25 words.

Provide a short description of your project - what are you out to do?

Project Start Date: *

Must be a date and no earlier than 1/9/2024.

CANNOT commence within two (2) months of the grant round closing date

Project End Date: *

Must be a date.

Main suburb your project will take place:

What venue (if any) will your project be located at?

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

Are you as the applicant, the owner of the property referred to in this application?

☐ Yes ☐ No

No more than 1 choice may be selected.

If you are not the owner of the property, you will need to attach a letter of consent from the legal owner of the property.

Detailed project description of what you are applying for: *

Word count:

Must be between 0 and 500 words.

Please select which objective from One Coast Community Strategic Plan 2018-28 your project best aligns with: *

Upload project plan: *

Attach a file:

Document required

Click here to view [One – Central Coast, Community Strategic Plan 2018-2028](#).

Please select the main outcomes your project aims to achieve (Maximum 3): *

- ☐ Community benefit aligned to One Coast Community Strategic Plan 2018-28
- ☐ Greater opportunities for community members to be involved in community life
- ☐ Increased numbers of people feeling a strong sense of connection within their local community
- ☐ Increase in knowledge and appreciation of our local history, culture and diversity
- ☐ Improve quality of life
- ☐ Build community expertise, capacity, networks and skills
- ☐ Enhanced sense of local identity

No more than 3 choices may be selected.

Describe how your activity strives to achieve the selected outcome/s: *

Word count:

Must be between 0 and 500 words.

Will your project be open for the use/attendance of the general public? *

☐ Yes ☐ No

No more than 1 choice may be selected.

How many people do you anticipate will benefit from your project? *

☐ 0-20 ☐ 20-50 ☐ 50-100 ☐ 100+

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

No more than 1 choice may be selected.

Describe how the community is involved in this project including any consultation that has taken place and what community support there is for the project: *

Word count:

Must be between 0 and 500 words.

How will you promote your project to the community? *

Word count:

Must be between 0 and 500 words.

Do you expect the project to continue after funding from the grant has ceased? *

☐ Yes

☐ No

If yes, how will your group manage and maintain this project without becoming dependent on continuing financial support from Council? *

Word count:

Must be between 0 and 500 words.

Considerations

To the best of your knowledge, what type of approvals, permits, licences will your group need to obtain:

- ☐ Development Consent
- ☐ Traffic Committee/Road Closures
- ☐ Asset owner's approval
- ☐ Other:

Please note: If you are successful in receiving support from Council, this support does not replace any of the necessary paperwork and requirements of your event/activity. You are still required to complete and submit all necessary documentation.

If you selected any of the above, please provide evidence and include current status:

Attach a file:

Central Coast Council Community Development Grants Program

Application 2024/25

Form Preview

Have you been dealing with a Central Coast Council staff member regarding this project? *

☐ Yes ☐ No

No more than 1 choice may be selected.

Please note: if you are successful in receiving support from council, this support does not replace any of the necessary paperwork or approvals required for your project. You are still required to complete and submit all necessary Council documentation.

If yes, who? *

Project Budget - Please note this section is MANDATORY

* indicates a required field

Application Budget Details

It is important to provide an accurate budget.

Please refer to Council's Fees and Charges to determine the cost of Council services: **insert link here**

Requested funding from Council can include cash and Council services' contributions.

Examples of Council Services

- * Hall Hire
- * Oval Hire
- * Waster Services
- * Traffic Management

The budget table also allows the applicant to show cash or in-kind service items (if any) they will contribute.

Some examples of in-kind services that an applicant can assist with include : volunteer time, supplies, materials or services.

Volunteer time calculations: to calculate the volunteer time or labour your group contributes to the project, use the fee of \$30 per hour. For professional service or contractor fees, use the fee of \$75 per hour. To calculate community in-kind contributions, use the cost price of the supplies, materials or services contributed as a guide.

Project Item(s) - please list/ detail all budget items below - see example above:	Amount Requested from Council	Select Council Contribution - Council Services or Cash	Applicant Contribution: Cash	Applicant Contribution: In-Kind (dollar value of contributions)
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

Central Coast Council Community Development Grants Program

Application 2024/25

Form Preview

	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	Must be a dollar amount.		Must be a dollar amount.	Must be a dollar amount.

Total Amount Requested *

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Total Project Cost *

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Cost to participants (if any) *

\$

Must be a dollar amount.

Must be a dollar amount, if nil insert 0

If you make, a profit what will the profit be used for? *

Are you seeking funding from other sources? *

☐ Yes

☐ No

Central Coast Council Community Development Grants Program

Application 2024/25

Form Preview

Amount of funding from other source/s: *

\$

Must be a dollar amount.
If no funding sought, insert \$0

Please attach evidence of other funding sought:

Attach a file:

Is the funding confirmed:

☐ Yes ☐ No ☐ Unsure

No more than 1 choice may be selected.

Please attach confirmation from Council's booking officer if using a Council venue:

Attach a file:

Please Attach Relevant Quotations

Two quotes **MUST** be supplied for **each capital work or equipment** item valued at **\$1000** or more.

Quotation 1:

Attach a file:

Quotation 2:

Attach a file:

Part Funding

Priority Item	Amount requested from Council	Select Council Contribution - Council Services or Cash	Applicant Contribution: Cash	Applicant Contribution: In-Kind (dollar value of contributions)
	Must be a dollar amount.		Must be a dollar amount.	Must be a dollar amount.
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

Central Coast Council Community Development Grants Program Application 2024/25

Form Preview

Part Funding Total

Part Funding Total

\$

This number/amount is calculated.

Documentation Check List - These documents are MANDATORY.

** indicates a required field*

New Section

Annual Report - Please attach a copy of your most recent Annual Report or a web address/link to your most recent Annual Report online *

Attach a file:

Annual Report website link:

Must be a URL.

Signed Financials - Please attach a copy of the most recent statement of financial position (balance sheet) and statement of financial performance (profit & loss, income statement) of your organisation signed by your Accountant/Finance

Manager/Treasurer: * *

Attach a file:

Not-for-profit status - for organisations that do not have an ABN - please attach a copy of your current Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from NSW Office of Liquor, Gaming and Racing: *

Attach a file:

Public Liability Insurance - Place attach a copy of Public Liability Insurance Certificate of Currency, or a written quote, for this project, for a minimum \$20 million *

Attach a file:

Support Material: please ensure all documents are aptly titled for identification

If applicable, please attach any support material.

Attach Files

Central Coast Council Community Development Grants Program

Application 2024/25

Form Preview

Attach a file:

Please note: If your funding submission is incomplete, that is, if any of the required documents are missing without explanation, your application will be withdrawn from consideration and you will be notified accordingly.

Declaration and Privacy Statement

*** indicates a required field**

Declaration and Privacy Statement:

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact Central Coast Council immediately if any information provided in this application changes or is incorrect.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

☐ Yes

Name

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

Position held *

Date *

Must be a date.