



Community Gardens Grants Program Allocation Guidelines – Round 2 – 2018/2019

Background

The Community Gardens Grants Program is a new initiative of Kiama Council, providing opportunities and support for community groups in the Kiama LGA to promote community gardening & sustainability. Kiama Council recognises that community gardening is one of the significant ways that the community and Council can work together to progress health, social, cultural and environmental priorities. In addition, it encourages and supports the establishment of community gardens as a sustainable food initiative that promotes healthy food choices and food security under the Kiama Health Plan.

The aim is to bring together local residents and community groups with an interest in community gardening and assist them in setting up sustainable local food sources through community gardens. This grants program aims to provide financial support to groups wishing to establish new community gardens (seed funding) or to further develop existing ones in the LGA.

For the establishment of new community gardens on Council controlled community land, please ensure that the relevant forms included in the [Guidelines for the establishment of Community Gardens](#) have been submitted to and discussed with Council, prior to submitting this application.

Guidelines

Community Strategic Plan

CSP 1.0 A Healthy, Safe and Inclusive Community

1.1 Developing and implementing services and programs that promote social cohesion, healthy and active lifestyles for residents of all ages, abilities and interests

DP 1.1.5 Facilitate sport and health related facilities and programs

OP 1.1.5.8 Deliver community health grants programs

Funding aim

This grants program aims to provide capital funds towards the establishment of new community gardens (both on Council controlled community land and other lands), and further develop existing community gardens in the Kiama LGA.

Grant timeframe

The Community Gardens Grants Program is open for the 2018/2019 financial year. Applications may be submitted anytime but will be assessed once a year. Closing date for the submission period is:

- 15 March 2018 (3rd Friday in March), successful projects will generally receive funds in June 2019.

It is expected the projects will be completed and acquitted within 12 months of receiving the grant. A final report must be submitted to Council at the end of the project outlining how the project objectives were achieved and how the grant funds were utilised.

Allocation amounts

There is an allocated total budget of \$9,000 per financial year for the Community Garden Grants Program. Grants awarded will be valued at up to \$4,500 each. Applications demonstrating in-kind and/or in cash for their project will be highly valued.

Funding eligibility

- Applicants must be a not-for-profit incorporated community organisation or incorporated school P&C, or be auspiced by one of the above¹.
- Where a proposed project's governance is to be auspiced by another organisation, written confirmation of the auspice arrangement must be submitted with the grant application and an officer of the auspice organisation with appropriate delegated authority must co-sign the application & provide evidence of financial viability (e.g. an annual report or annual financial statement).
- The proposed Community Garden must be established in the Kiama LGA.
- Applicants must submit with the application a letter containing a written approval from land owner or land manager representative for the proposed project.
- For gardens on Council controlled community land, compliance with KMC Community Gardens Policy & Guidelines
- Where partnerships are envisaged, a letter identifying the lead organisation will be required, and all organisations will need to sign the application form.
- Applicants must provide evidence that relevant insurances are in place (e.g. public liability insurance).
- Applicants must have fully completed the application form, paying careful attention to budget breakdown, project description, work plan and timeframe.
- Applicants with outstanding acquittals for any Council funding received may not be eligible for this program.

¹ Please note if you do not provide details of your incorporation status or auspice arrangements, your application may be deemed ineligible.

Eligible and non-eligible activities

Example of eligible activities

- Garden planning, design and feasibility
- Development of policies and manuals
- Consumables (e.g. soil, mulch, compost etc.),
- Tools and infrastructure (wood for garden beds, propagation tools, rain water collection tanks etc.), facilities and structures that are essential to the functioning of the garden.

Non-eligible activities/expenses

- Activities and expendables that are not in line with Council's Community Gardens Policy and Guidelines for the establishment of Community Gardens².
- Maintenance or ongoing costs for the garden
- Previously started or completed projects or activities.
- Charitable fundraising
- Maintenance costs of equipment and/or infrastructure
- Insurance costs
- Interstate and overseas travel
- Projects that are traditionally funded through other sources
- Cost of prizes and gifts
- Staff project costs

In-kind/cash contributions:

In-kind and/or cash contributions from the applicant will be highly regarded during the assessment process.

In-kind contributions include among other:

- Wages (staff time) paid by the applicant organisation for people working on the project.
- Resources such as equipment, materials, or venues used in the project that would otherwise need to be hired
- Volunteer time (valued at a maximum of \$30 per hour)

Funding criteria

The following funding criteria will be used to assess the relative merit of your project and determine the success of your application:

- The extent to which the proposed project is in line with the [Kiama Health Plan](#) and outlined funding aims.
- Extent to which project stimulates participation and positive community engagement.
- Demonstrated ability to deliver project in a sustainable manner (considering environmental and community outcomes)
- The extent to which the proposed project is of benefit to the broader Kiama LGA community
- Evidence of effective consultation, partnering and networking.
- Degree to which the work plan and timeline are realistic.
- Value for money, sound budget

² Applicable to community gardens on Council controlled community land.

- Demonstrated appropriate governance structures and group's capacity to manage projects (establishment, track records, group health), including evaluating and documenting results.
- In-kind or cash contribution will be highly valued (see section above "*In-kind/cash contributions*")

Application assessment process

- Applications are received by Kiama Municipal Council and sent to Council's Health Promotion Officer.
- Applications are shared with and reviewed by the Health & Sustainability Committee.
- The Director of Environmental Services reports to Council to seek final determination on successful grant recipients

Both successful and unsuccessful applicants are notified in writing following Council's determination.

Decisions regarding successful applications are binding and no requests for reassessment will be accepted.

Other conditions, fees and charges

- Normal fees and charges on all Council properties and processes will apply.
- Council's standard application processes still apply in case of successful application. All legal requirements and expenses of the project such as: insurance, Development Applications, traffic management plans etc. are the responsibility of the applicant.
- Successful applicants must be appropriately incorporated and be responsible for their own insurances, including (and not limited to), Public Liability, Volunteer Insurance and Professional Indemnity, as applicable. Applicant should be able to provide copies of relevant insurances upon request.
- Successful applicants must ensure that participants in the project are not exposed to promotions for alcohol or unhealthy food and drinks during the project.

Acknowledgement

All applicants successful in obtaining funds under this grant program must acknowledge Council's contribution in all publicity relating to the project (newsletters, websites, banners, signage etc.).

Acquittal & Reporting

Successful applicants will be required to:

- Complete a Project Acquittal Form within two (2) months of completion of the project, estimated no later than 12 months from start date of project, including details of how the funds were spent (maintenance of records of receipts, invoices and transactions). The Project Acquittal Form includes a final report summarising project activities, outcomes, participants, challenges and lessons learned and evidence of acknowledgment, among other things.
- Provide photo evidence of project (with participant consent).
- Return to Council any unspent grant funds, or funds not spent in accordance with the grants program or funds that cannot be accounted for appropriately.

- Agree to participate in a phone feedback survey on the grant received.

Support from Council

All applicants are highly encouraged to discuss their project proposal with Council's Health Promotion Officer before submitting their application.

The Health Promotion Officer can support applicants with providing information about your eligibility status, appropriateness of your proposed community garden project and questions about your application.

The Health Promotion Officer may conduct visits on site and provide support in project implementation if needed.

For assistance with your application please contact Council's Health Promotion Officer, on (02) 4232 0444 or email council@kiama.nsw.gov.au