

# Health & Sustainability Grants Program

## Allocation Guidelines – Round 4 - January 2019

### Background

The Health & Sustainability Grants Program is an initiative of the Health Promotion team at Kiama Municipal Council, providing opportunities and support for community groups in the Kiama LGA to promote health & sustainability. The aim is to bring together local residents and community groups with an interest in health and sustainability to drive projects to improve health and environmental outcomes for the Kiama Community. The focus is on assisting community members to implement and evaluate small projects that align with strategies outlined in the [Kiama Council Health Plan](#). The health plan has been designed to support the health, wellbeing and quality of life for all residents and visitors in the Kiama municipality, as well as improving, protecting and enhancing the environment for the benefit of present and future generations.

### Guidelines

Community Strategic Plan

CSP 1.0 A Healthy, Safe & Inclusive Community

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

OP 1.1.1 Facilitate sport and health related facilities and programs

### Funding aim

To partner with and support community groups in the development and delivery of projects that improve the health, wellbeing and quality of life for all residents and visitors in the Kiama Municipality.

To bolster community resources by matching dollar for dollar funding of projects to achieve greater outcomes than which could be achieved by groups working on their own.

### Grant timeframe

Health & Sustainability Grants are always open and applications may be submitted at any time. However, applications are only assessed twice a year in February and August.

The closing date for the submission period is:

- 3<sup>rd</sup> Friday in January 2019; successful projects will receive funds in April 2019

An acquittal form must be submitted to Council at the end of the project outlining the expenses and how the project objectives were achieved. It is expected that projects will be completed and acquitted within 12 months of receiving the grant.

## Allocation amounts

There will be an allocated total budget of \$4,000 per financial year for the grants program; grants awarded will be valued at up to \$1,000 each. Applicants need to demonstrate how they will match the funding dollar for dollar for their project either in-kind and/or in cash.

## Funding eligibility

- Applicants must be a not-for-profit incorporated community organisation (or be auspiced<sup>1</sup> by one), or be an incorporated school P&C<sup>2</sup>, and have relevant insurances. Where partnerships are proposed, a letter identifying the lead organisation will be required, and all organisations will need to sign the application form.
- 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.
- Applicants must be based in the Kiama LGA, or have community members from the Kiama LGA as the target audience of the project.
- Proposed projects or activities should be taking place in Kiama LGA.
- Applicants must have fully completed the application form, paying careful attention to budget breakdown and project description.
- Applicants must ensure that the project is not for the purposes of charitable fund raising.
- Applicants must not have outstanding acquittals for any Council funding received.
- Applicants must be able to match dollar for dollar funding amounts for projects either in cash or in-kind. (Matching dollar for dollar funding in predominantly cash is preferred)
- Applicants may not use funds to cover the cost of past activities.
- Applicants must submit new and innovative projects (rather than previously funded projects) to be considered.

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<sup>1</sup> Where auspice arrangements are made, the auspicing organisation will be required to attach evidence of financial viability (e.g. annual report or annual financial statement etc.).

<sup>2</sup> Please note if you do not provide details of your incorporation status or auspice arrangements, your application may be deemed ineligible.

## In-kind contributions

In-kind contributions can include:

- 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).

## Project category areas

The project must fit into one or more of the four categories listed below:

- Provide and promote opportunities for the community **to engage in regular physical activity**;
- Provide and promote opportunities for the community **to develop skills in sustainable food practices** (excluding community gardening<sup>3</sup>);
- Provide and promote opportunities for the community **to develop knowledge and skills in healthy eating and active living principles**.
- Provide and promote opportunities for the community **to improve the health of the natural environment**.

## Funding criteria

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

Project fitting into one or more of the four project category areas;  
(Projects that fit into more than one category are desired).

- The extent to which the project is innovative, sustainable and has outcomes that extend beyond its lifetime;
- The extent to which the project stimulates opportunities for participation and positive community connections, connecting neighbours, residents;
- The community's buy-in and interest in the project and the degree to which community engagement has been thought through;
- How well the project fits into one or more of the four category areas;
- The capacity built in the community from this project through raising awareness, increasing knowledge and skills etc.;
- The extent to which the project can be further built on, expanded to a larger scale or used as a model for other projects;
- Extent to which the dollar for dollar matching is in cash versus in-kind;
- The capacity of the group/organisation to manage project (establishment, track record, group health);

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<sup>3</sup> This grants program is not designed to support the establishment of community gardens or any ongoing maintenance of community gardens. There is a [separate funding program](#) for these activities.

- Sound budget and realistic timeframes.

### **Application assessment process**

- Applications are received by Kiama Municipal Council and sent to Council's Health Promotion Officer.
- Applications are shared, and reviewed by the Health & Sustainability Working Group and Committee.
- 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 decision.

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 continue to 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, such as (and not limited to), Public Liability, Volunteer Insurance and Professional Indemnity, as applicable.
- Successful applicants must ensure that participants in the project are not exposed to promotions of alcohol or unhealthy food and drinks during the project.

### **Acknowledgement**

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

### **Acquittal & Reporting**

Successful applicants must undertake the following activities:

- Sign a form accepting the conditions of the grant.
- Provide certificate of incorporation.
- Provide copies of relevant insurances upon request.
- 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 (providing records and copies of receipts, invoices and transactions).

- Agree to participate in a phone feedback survey on the grant received with Council.
- Return any unspent grant funds, or funds not spent in accordance with the grants program.
- Provide photo evidence of project (with participant consent) upon acquittal.

### **Support from Council**

The Council's Health Promotion Officer can support you with providing information about your eligibility status, appropriateness of your proposed project and questions about your application. All applicants are highly encouraged to discuss their project proposal with Council's Health Promotion Officer before submitting their application on Ph. (02) 4232 0444 or email [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)