



RESPECT



INNOVATION



INTEGRITY



TEAMWORK



EXCELLENCE

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2.0 About the Health & Sustainability Grants

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.

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 once per year see our website for grant closing dates.

3.0 Allocation amounts

There will be an allocated total budget of \$6,000 per financial year for the grants program; grants awarded will be valued at up to \$500, \$1,500 or \$3,000 each. Applicants need to demonstrate how they will match the funding dollar for dollar for their project either in-kind and/or in cash. For example, if you are applying for \$1500 you must demonstrate how your organisation will either match that amount with cash or in-kind (such as volunteer hours, venue hire etc.)

4.0 Contact

Kiama Council's Health Promotion Officer can be contacted (Tuesday to Thursday) via

Email: council@kiama.nsw.gov.au

Phone: 02 4232 0444

5.0 Am I eligible for funding

5.1 To be eligible for funding applicants need to live, and/or deliver their project, in the Kiama local government area and:

- Be a not-for-profit incorporated community organisation (or be auspiced¹ by one), or be an incorporated¹ school P&C², 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.

¹ 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.).

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

- If applicants are applying for the category of up to \$500 of funding only, they **do not** need to be an incorporated organisation however, they do need to demonstrate organisation financial viability by attaching proof of viability (e.g. annual report or annual financial statement) to your application.
- If 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.
- Have community members from the Kiama LGA as the target audience of the project.
- Must have fully completed the application form, paying careful attention to budget breakdown, project description, work plan and timeframe.
- Must ensure that the project is not for the purposes of charitable fund raising.
- 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)
- Must submit new and innovative projects (rather than previously funded projects) to be considered.

5.2 You are not eligible for funding if you are:

- Using the funds to cover the cost of past activities.
- Unincorporated school P&C or organisation (unless applying for up to \$500)
- Do not live, or deliver your project, in the Kiama local government area
- You have previously received a Kiama Council Grant and have an outstanding Project Acquittal Report.

6.0 What is required for my project to be eligible for funding?

- 6.1 The project must be run in Kiama or have the Kiama LGA community as its target audience
- 6.2 The project must not have been previously funded through the Kiama Council's Health & Sustainability Grants.
- 6.3 The project must be discussed with Council's Health Promotion Officer, at least two weeks prior to the closing date. (Please note: Health Promotion Officer's work days are Tuesday - Thursday).
- 6.4 Applying for one year of funding only.

Recurrent projects (e.g. an annual event) that are considered will receive one year seed funding only, if successful. Any funds provided must not lead to an organisation becoming dependent on ongoing financial support from Kiama Council.

7.0 What projects are NOT eligible for funding?

- 7.1 Projects funded previously through the Kiama Health & Sustainability grants.
- 7.2 Projects seeking the purchase of equipment only or infrastructure unless they can demonstrate how they are going to facilitate behaviour change within their project plan.
- 7.3 Projects including capital works (i.e. buildings, alterations or extension).
- 7.4 Projects designed, or including the aim, to raise funds for a charity.
- 7.5 Projects that have received or are intending to receive, any additional financial or in-kind assistance from Council for the same project.

8.0 How can I demonstrate 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).

9.0 What are the project category areas?

The project must fit into one or more of the five 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 gardening³);
- 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**.

³ 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.

- Provide and promote opportunities for the community **to improve the mental health and wellbeing of residents in the LGA.**

Examples of projects that meet the project category areas

Provide and promote opportunities for the community **to engage in regular physical activity.**

Example – An 8-week physical activity program targeting seniors who do not usually engage in physical activity.

Provide and promote opportunities for the community **to develop skills in sustainable food practices (excluding community gardening).** **Example** – A series of workshops teaching the community how to grow their own food.

Provide and promote opportunities for the community **to develop knowledge and skills in healthy eating and active living principles.** **Example** – A series of healthy cooking classes for kids, which educates them on choosing healthier food options.

Provide and promote opportunities for the community **to improve the health of the natural environment.** **Example** – A nature walking/exploration program introducing the community to their natural environment, teaching them principles about how to look after the environment.

Provide and promote opportunities for the community **to improve the mental health and wellbeing of residents in the LGA.** **Example** – An art class using creativity to promote wellbeing, build social connections and improve the mental health of participants.

10.0 What must I do to be considered for funding?

Thoroughly read all the appropriate documentation:

- Funding Guidelines
- Application form

- 10.1 Discuss your project with Council's Health Promotion Officer, **at least two weeks prior** to the closing date.
- 10.2 Demonstrate that any third party licences, permits, Development Approvals (DA), etc. required for the project to proceed have been identified, and are included in the project plan, and that all relevant stakeholders and personnel have been liaised with. All fees, licences, permits and DA requirements are the sole responsibility of the project proponents. Grant approval does not imply approval for any of these matters.
- 10.3 If your project is an event, ensure that it complies with Kiama Council's Event Toolkit, available from Council's Health Promotion Officer.
- 10.4 Fully complete all of the application form, paying careful attention to the budget breakdown and project description. Note: It is expected that projects seeking higher amounts of funding demonstrate high project impacts. Projects greater than \$1500, will need to convince the assessors that they will have a bigger impact than funding several smaller projects.
- 10.5 Attach all other relevant documentation with your application.
- 10.6 Submit your application on time

11.0 How do I write a good application?

11.1 Write a simple, clear, and accurate description of your project.

- Use dots points rather than large paragraphs.
- Include all relevant information.
- Provide context for your project, but not extensive background history.
- Be clear about who the project is for, what it aims to do and how it will benefit the Kiama community and how the project aligns with the objectives of this funding program.

11.2 Define clear project goals, demonstrate that you have identified a project need, demonstrate your ability to deliver the project efficiently and in a timely fashion.

11.3 Write a thorough and accurate budget, double check all your figures. Provide quotes for all project costs. Include all sources of potential income, including other funding grants and all items of expenditure, including fees and charges.

11.4 Do your research, don't make assumptions or guesses.

11.5 Check any third-party requirements such as:

- licences, permits, Development Approvals (DA) etc
- venue bookings; dates costs etc
- traffic management required
- property owners; do you need permissions or consent?

11.6 Discuss your project with any potential partners or collaborators.

11.7 Be aware that the greater the amount of funding you apply for, the greater the amount of rigor will be expected in regard to all the points above in your application.

12.0 What happens after I submit my application?

12.1 Applications are received and reviewed for eligibility.

12.2 Applications are assessed by members of the Health & Sustainability Grants Working Group and Health & Sustainability Committee

12.3 The Kiama Health & Sustainability Committee recommends applications to Council.

12.4 Kiama Council makes final determination on successful projects to be funded.

12.5 All applicants are advised of the outcome of their application.

12.6 Arrangements made with successful applicants for signing funding agreement and receiving funds.

12.7 Funds are received by successful applicants approximately 2.5–3 months after the closing date.

13.0 How is my application assessed?

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

- 13.1 The project must fit into one or more of the five project category areas detailed below; (Projects that fit into more than one category are desired).
- 13.2 The extent to which the project is innovative, sustainable and has outcomes that extend beyond its lifetime;
- 13.3 The extent to which the project stimulates opportunities for participation and positive community connections, connecting neighbours, residents;
- 13.4 The community's buy-in and interest in the project and the degree to which community engagement has been thought through;
- 13.5 The capacity built in the community from this project through raising awareness, increasing knowledge and skills etc.;
- 13.6 The extent to which the project can be further built on, expanded to a larger scale or used as a model for other projects;
- 13.7 Extent to which the dollar for dollar matching is in cash versus in-kind;
- 13.8 The capacity of the group/organisation to manage the project (establishment, track record, organisation viability);
- 13.9 The clarity of the project plan & identified milestones – are they realistic & achievable;
- 13.10 Sound budget and realistic timeframes;
- 13.11 Projects that are focused on infrastructure need to demonstrate how they are going to facilitate behaviour change within their project plan;
- 13.12 Decisions of Council

Council regularly receives requests for funding far beyond the funds available for allocation. Decisions regarding successful applications are binding and no requests for reassessment will be accepted.

14.0 What happens if I am successful?

Successful recipients are required to undertake the following:

14.1 Funding Agreement

Sign a funding agreement accepting the conditions of the grant.

14.2 Confirm Details.

Supply Council with confirmed details of any dates, venues, licences, permits, DA's etc.

14.3 Acknowledge Support

Acknowledge Council's support on any promotional material. Council will provide a copy of its logo (by email or hard copy) to successful applicants for use.

14.4 Appropriate Use of Funds

Applicants may not vary the purpose of the grant for which they have been funded without receiving written approval from Council.

14.5 Responsibility

The applicant is responsible for their own insurances including but not limited to where appropriate, Workers' Compensation or Public Liability. Council will not accept responsibility for any loss, damage or inconvenience arising from the funded project.

14.6 Timeframe

Projects must be delivered within twelve (12) months of receipt of funding. If you are unable to deliver your project within this timeframe you will need to apply, in writing, for an extension of time or all unexpended funds will be required to be returned. All expended funds will be required to be accounted for via the Project Report.

14.7 Conditions

Successful applicants must ensure that participants in the project are not exposed to promotions of alcohol or unhealthy food and drinks during the project. Council reserves the right to place additional conditions upon approving projects for funding.

15.0 What if I need to pay Council fees and charges as part of my project?

15.1 Normal fees and charges on all Council properties and processes will apply. Waiving of fees will not be considered. Ensure you include all Council fees and charges in your project budget. All legal requirements and expenses of the project such as; insurance, development applications, traffic management plans etc. are the responsibility of the applicant.

15.2 Funding will not be considered if any other financial or in kind assistance from Council is or has been sought for the same project.

16.0 How do I finalise my project and report it to Council?

Successful applicants are required to complete and return a Project Acquittal Report within one month of completion of the project, including details of how the funds were spent.

This report should be completed on Council's Project Acquittal Report form.

Your Project Report should include:

- Description of the final project, including audience numbers and project highlights
- Copies of any promotional materials acknowledging Council's support.
- Comprehensive budget expenditure report and verifiable receipts for all items.

All funding expenditure that cannot be verified will be required to be returned to Council.

If projects cannot be delivered within the proposed timeframe, an "Application for Extension" form must be submitted requesting an extension to the period in which the project can be implemented. Please contact Council's Health Promotion Officer to request a copy of the form. An outcome regarding any application for extension will be determined generally within two weeks of Council receiving the completed form. In any case, approval will lapse for using the grant for the original approved project at the end of the following financial year after the grant is awarded.

17.0 What if I need help?

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

How to contact Council

Post

General Manager
Kiama Municipal Council
PO Box 75
Kiama NSW 2533

Telephone

+61 (02) 4232 0444

Facsimile

+61 (02) 4232 0555

Online

Email: council@kiama.nsw.gov.au
Website: www.kiama.nsw.gov.au

Office hours

Our Administration Building located at
11 Manning Street Kiama is open 8.45 am to 4.15 pm
Monday to Friday (excluding public holidays)



KIAMA MUNICIPAL COUNCIL
your council, your community