

## 1. Introduction

The Grants and Donations Guidelines is developed to assist applicants when applying for funding from Kiama Municipal Council (Council). The Guidelines must be read and applied in conjunction with Council's Grants Donations and Sponsorship Policy. The Guidelines provide detailed information of each grant or donation program, aiming to be easy to understand and follow. The Guidelines must be read prior to applying for a Council grant to ensure you are eligible and applying to the appropriate grant relevant to the program, event or initiative you are seeking funding.

Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to Council's Community Strategic Plan to enhance social, cultural, and economic outcomes.

Grants and donations could:

- Play an important role in community development and support active participation in civic life. They empower the community to address issues that matter to them and take the lead on projects to enhance community life.
- Help stimulate business, tourism and economic activity. They encourage partnerships with other organisations and assist groups and individuals to work together for the collective benefit.
- Be a valuable method of supporting artistic and creative endeavour, helping foster initiative, experimentation and enterprise by creative workers and providing new opportunities for audiences to engage in our community's cultural life.

## 2. Guiding principles

Council's assessment and decision-making processes are guided by the following strategic alignment and principles. Applicants are required to demonstrate how their program, project or event aligns to one or more of the following areas.

**Community Strategic Plan 2022-20232** – Council's Community Strategic Plan (CSP) is an overarching plan that represents community vision for the municipality of Kiama. This vision is outlined through five directions, referenced as the following Pillars:

- We belong and contribute
- We thrive in a sustainable environment
- We create a strong and diverse economy
- We are part of a connected and liveable community
- We expect accountable and transparent leadership, a financially sustainable Council.

**All** applications must demonstrate how their project, program or event address at least one of the above pillars.

**Partnership and Collaboration** – Council partners with a variety of organisations to deliver on its objectives. This includes not-for-profit community organisations who deliver on program and initiatives that build and maintain respectful, transparent and collaborative relationships in the community and with Council are. Your application should outline how your project is contributing to develop and maintain partnerships between Council and the community.

**Commitment to local** – Council is committed to supporting local projects, local people and local business in order to achieve economic, social, environmental and community outcomes. This will be achieved through engagement with local community groups and organisations who are also committed to these outcomes.

**Access, diversity and inclusion** – Council values the identities, perspectives, and experiences of the communities that live, work, and visit our local area and believe this diversity strengthens our community. Kiama is a diverse community – from culturally, linguistically, age, sexuality and ability perspectives. Kiama is located on the Dharawal country, the home of our First Nations people who have resided on the South Coast of NSW for tens of thousands of years. Council acknowledges the richness of First Nations culture that underpins our community.

Council is committed to ensuring that our grant program is inclusive and accessible to our diverse communities. Applications from our diverse communities including First Nations people, young people, older people, people with disability, culturally and linguistically diverse communities, women and LGBTIQ+ communities are highly encouraged.

**Value for money** – The Grants Program seeks to obtain the best mix of applications to meet the needs of the community and maximise outcomes for the local government area. Projects that represent good value for the level of cash or value-in-kind support requested are supported.

**Sustainability** – Council is committed to economic, social and environmental sustainability and welcomes projects that have these principles at their core, including:

- Economic sustainability - projects are either one off in nature or able to self-fund future iterations.
- Social sustainability – projects that enable medium to long term benefits for participants.
- Environmental sustainability - all aspects of the project consider and take into account processes for inclusion of resources that are healthy and supportive of our environment.

**Good governance and stewardship** – Council is committed to rigor, efficient and effective decision making in the best interest of the public. The Grants Program Policy, Guidelines, Application, Assessment and Acquittal processes are developed to meet equitable access, accountability and reporting requirements of public funds.

Council employees involved in assessing or performing administration duties associated with grant and funding agreements must comply with the requirements of Council's Code of Conduct for staff, contractors and volunteers, and relevant internal procedures.

**Transparency** – Council will ensure that grant processes are transparent and fair. Applications are assessed objectively against the eligibility criteria as per the Grants Program Guidelines, using the assessment matrix. All conflicts of interests are addressed and declared as part of this process. Council will keep a register of all grants and funding available on the Council's website. All applications for grants will be reported and documented through Council meeting business papers.

**Reflect and learn** – Council is committed to continues improvement. Mechanisms for evaluation and community feedback are applied and applicants are invited to contribute to improving Council's grants procedure.

**Communication** – The Grant Program will be promoted on Council's grants management portal, the SmartyGrants, and news and information about grants will be promoted through:

- Council's website and social media channels; and/or
- Media releases; and/or
- Council newsletters and other Council publications; and/or

- Community information sessions; and/or
- Direct email or phone contact.

**Acknowledgement of Council funds** – Council’s funding support must be acknowledged by successful applicants for the specified programs, and where applicable as per section 7.3 of the Policy.

### 3. Funding round schedule

Funding program	Application timeframe
Small Community Grants and Donations	Open all year via SmartyGrants portal
Destination Events Funding	Two rounds annually via SmartyGrants portal
Signature Community Events Funding	Two rounds annually via SmartyGrants portal
Cultural Grant	Two rounds annually via SmartyGrants portal
Health and Sustainability Grant	Two rounds annually via SmartyGrants portal

### 4. General eligibility criteria

#### 4.1. General eligibility

Applications for the Grants Program must:

- Be an incorporated not-for-profit (or under auspice of an incorporated organisation) or charitable organisations and hold a current ABN. (*In some instances funding for-profit organisations who have demonstrated they are best placed to deliver a public benefit and meet the relevant grant program’s outcomes will be considered*). Exempt from this criterion are Destination Event Grants applicants, which may be commercial in nature.
- Operate within the Kiama Local Government Area (LGA) or can demonstrate that the project or program will benefit residents of the Kiama community.
- Have or will obtain appropriate insurance and adhere to sound Workplace Health and Safety practices or be under the auspice of another organisation.
- Demonstrate meeting at least one of the strategic outcomes outlined in the policy and at least one of the CSP Pillars.
- Have no debt to Council and have met and successfully complied with all Council funding, reporting and acquittal conditions for previous Council grants.
- Not be the recipient of any other financial or other type of assistance from Council for the same event or project.
- Meet the eligibility criteria and terms/conditions set out in the specific funding program as set out below.

- Complete each mandatory application questions and submit all required documents.
- Build and enhance the reputation and brand of Kiama Municipal Council in accordance with Kiama CSP.
- Work collaboratively and respectfully with Council and staff representatives.

#### 4.2. General ineligibility

- Projects that do not meet Kiama's Community Strategic Plan outcomes.
- Projects that have already commenced or have been completed.
- Applications from government agencies, political parties/activities, clubs that profit from gaming machines.
- Commercial and profit making entities and private organisations (not applicable if you are applying for the Destination Event Grant).
- Projects that directly contravene existing Council policies.
- Projects that duplicate existing Council services or programs.
- Applications to cover funding shortfall from other government programs.
- Applications that do not demonstrate a direct benefit to Kiama residents.
- Requests for funding toward salaries/wages and operational expenditure including administration, insurance, office equipment, transport, travel, IT equipment.
- Applications for development of privately-owned facilities.
- Applications to pay off a debt.
- Applications for funding toward core operational costs i.e. day to day operations of a community group or organisation.
- Individual requests for funds to attend national or international sports events.

### 5. The funding program

Council's Grants Program provides funds to the following programs:

1. Small Community Grants and Donations
2. Signature Community Events Grant
3. Destination Events Grant
4. Cultural Grant
5. Health and Sustainability Grant

#### 5.1. Small Community Grants and Donations

##### Objective

- Develop and or support community capacity building and community education and awareness.
- Facilitate community participation in local initiatives.
- Enhance social, cultural or sustainable outcomes for local communities.
- Improve the quality of life for individuals and community groups from diverse backgrounds.

### **Examples of projects previously funded through this program**

- Christmas Carols
- Sporting competitions
- Photographic Exhibitions
- Healthy lifestyle programs

### **Eligibility criteria**

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- Be incorporated or auspiced by an incorporated organisation
- Be not-for-profit (Council may request the submission of the most recent annual financial report)
- Demonstrate how the grant and donation will benefit the Municipality of Kiama, strengthen the Kiama community and contribute to Council's goal of a socially just and inclusive community.
- Demonstrate that any monies raised through programs or activities associated with the donation will be used or distributed to benefit the Kiama community.
- Not be raising funds on behalf of another group which itself is a recipient of financial assistance from Council, State or Federal Government.

**Opening round** – All year round

**Total allocation:** \$15,000 (Maximum \$500 per application).

## **5.2. Signature Community Events Funding**

### **Objective**

- Develop and or support community capacity building and community education and awareness
- Facilitate community participation in local initiatives.
- Enhance social, cultural or sustainable outcomes for local communities.
- Improve the quality of life for individuals and community groups from diverse backgrounds.
- Support eligible event organisers to plan and deliver successful community events that; provide a significant benefit to the Kiama Municipality's residents, demonstrate value for money and align with Council's strategic goals and identified key initiatives.

### **Examples of projects previously funded through this program**

- Kiama Jazz and Blues Festival
- The Kazador – Mini Spiegel tent Season
- Significant art gallery exhibitions

### **Eligibility criteria**

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- The event is based within the Kiama Local Government Areas.

- Community events that operates in and/or shows a direct benefit to the residents of Kiama LGA, aligning with Council's Community Strategic Plan.
- Applications received before the deadline, and at least three (3) months prior to the proposed event start date.
- A current Kiama Council issued Development Consent or Permit for the event or is agreeable to working with Council to obtain one (if applicable).
- Current public liability insurance of at least \$20 million.
- Agree to proactively engage with local businesses and community groups in the planning and delivery of the event.
- Ability to present strong financial management i.e. financially solvent / event not entirely reliant on Council funding.
- Not have received funding support/grant from another department of Council for the same event (i.e. Destination Event Grant).
- Not be a frequently re-occurring event e.g. a weekly or monthly scheduled market.

#### **What the funding can be used for**

Eligible items for funding may include but are not limited to:

- Expenses related to hire of equipment, temporary structures, professional services (including artist fees).
- Traffic management plans including traffic control services.
- Promotion and advertising of the events.
- Access and inclusion measures at events and functions.

#### **What the funding cannot be used for**

Ineligible items for funding include but are not limited to:

- Event costs already funded by Kiama Council
- Consumables such as stationery, printing, fuel, vehicle / plant / equipment repairs
- Travel expenses
- Mobile phone costs
- Alcoholic beverages
- Items costed from another government grant.

**Opening round** – 2 rounds annually

**Total allocation** - \$45,000 (Maximum \$8,000 per application).

### **5.3. Destination Events Grant**

#### **Objective**

- Support Major and Destination Events withing the Kiama LGA which attract a significant number of overnight intra and interstate visitation.
- Provide financial and/or in-kind support to events identified as having the potential to develop and maintain an ongoing major or destination events status.

- Support Major and Destination Events that occur out of peak visitor periods and assist in balancing the local event calendar and ease seasonal pressures.
- Support events with a long-term vision for growth and sustainability.
- That deliver objectives within Kiama Council's Tourism and Events Strategic Plan.

### **Examples of projects previously funded through this program**

- Gerringong SurfLife Music Festival
- Kiama Rugby Sevens
- Changing Tides Music Festival

### **Eligibility criteria**

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- Considered a Major or Destination Event (see event categories) or demonstrate ability to adequately justify why the event otherwise meets the purpose of the Funding Program.
- Application received at least three (3) months prior to the proposed event start date.
- Event must be based in the Kiama LGA (or at least 60% if an event that spans over more than one Council area).
- Event attracts overnight visitation from outside our area and have an objective to grow this aspect.
- Proactively engage with local businesses in the event planning and/or delivery of the event.
- Present strong financial management i.e. financially solvent / self-sustainable and the event itself not entirely reliant on council funding.
- Be held at a desirable time of year (outside peak visitation periods).
- Event undertaken within 12 months of receiving approval of funding.
- Not have received funding support/grant from another department of Council for the same event (i.e. Kiama Cultural Grants).
- Not be a regularly re-occurring event e.g. a weekly or monthly scheduled market
- Have met and complied with all Council funding, reporting and acquittal obligations for any previous funding.

We strongly encourage event organisers to be a Destination Kiama partner.

### **Reporting**

In addition to the reporting requirements outlined in the Policy and Guidelines, the following additional requirements applies to this program:

- Post Event Report is required to be submitted within four weeks of the event conclusion, and must entail:
  - An overall report demonstrating how the event was planned to be run against how it actually performed and any key learnings.
  - Tourism and event evaluation data including event attendee numbers, attendee demographics (age, gender, location), if they stayed overnight

(details such as these are best achieved through a post event survey or questions asked through a ticketing system).

- Results from marketing efforts (digital analytics eg. clicks, reach and shares, specific marketing efforts)
- Evidence of how Council and Destination Kiama were acknowledged (eg. screen shots, photos, posters etc.)

**Opening round** – 2 rounds annually.

**Total allocation:** \$130,000 (Maximum \$20,000 per application).

## 5.4. Cultural Grant

### Objective

- Enhance social, cultural or sustainable outcomes for local communities.
- Explore innovative arts practices and interdisciplinary collaboration that advances Kiama's arts profile in the wider community.
- Expand the understanding and utilise the power of the arts, cultural, social, educational, economic, and psychological benefits, for the overall health and wellbeing of the Kiama community and its visitors.
- Advance the professional learning and educational outcomes for artists.
- Improve the collaborative and mentoring opportunities for artists.
- Push the boundaries for community engagement with the arts through interactive, immersive and cutting-edge art experiences.
- Demonstrate inclusive practices that actively engage our diverse community ie gender, sexual and cultural diversity, ability and age.

### Examples of projects previously funded through this program

- Art exhibitions
- Festivals
- Book launches
- Album releases

### Eligibility criteria

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- Applicants must live, and/or deliver their project, in the Kiama local government area and be one of the following;
  - An individual artist – amateur, emerging semi-professional or professional
  - A not-for-profit community organisation or group
  - An arts based for profit business (*In some instances funding for-profit organisations who have demonstrated they are best placed to deliver a public benefit and meet the relevant grant program's outcomes will be considered*).
- The project must not have been previously funded through the Kiama Council's Cultural Grants.



- Apply for one year of funding only (recurrent projects ie. annual events, that are considered will receive a one-off seed funding only if successful). Any funds provided must not lead to the applicant becoming dependent on ongoing financial support from Kiama Council).
- Applicants must demonstrate financial need for grant support.
- Projects must have a realistic timeframe or completion within the grant period.
- Applicants must agree to participate in program evaluation and submit project reports.

**Opening round** – 2 rounds annually

**Total grant allocation** - \$15,000 (Maximum \$2,500 per application).

## 5.5. Health and Sustainability Grant

### Objective

- Enhance health and environmental sustainability outcomes for local communities.
- Provide and promote opportunities for the community to:
  - engage in regular physical activity
  - develop skills in sustainable practices
  - develop knowledge and skills in healthy eating and active living principles
  - improve the health of the natural environment
  - improve the mental health and wellbeing.
- 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.

### Examples of projects previously funded through this program

- Kiama Community Garden
- Landcare Illawarra
- Public School P&C Association
- Parkinsons Kiama.

### Eligibility Criteria

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- Be a not-for-profit incorporated community organisation (or under auspice of an incorporated organisation) or be an incorporated school P&C 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.
- 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.

- 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.
- Must submit new and innovative projects (rather than previously funded projects) to be considered.
- The project must not have been previously funded through the Kiama Council's Health and Sustainability Grants.
- Apply for one year of funding only (recurrent projects ie. annual events that are considered will receive a one-off seed funding only, if successful. Any funds provided must not lead to the applicant becoming dependent on ongoing financial support from Kiama Council.

**Opening round** – 2 rounds annually

**Maximum amount per application** - \$15,000 (Maximum \$2,000 per application).

## 6. Tips to assist your application

- Register your organisation/ group on SmartyGrant Portal
- If in doubt about any aspects of your application, speak to Council's Community Development team for advice and directions before submitting your application.
- Read relevant Council plans and strategies noted in the policy which are available on the Council website.
- Review the Guiding Principles and how they can assist with preparation of your application.
- Set clear, achievable and measurable outcomes relevant for the grant you are seeking.
- Include evidence of need/ demand for your program including statistical data, research reports, community consultation data.
- Ensure your budget is accurate by obtaining quotes for your project.
- Use plain English.

## 7. The grants procedures - summary

**Making an application** – complete your application through the online portal – SmartyGrants. *Note that hard copy or emailed applications are not accepted.*  
<https://kiama.smartygrants.com.au/>

**Assessment and decision making** – all applications that are submitted through the SmartyGrants portal are assessed by the Internal Grants Assessment Panel. Applications that are recommended for funding will be submitted to Council for endorsement. Applications for grants under \$1000 are approved by the CEO as per Council delegation.

**Applications Outcomes** – All applicants are notified of the outcome of their applications by email.

- Successful applicants will be provided with a Funding Agreement to complete, including the requirements to report and acquit their project.
- Unsuccessful applicants will be provided with feedback on request.

- Details of successful applications will be published on the Council website.

**Payment Arrangements** – Payment will be made by Council to the nominated bank account by electronic funds transfer. The payee will need to be set up as a supplier on the Council system.

**Acquittal** – Financial acquittal is required for all Council grants. A financial acquittal report must be submitted:

- Via the SmartyGrants portal or on the form provided by Council, before the agreed date in the funding agreement.
- Inclusion of supporting documents such as receipts or other documentation that shows expenditure of Council grant funds.
- Any unspent Council grant money must be returned to Council.

Failure to meet the above criteria may result in an applicant being:

- Required to return allocated funding to Council ; and/or
- Becoming ineligible for future Council grants.
- Applicants who have not provided adequate grant acquittal documentation within 6 months (four weeks for Destination Events Grant) of the original grant approval date will be referred to Council's Finance Department for debt retrieval.

**Failure to meet Funding Agreement** – Applicants who fail to deliver on aspects of their funding agreement within the agreed timeframe may be eligible for one of the alternative options:

- Variation requests – submit a variation request to the approved project in writing. A written response to such requests will be provided by Council. Variations to project details are expected to deliver on outcomes that were initially approved by Council.
- Extension requests – submit an extensions request in writing. A written response to such requests will be provided by Council. Extensions will not be accepted beyond a twelve-month period from the original acquittal date in the Funding Agreement, unless extenuating circumstances can be demonstrated.

In the event that an applicant can no longer complete any or all of the approved project, unspent grant funds will be returned to Council and any partial expenditure must be acquitted.

## 8. More information

You can visit Council's website or contact Council's Community Development team for more information or to discuss your proposal for funding. Phone: 4232 0444

## 9. Related links

Community Strategic Plan - [Community Strategic Plan Kiama Council \(nsw.gov.au\)](https://www.nsw.gov.au/community-strategic-plan-kiama-council)

Delivery Program and Operational Plan - [Delivery Program and Operational Plan Kiama Council \(nsw.gov.au\)](https://www.nsw.gov.au/delivery-program-and-operational-plan-kiama-council)

Grants and Donations Program - [Grants Kiama Council \(nsw.gov.au\)](https://www.nsw.gov.au/grants-kiama-council)

Kiama Tourism & Events Strategic Plan - [Tourism and Events Strategic Plan Kiama Council \(nsw.gov.au\)](https://www.nsw.gov.au/tourism-and-events-strategic-plan-kiama-council)