

# COMMUNITY GRANTS STREAM

## Community Resilience Programme Guidelines

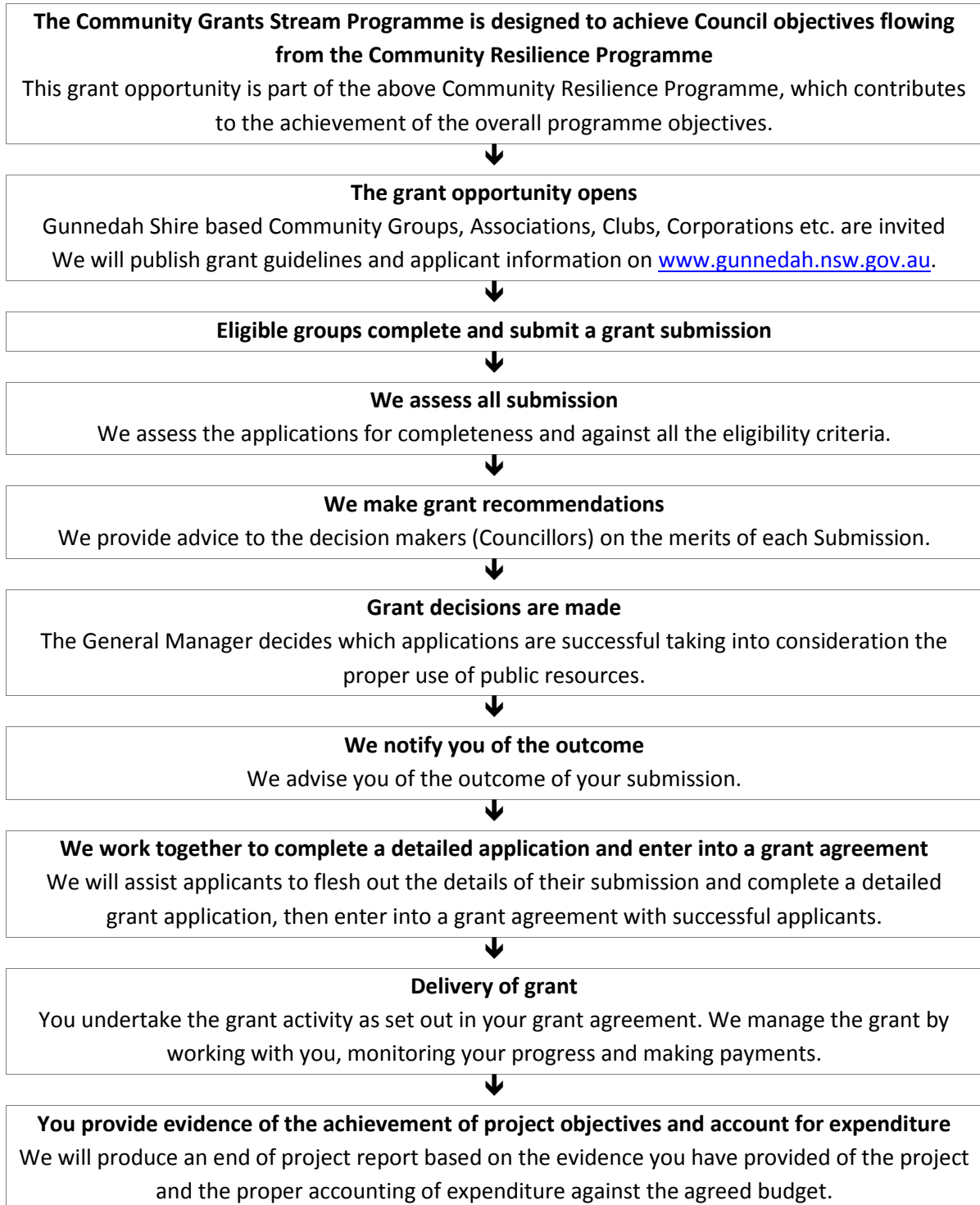
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| <b>Opening date:</b>              | December 2019  |
| <b>Closing date:</b>              | <ul style="list-style-type: none"><li>7 February 2020</li><li>Further rounds may be considered, depending up demand.</li></ul>                       |
| <b>Enquiries:</b>                 | If you have any questions, contact us at<br><a href="mailto:council@infogunnedah.com.au">council@infogunnedah.com.au</a><br>Or by phone 02 6740 2100 |
| <b>Date guidelines released:</b>  | December 2019  |
| <b>Type of grant opportunity:</b> | Gunnedah Shire Only, Competitive   |

### 1. Grant programme objectives

The seven objectives of the Community Resilience Program are to:

- Deliver economic stimulus to the local economy
- Provide local employment and support local purchasing
- Address water and other utility conservation
- Sustain the community social fabric, health and wellbeing
- Provide a public benefit and lasting legacy
- Strengthen long-term community resilience, and
- Support and co-ordinate efforts with others (government and non-government).

## 2. Grant programme process



### 3. Grant amount and grant period

The Gunnedah Shire Council has announced a \$3.2 Million Dollar Community Resilience Programme that aims to stimulate the local economy and provide a long lasting public benefit as part of a response to the current drought conditions.

As part of this overall programme, eligible Gunnedah community based organisations can receive funding for projects up to a combined total of \$1 Million.

The grant amount will be up to 100 per cent of eligible project costs (grant percentage) although co-contributions will strengthen applications. The minimum grant amount per application is \$25,000.

If your project is dependent on funding from other sources, you must identify these sources and include their level of agreed support.

Projects can commence from the time the Grant Agreement is formally executed between Council and the grantee. All projects must be completed by December 2020 but due to the need to provide a quick stimulus to the local economy, projects that best meet the objectives and are able to start quickly will be preferred.

### 4. Closing of application rounds

Applications will be received from December 2019 with the first round closing on 7 February 2020. Depending on the volume of applications, further rounds may be conducted. However, to avoid disappointment – an application in Round 1 is advised.

### 5. Eligibility criteria

To be eligible you must:

- Be a Gunnedah based incorporated body (or auspiced by an incorporated body)
- Have an Australian Business Number (ABN)
- Be submitted by an officer authorised to execute a grant agreement

Your project must demonstrate that it meets the overall objectives of the programme:

- Deliver economic stimulus to the local economy
- Provide local employment and support local purchasing
- Address water and other utility conservation
- Sustain the community social fabric, health and wellbeing
- Provide a public benefit and lasting legacy
- Strengthen long-term community resilience, and

- Support and co-ordinate efforts with others (government and non-government).

## 6. Eligible grant activities

Eligible activities must directly relate to the project and can include:

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local people/contractors to undertake repairs and maintenance
- holding events (open to all community members)
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community

Examples of ineligible expenditure include:

- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces
- already planned, business as usual activities or expenditure of a recurrent nature
- projects delivered outside of the Gunnedah Shire or projects that do not provide a primary benefit to the Gunnedah Shire.
- computer software or hardware that is not an integral part of the funded capital project
- purchases of land, buildings, vehicles or mobile capital equipment (e.g. trucks and earthmoving equipment)
- expenditure incurred prior to the execution of your Grant Agreement with Gunnedah Shire Council
- projects that are highly likely to receive funding from other sources
- the development of private or commercial ventures, including licensed areas of registered clubs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

## 7. The selection process

We will assess your application for completeness against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria and will be assessed for suitability against the programme objectives.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors. You may be asked to submit an updated proposal.

You may withdraw your application at any time.

The General Manager decides which grants to approve in consultation with the elected Council, taking into account the application assessment and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

If you are successful, you will receive a written offer, including any specific conditions attached to the grant. If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

## **8. If your application is successful**

If you are successful we will assist you to develop a detailed project plan and application for your project. This to ensure that the project has been properly planned, and to enable a claim from the Federal Government's Drought Communities (Round 2) fund if applicable.

You must also enter into a grant agreement with Gunnedah Shire Council. We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the General Manager. We will identify these in the offer of funding.

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any additional financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent based on your forecast eligible expenditure as detailed in your grant agreement. Payments are subject to satisfactory progress on the project.

We may set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The General Manger may approve alternative arrangements on a discretionary basis.

## 9. Monitoring and Reporting

A Council representative will check in on you periodically and monitor your progress and at times written progress reports and evidence in the form of photographs may be requested. We may conduct site visits to confirm details if necessary and will give you reasonable notice of any such visit. We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

You should let us know if anything is likely to affect your project or organisation.

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement in writing, these could include:

- changing project milestones
- extending the timeframe for completing the project but within the maximum project period
- changing project activities

Note the program does not allow for:

- an increase of grant funds

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant guidelines and any relevant policies of the Council
- changes to the timing of grant payments

- availability of program funds.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

When you complete the project, you must submit a final report (we will generally assist you in developing the report).

Final reports must:

- include the agreed evidence as specified in the grant agreement
- account for the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

## **10. Grant acknowledgement**

You must notify us of events relating to your project and provide an opportunity for the Mayor or their representative to attend. We will require that you check with us before you make a public statement about a project funded under the program.

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant. These details will be outlined in the grant agreement.

## **11. Project specific legislation, policies and industry standards**

You are required to be compliant with all relevant laws and regulations.

If your project requires development approval, you will be required to lodge and undertake the development approval process. The receipt of a Grant Agreement from Council does not imply that your Development Application is approved or is likely to be approved.



Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children/vulnerable people check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children and/or vulnerable people, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children/vulnerable people legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement.