

# Community Grant Guidelines

## Aim

Provide financial assistance to not-for-profit community groups and organisations that work towards enhancing the social, cultural and recreational well-being of the communities of Muswellbrook Shire.

There will be two funding rounds each year and the number and value of grants given in any funding period is subject to the total annual funding pool. The next application round will open on **Thursday, 29 February 2024** and close at 5 pm on **Friday, 29 March 2024**.

## Criteria

1. Grant applications will be considered from "not for profit" educational, sporting and other community groups providing facilities/services in Muswellbrook Local Government Area. These guidelines also apply to Community Rural Halls funding applications, except where specified. Capital projects for sporting groups are not eligible as funding is available through Council's Small and Large Capital Grants program.
2. Funding will be provided for local initiatives and projects that will address at least one of the goals outlined in the [Muswellbrook Shire 2022-2032 Community Strategic Plan.pdf](#).
3. Grants are available on a matched funding (dollar for dollar) basis (excluding Community Rural Halls applications). In-kind support contributions (donated goods, services or volunteer work to support the project) will be considered.
4. Grants are not available for organisations that owe money to Muswellbrook Shire Council or have not completed a previous grant acquittal.
5. Applicants must provide a current copy of their Certificate of Currency as evidence of public liability cover of at least \$20m.
6. Applications may not be submitted for work that has already taken place.
7. If grants are for structures, relevant development approvals must be in evidence before funding will be made available.

## Applications

8. Organisations will need to calculate a dollar value for in-kind support - calculate volunteer general labour at \$30 per hour; calculate volunteer specialist labour (for example, engineer or architect) at \$50 per hour; calculate donated goods at the price you would pay for them if they were not donated.
9. There is no upper limit on the amount of funding requested, however in the past funding has been provided for projects ranging from \$350 to \$2,000.
10. Accurate cost estimates/quotes must be submitted as part of an application.
11. Completed applications should be emailed to: [Council@muswellbrook.nsw.gov.au](mailto:Council@muswellbrook.nsw.gov.au) or hard copies can be delivered to: Council's Administration Building, Campbell's Corner, 60-82 Bridge Street, Muswellbrook NSW 2333.

## Assessment

12. The grants will be assessed using criteria listed in these guidelines.
13. Council's Grants Review Committee will assess the applications and make recommendations to Council for approval.
14. The number of grants given in any funding period is subject to the total annual funding pool allocated in each year's budget.
15. Council has the authority to offer grants of less than the amount being sought by applicants.

## Notification and invoicing

16. All applicants will be notified of the funding round outcome within 10 working days of determination and grants will be payable to successful applicants on the provision of an invoice.
17. Muswellbrook Shire Council will return the co-signed grant agreement to each successful applicant.

### **Project management**

18. Funded projects must be started within 6 months of receipt of the letter of offer/Council co-signing the funding agreement.
19. The grant may only be used for the purpose specified in the application. Any change must be approved in writing by Council before the work is undertaken.
20. Applicants will be required to acknowledge the funding provided by Council in a manner approved by Council's Communications Team in any communication about the project.
21. Council reserves the right to publicise approved projects in any media form it chooses.
22. The successful applicant will be responsible for project management and all project costs in excess of the approved grant, with all works undertaken being required to comply with Council policies, including but not limited to the Awarding of Sponsorship, Grants and Contributions Policy, Workplace Health and Safety, Volunteer and Procurement policies. Works might be subject to inspection and verification.
23. Funded projects must be completed within 12 months of receipt of the letter of offer/signing the funding agreement.

### **Post project**

24. Successful applicants must submit an acquittal report to Council's General Manager within 1 month of project completion. The report should provide evidence of how the grant funds were spent and include photos (before, during and after) that showcase the outcomes of the project.
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