



## COMMUNITY FUNDING PROGRAM GUIDELINES

### About the community funding program

Liverpool Plains Shire Council has established the Community Funding Program in recognition of the vital contribution that community groups and organisations play in the development of our social capital and quality of life. The LPSC Community Funding Program is strongly underpinned by a philosophy of partnership and collaboration; Council provides support to encourage and assist individuals and groups in the community to make a positive and ongoing contribution to the community's wellbeing, cultural life and community resilience. The Community Funding Program provides three (3) streams of funding:

#### Seed Funding

Seed funding aims to encourage the development of new events in the Liverpool Plains by providing not-for-profit organisations with some initial funding to help support and launch new, or one-off event activities. This funding stream provides the LPSC community with the opportunity to experience new and fresh sporting, environmental or cultural events and activities. Seed funding also helps in nurturing new ideas and developing community spirit and pride.

#### Growth Funding

Growth funding is offered to assist event organisers to improve their existing event and to build strategic capacity within their event. The aim of Council's growth funding is to ensure existing events held within the Liverpool Plains continue to expand and prosper to diversify into new areas, demographics or target audiences. Through continuous improvement, we encourage event organisers to take a strategic approach to their event with a focus on multi-year funding or attracting other project partners to build financial sustainability.

#### Infrastructure Improvements

Local sporting and recreational clubs may host activities and events that require a contribution towards infrastructure upgrades. Event organisers may request funding for infrastructure upgrades and improvements. That will have a lasting impact on the success of the event, or organisation, and provides value for the broader Liverpool Plains Shire community.

#### Funding eligibility

An organisation applying for community funding from Council must:

- Conduct the event within the Liverpool Plains Shire region.
- Be a not-for-profit entity, or have the project auspiced by a not-for-profit entity.
- Hold current and relevant Public Liability Insurance to the value of \$20 million.
- Commence the activity or project in the financial year in which the funding is being sought.
- Demonstrate environmental, social and economic benefits to the Liverpool Plains Shire.
- Be financially viable.



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## Community Funding Program Guidelines ... *cont.*

### Funding limits

Funding Category	Maximum Funding Amount
Seed Funding	Up to \$5,000
Growth Funding	Up to \$5,000
Infrastructure Funding	Up to \$10,000

Multiple years event funding may be requested if event organisers can demonstrate through strategic planning how sustained funding is required for the continued improvement of their event.

### Application process

An application form can be downloaded from Council's website [www.lpsc.nsw.gov.au](http://www.lpsc.nsw.gov.au) or obtained by phoning (02) 67461755 or emailing [lpsc@lpsc.nsw.gov.au](mailto:lpsc@lpsc.nsw.gov.au). Completed application forms should be emailed to [lpsc@lpsc.nsw.gov.au](mailto:lpsc@lpsc.nsw.gov.au) or posted to PO Box 152 QUIRINDI NSW 2343.

Applications are assessed on a six (6) monthly basis by a Council Committee. Applicants are notified within one (1) week of the application outcome. Successful applicants will receive notification from Council outlining the details of the funding assistance provided and the next steps involved.

### Application Inclusions and supporting documents

The following documentation is required of all funding applicants:

- A completed application form.
- A copy of the organisation's latest audited financial statement. A statement of income and expenditure is required where an organisation is not currently subject to audit requirements.
- A copy of the organisation's Certificate of Currency (insurances).
- Evidence of the organization's legal not-for-profit status, or auspice letter provided by the not-for-profit entity (as required);
- The event's strategic/business plan (if applicable); and
- If an application is being made under the Infrastructure Program—a copy of at least three (3) quotations for the work.

### Assessment process

Funding submissions will be assessed against the selection criteria and reported to a Council Committee for approval. Council may offer a lower funding amount than requested. It may also place conditions on the funding or be specific about the items to be funded. Assistance is highly competitive and as such, approval is dependent on available funds.

Funding assistance will not be considered for the following:

- ◆ Ongoing administrative or operational costs
- ◆ Retrospective projects
- ◆ Government agencies
- ◆ Payment of debt or insurance premiums
- ◆ Conferences or religious ceremonies
- ◆ Projects that demonstrate a budget surplus (if it is possible to anticipate a surplus)
- ◆ Organisations whose core business is educational, religious or medical
- ◆ Production of newsletters
- ◆ Activities that duplicate existing services
- ◆ Individuals and political parties
- ◆ Academic research, coursework or fees or projects seeking financial support for research, studio work or activities that will be submitted for academic assessment

## Community Funding Program Guidelines ... *cont.*

### Receiving assistance

Funding recipients will be subject to a number of terms and conditions, which state they must:

- Use funds for the purpose for which the assistance was awarded, unless written permission for a variation has been obtained from Council prior to the activities being undertaken.
- Obtain all appropriate permits, approvals and insurances relating to the project.
- Acknowledge the assistance of Liverpool Plains Shire Council in all event related promotions. The Council logo must appear on all promotional material e.g. advertising, flyers and event programs.
- Invite Councillors or their representatives to any events or functions celebrating the launch or implementation of the funding outcomes, and
- Produce a final report to Council post-event, including an event budget summary.

### Insurance

It is a condition of receiving funding that the successful applicant will assume all normal commercial responsibilities including public risk and/or other appropriate insurance cover for the event. Workers' Compensation must be in place for staff employed for the event.

### Taxation

In some cases, funding may be subject to income tax. Applicants are advised to consult with their accountant or other financial adviser regarding this matter.

### Confidentiality

Information supplied by the applicant will be used for processing and assessing the application, and will be treated as confidential to the extent permitted by the Local Government Act and 'Freedom of Information' requirement under the GIPA Act.

Any enquiries regarding the Community Funding Program can be directed to the Liverpool Plains Shire Council Events Team on (02) 67461755 or email [lpsc@lpsc.nsw.gov.au](mailto:lpsc@lpsc.nsw.gov.au) .



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