

COMMUNITY FUNDING PROGRAM 2023 – 2024 GUIDELINES

About the Community Funding Program

The purpose of the Community Funding Program is to support local organisations' contribution to our community's vision for "a great rural lifestyle that is inclusive of all cultures with access to quality services and facilities."

In 2023 – 2024 Liverpool Plains Shire Council's Community Funding Program offers grants of up to \$2,000 through two funding rounds each year. The total funding available for each round is \$10,000.

Round 1 Applications open 1/7/2023 and close 30/9/2023 For events, activities or projects to be completed by 30/6/2024

Round 2 Applications open 1/1/2024 and close 31/3/2024 for events, activities or project to be completed by 31/12/2024.

Funding Eligibility

Applicants to the Community Funding Program must

- Be applying for an event, activity or project that will take place 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 Public Liability insurance to the value of \$20 million
- Be able to demonstrate the benefits of their proposal
- Complete the project by the agreed deadline
- Use the Community Funding Program application form and provide all supporting documentation
- Have acquitted any grants received previously through the Community Funding Program.

The Application Process

Application forms can be downloaded from www.liverpoolplains.nsw.gov.au, by emailing council@liverpoolplains.nsw.gov or by phoning 02 6746 1755.

Recommendations for funding will be considered by councillors at the October (Round 1) and April (Round 2) council meetings. Notice will be provided to all applicants in the week following the council meeting.

Council may recommend a lower funding amount than requested. Council may also request additional conditions or be specific about the items to be funded.

Each applicant must provide the following documentation.

- A completed application form
- Copy of the organisation's latest financial statement
- A copy of the organisation's Certificate of Currency
- Evidence of the organisation's Not for Profit Status – or a letter from the auspice organisation
- If the application is for the purchase of good or capital works, a quote must be provided.

Successful applicants must agree to

- Use the funds for the purpose for which the grant was made. If circumstances change, applicants can request a variation to the grant funding 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 related promotions and use the Liverpool Plains Shire Council logo in all promotional materials.
- Notify and invite Councillors to any events or activities funded.
- Complete and return the acquittal form within one month of the project's completion.

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 or anticipate a budget surplus
- Organisations whose core business is educational, religious or medical
- Production of newsletters or social media sites
- Activities that duplicate existing services
- Individuals and political parties
- Academic research or course work.

Insurances and taxation

In some cases funding may be subject to income tax. All applicants are advised to consult their tax agent or financial adviser regarding this matter. It is a condition of funding that successful applicant will assume all normal commercial responsibilities including public risk and worker's compensation for employed staff.

Confidentiality

Information supplied by applicants will be used for processing and assessing the application and will be treated as confidential to the extent permitted by the Local Government Act, Freedom of Information Act and the Government Information Public Access Act.

For more information contact – 02 6746 1755 or council@liverpoolplains.nsw.gov.au