

COMMUNITY FUNDING PROGRAM

Guidelines 2023-2024



About the Community Funding Program

The Community Funding Program aims to assist local organisations in contributing to the 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. The total funding available for each round is \$10,000.

Community Funding Program Key Dates

Round 1	Applications open	01/07/2023
	Applications close	30/09/2023
	Projects to be completed by	30/06/2024
	Project acquittal to be completed	Within one month of project completion
Round 2	Applications open	01/01/2024
	Applications close	31/03/2024
	Projects to be completed by	31/12/2024
	Project acquittal to be completed	Within one month of project completion

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.

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Guidelines 2023-2024



The Application Process

To access application forms, visit www.liverpoolplains.nsw.gov.au. Alternatively, you can request forms by emailing council@liverpoolplains.nsw.gov.au or calling 02 6746 1755.

All applicants are encouraged to contact council to discuss their application prior to submission.

Each applicant must provide the following documentation.

- A fully 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 auspiced organisation.
- If the application is for the purchase of goods or capital works, a quote must be provided.

The Approval Process

- Recommendations for Round 1 and Round 2 funding will undergo council review and consideration during the October and April council meetings, respectively.
- Notice of funding outcomes will be provided to all applicants in writing 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.
- The Council's decisions are considered final and are not subject to dispute.

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.

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Funding will not be considered for:

- 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.

Insurance 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 applicants 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.