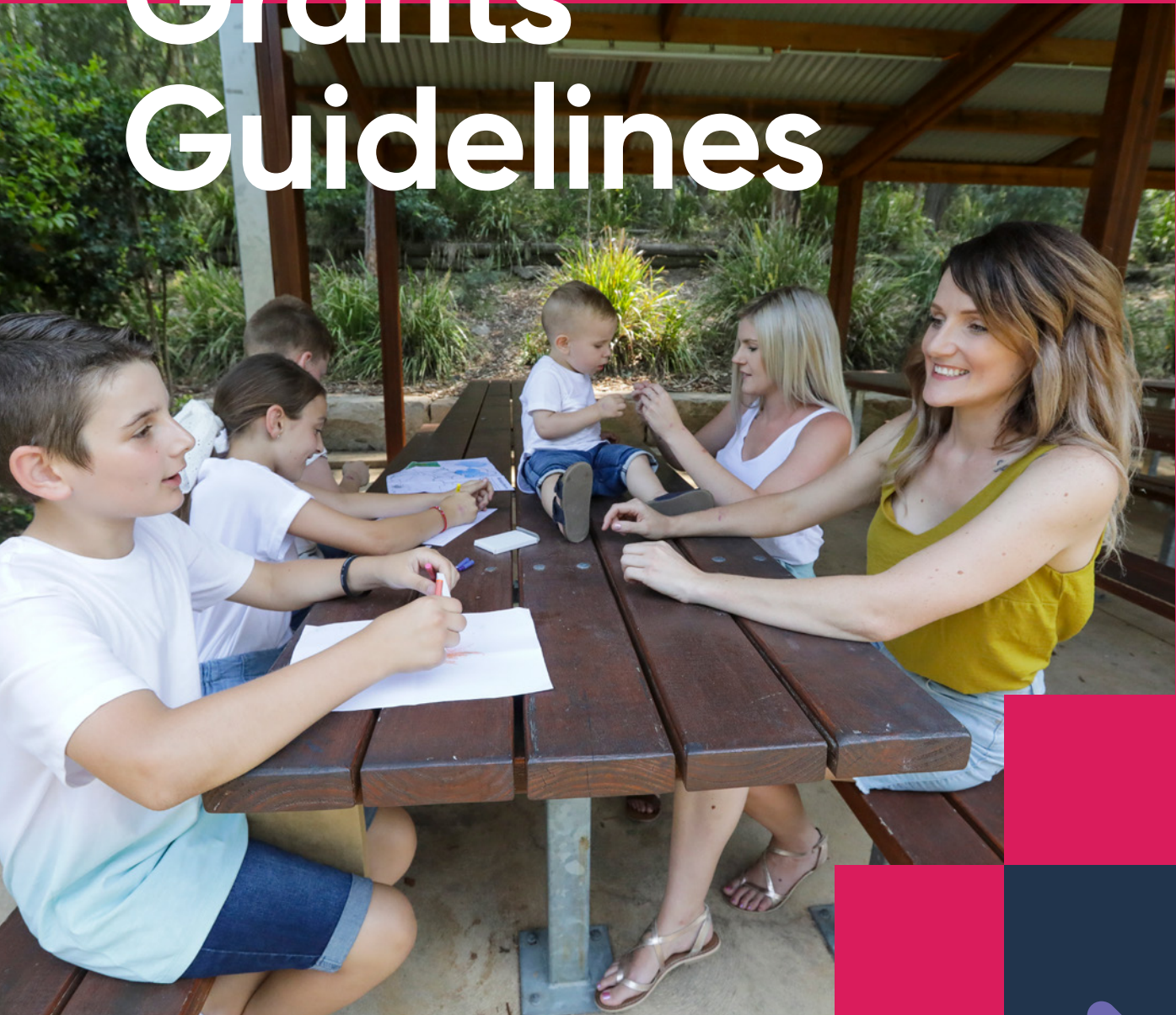


# Community Grants Guidelines



**Guidelines**  
**April 2023**

[newcastle.nsw.gov.au](http://newcastle.nsw.gov.au)



**City of  
Newcastle**

**City of Newcastle's (CN) Community Grant Programs (CGPs) provide a number of funding opportunities to support initiatives that contribute to the social, cultural, environmental, and economic life of the city.**

**Through partnerships we grow the capacity of our community and are able to deliver a more diverse range of Activities that CN, on its own, may not be able to provide. Our program is designed to support our community in a powerful way by responding to local needs, and delivering outcomes identified by the community themselves.**

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For more information, please visit:

[newcastle.nsw.gov.au/community/grants-and-sponsorships](https://newcastle.nsw.gov.au/community/grants-and-sponsorships)

For further assistance, email [grants@ncc.nsw.gov.au](mailto:grants@ncc.nsw.gov.au) or call (02) 4974 2000.

# Part A Preliminary

## 1 Background

- 1.1** City of Newcastle's (CN) Community Grant Programs (CGPs) provide a number of funding opportunities to support initiatives that contribute to the social, cultural, environmental, and economic life of the city. These offer support for a diverse range of Activities and are a powerful way of responding to local needs and delivering outcomes that CN, on its own, may not be able to provide.
- 1.2** CN Grants are highly competitive. To assist with submitting an eligible and competitive application, please read the Community Grants Policy, this Guideline document and contact CN to discuss an application prior to submission.

## 2 Purpose

- 2.1** The purpose of CN's CGPs are to fund Activities that contribute to CN's vision and priorities, which are detailed in Newcastle 2040: Community Strategic Plan (CSP).
- 2.2** These Guidelines provide specific instructions in making an application for funding within different CGPs.
- 2.3** These Guidelines are to be read in conjunction with the Community Grants Policy. The Guidelines and Policy must be read prior to lodging any application.

## 3 Scope

- 3.1** These Guidelines apply to all aspects of CN's CGPs, including application processes, decision making, Funding Agreements and Activity Acquittal.
- 3.2** These Guidelines apply to all ad hoc Grant funding not connected to a specific CGP.
- 3.3** These Guidelines cover all elected members of Council, all CN employees, any person or organisation contracted to or acting on behalf of CN, any person or organisation employed to work on CN premises or facilities and all Activities of CN.
- 3.4** These Guidelines do not apply to:
  - 3.4.1** CN Sponsorship Programs;
  - 3.4.2** Grants received by CN;
  - 3.4.3** Donations provided by CN;
  - 3.4.4** CN Special Business Rate Funding
  - 3.4.5** A nominated corporate charity partner program.

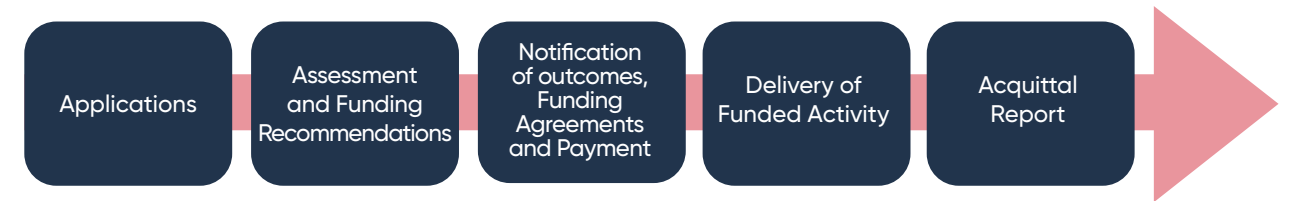
# Part B Community Grants Program

## 4 General Eligibility

- 4.1** All applications must meet the eligibility criteria in order to be considered for funding. Ineligible applications will not progress to assessment.
- 4.2** The eligibility criteria common to all of CN's Grants are listed below. In addition to this, each Grant Program has Program specific eligibility criteria, and these are detailed later in these Guidelines.
- 4.3** Common eligibility criteria require that:
  - 4.3.1** Applicants must operate within the Newcastle Local Government Area and/or be able to demonstrate that the Activity will directly benefit residents of Newcastle;
  - 4.3.2** Applications must be received on or before the advertised due date and completed with the required level of detail and supporting documentation as specified in these Guidelines;
  - 4.3.3** Applicant's Activity must begin after the Grant funding commencement date;
  - 4.3.4** Funding for retrospective, recurrent or ongoing funding will not be considered;
  - 4.3.5** The Activity must be consistent with the CSP and Sustainable Development Goals (SDGs);
  - 4.3.6** Applicants must have the appropriate level of insurance for the Activities that are the subject of the funding request. CN has a minimum requirement for \$20m Public Liability Insurance. It is the Applicants responsibility to ensure that CN is supplied updated certification throughout the Activity's timeline;
  - 4.3.7** Applicants must be capable of obtaining all regulatory approvals for the Activity, including those required from CN for the proposed Activity;
  - 4.3.8** Where an Activity will involve adults working with children, successful applicants must undertake the necessary 'Working with Children' checks. The applicant must provide CN with a letter advising of the successful completion and clearance of these checks prior to commencement of Activity. The letter must be signed by an office bearer of the organisation receiving the Grant.
- 4.4** Ineligible applications – CN does not provide Grants for:
  - 4.4.1** Activities that duplicate existing services or have a current Funding Agreement in place for the same Activity. This applies to all funding from CN including Grants, Sponsorships and Special Business Rate Funding. This includes cash and in-kind support;
  - 4.4.2** Religious ceremonies and/or Activities that exclude the general population where the promotion of a single faith is the main purpose, or religious Activities that could be perceived as divisive in the community;

- 4.4.3** Profit making Activities where the profits are allocated to shareholders, owners and/or members;
- 4.4.4** Activities that vilify or discriminate a person or persons in respect of race, religion or sexual orientation or use live animals as part of a performance;
- 4.4.5** Applications seeking funds for prize money, gifts or awards or general fundraising appeals including those seeking funding for representative sport or cultural Activities;
- 4.4.6** Applications seeking funds for coursework or fees; ongoing operational costs including rent or lease cost; accommodation or travel costs.
- 4.4.7** Fees and charges associated with compliance or development applications payable to CN.
- 4.5** The following entities are not considered by CN as suitable for Funding Agreements, including those:
- 4.5.1** Involved in any Socially Harmful Activity and/or manufacture, distribution and wholesaling of an Addictive Drug;
- 4.5.2** Found guilty of illegal or improper conduct by the Independent Commission Against Corruption (ICAC) or any similar authority;
- 4.5.3** Subject of a criminal conviction imposed by a Court of New South Wales or other jurisdiction in Australia, including for any offence under the Crimes Act 1900 (NSW), Crimes Act 1914 (Cth) and the Criminal Code Act 1995 (Cth);
- 4.5.4** Involved in political fields or affiliations, eg political parties;
- 4.5.5** Other local, state or federal government departments and agencies;
- 4.5.6** Involved in a competitive tender or purchasing process for the same Activity, at, or around the time of negotiating a Grant or other Funding Agreement;
- 4.5.7** Record of unsatisfactory Acquittal of prior Grant, Sponsorship or other Funding Agreement with CN;
- 4.5.8** Record of outstanding debt with CN; and
- 4.5.9** Employees of CN or Councillors are not eligible to directly apply for funding. If an employee of CN or Councillor is a party to an application submission this must be declared, and the employee or Councillor is unable to take part in the assessment process of the Grant program.

## 5 Grants Process



### 5.1 Applications:

- 5.1.1** All applications must be made online through CN's online Grant management system - [newcastle.smartygrants.com.au/](http://newcastle.smartygrants.com.au/)
- 5.1.2** Computers can be booked at all CN library branches and CN officers can assist in entering data for the online application process.
- 5.1.3** Application forms differ between program streams and may include additional requirements such as lower thresholds for quotes, video submissions and/or in-person presentations.
- 5.1.4** Multiple applications from one entity will be considered where proposals relate to separate Activities. A maximum of two successful Grants only will be considered for a single organisation. Applications for a specific Activity will be considered in one program only, and applicants must nominate the program in which they wish to be considered.

### 5.2 Auspicing

- 5.2.1** CN accepts applications from organisations that are providing auspice arrangements to groups that would otherwise not be eligible for funding. Sometimes individuals, unincorporated groups or newly incorporated associations with great community Activity ideas partner with existing non-profit organisations to access funding and help an Activity happen in our community. This type of relationship is often called 'auspicing'.
- 5.2.2** Auspicing can be a relatively quick and efficient way to secure funding and get a community Activity started, in some cases, without establishing one's own organisation. The organisation providing the auspice for the Activity may offer particular skills, infrastructure, resources, legal and insurance protection, and management assistance for the Activity, depending on what is agreed.
- 5.2.3** In such cases, the organisations providing auspice should complete the application form as the "Applicant Organisation" as they are the organisation that enters into a formal funding relationship with CN if successful.

### 5.3 Assessment & Funding Recommendations:

- 5.3.1** Applications are reviewed by relevant CN Officers to determine if eligibility requirements have been met. NOTE: applications deemed ineligible will not progress to assessment.
- 5.3.2** All eligible applications undergo an initial evaluation against Assessment Criteria. This is completed by relevant CN Officers with appropriate knowledge and expertise in the Program being assessed.
- 5.3.3** The Assessment Panel will, at a minimum, consist of:
- One (1) CN Executive Manager (or delegate);
  - One (1) CN Executive Director (or delegate);
  - Lord Mayor (or delegate).



- 5.3.4** The Assessment Panel then meet to assess all applications, using the initial evaluation outcomes as guidance, to determine which applications will be successful. The Assessment Panel can allocate funding up to the budgeted amount.
- 5.3.5** Even if an application meets all the eligibility and Assessment Criteria, it may not be supported. Assessors may consider other available information regarding the applicant, its services and Activities, including details of previous Activities.
- 5.3.6** The outcome of the Panel's assessment will be recorded and retained in CN's records management system.
- 5.3.7** Determinations of the Assessment Panel are final, and no further discussions will be entered into.
- 5.4** Delivery of funded activity:
- 5.4.1** Delivery of the agreed Activity must occur within the timeframe listed in the Funding Agreement.
- 5.4.2** If a successful recipient requires a variation to either the Activity or the delivery time, a variation request must be submitted. See section 10 for further details.
- 5.5** Notification of outcomes, Funding Agreements, and payments:
- 5.5.1** All applicants will be notified of the outcome of their application.
- 5.5.2** Successful applicants will be required to review and sign a Funding Agreement. The Funding Agreement will include conditions and reporting requirements in exchange for funding. Certain special conditions may be placed upon an applicant's funding at the Assessment Panel's discretion.
- 5.5.3** Awarding of funding from CN via a Funding Agreement in no way implies any ongoing funding commitment or obligation by CN, including for payments for works (including maintenance) delivered outside of the financial year in which the Activity was agreed to be completed.
- 5.5.4** Awarding of a Funding Agreement does not imply that CN has given any other consent. Applicants should note that many activities require approvals and consents from CN, NSW Police and other state government agencies and that they are wholly responsible for obtaining such approvals. The failure to obtain approvals will void the Funding Agreement and may result in funding being revoked even where works have been completed.
- 5.5.5** Upon submitting the Funding Agreement along with a Tax Invoice and copies of relevant insurances, the applicant's payment will be released into their nominated bank account.
- 5.5.6** In accordance with A New Tax System (Goods and Services Tax) Act 1999 (Cth), if entities do not have an Australian Business Number (ABN), CN may be required to withhold 49% of any funds allocated.
- 5.5.7** All financial information provided should be exclusive of GST. Successful entities that are registered for GST will receive the allocated Grant amount plus GST. Successful entities that are not registered for GST will receive the allocated Grant amount, which is exclusive of GST.
- 5.5.8** CN will require all successful recipients to publicly acknowledge CN as a supporter of the Activity. This requirement will be included in the Funding Agreement and evidence will be requested in the Acquittal Report.
- 5.5.9** Table 1 below details the quote requirements for any goods/services the applicant intends to procure as part of the proposed Activity. This can include a catalogue item or quote from a provider. In addition to the quote requirements, an applicant may be asked to provide rationale about why a quote was chosen if it is not the cheapest option (e.g. experience, previous knowledge).
- 5.5.10** CN reserves the right to determine the value for money of quotes provided during the assessment process.

**Table 1: Quote requirements**

The following number of quotes must be obtained for goods, works and services as part of your application submission, however quotes for all expenses are encouraged to illustrate a well researched budget and planning process.

| Value of Goods/Services  | Quote Requirement  |
|--|--|
| Under \$3,000 (inc GST)  | No written quote required  |
| Between \$3,000 and \$150,000 (inc GST)  | *Two written quotes required   |
| Consultancy/Contractor fees under \$30,000 (includes works requiring licensed tradespersons) | **One written quote required   |
| Services provided by applicant   | ***Hourly rate to be provided and must not exceed capped resource rate |

\* Note – For Recreation Facilities Program, two quotes may be required to ensure value for money.

\*\* Note – For the Façade Improvement Scheme two quotes will be required to ensure value for money. For items where quotes are not specifically requested, a well-researched and realistic budget, clearly indicating what CN funds would be spent on and the sources and application of matching contributions is required.

\*\*\* Note – No more than 20% of the total requested funding amount can be for contingency, administration costs (including wages or fees for staff, board or committee members), insurances and utilities.

## 5.5 Acquittal Report:

- 5.5.1** Successful applicants must provide a final Acquittal Report to CN within 45 days of Activity completion.
- 5.5.2** The information required will be specified in the Funding Agreement and may include:
- Evidence of use of CN funds verified by invoices, receipts or final accounts (audited, if appropriate).
  - Evidence of how CN was acknowledged during the Activity.
  - An assessment of the outcomes realised against the outcomes anticipated or estimated in the application form.
  - Formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to CN).
  - Evidence of use of grant recipient's own funds verified by receipts from contractor.

## 6 Privacy

- 6.1** CN pledges to respect and uphold applicant rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* (Cth) and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Cth). Refer to CN's [Privacy Management Plan](#) for further information.

# Part C

## Grant Programs and Allocations

**Table 2: Grant Programs Overview**

| Program                         | Overview  | Streams                    | Amount per Application  | Eligible Entities   |
|---------------------------------|---|----------------------------|---|---|
| <b>Infrastructure Grants</b>    | Infrastructure Grants are offered annually and target minor capital Activities that enhance the economic, social, and environmental well-being of the local community. The Grants also assist building owners, commercial operators, and other stakeholders to improve their building facades to enhance our city's presentation.   | Recreation Facilities      | \$1,000 to \$10,000   | <ul style="list-style-type: none"> <li>Legally constituted not-for-profit organisations</li> <li>sporting clubs and associations</li> </ul>                                     |
|                                 |   | Sustainability             | \$1,000 to \$10,000   | <ul style="list-style-type: none"> <li>Legally constituted not-for-profit organisations</li> </ul>  |
|                                 |   | Façade Improvement         | \$1,000 to \$5,000  | <ul style="list-style-type: none"> <li>Businesses</li> <li>Individuals</li> </ul>   |
|                                 |   |                            |   |   |
| <b>Community Support Grants</b> | Community Grants support community-based groups, sport and recreation clubs, and service organisations to develop effective Activities that address the social, economic and/or environmental needs of residents in the Newcastle LGA.<br><br>In addition, CN supports Professional Not-For-Profit Arts and Cultural Organisations by providing funding to grow sustainability and provide a funding base that organisations can leverage with other funding providers. | Quick Response             | \$1,000 to \$4,000  | <ul style="list-style-type: none"> <li>Legally constituted not-for-profit organisations</li> <li>Businesses</li> <li>Individuals</li> </ul>                                     |
|                                 |   | Arts, Culture, and History | \$4,000 to \$20,000<br>*Up to \$50,000 for Professional Arts and Cultural Organisations | <ul style="list-style-type: none"> <li>Legally constituted not-for-profit organisations</li> <li>Businesses</li> <li>Individuals must be Auspiced by eligible entity</li> </ul> |
|                                 |   | Environment                | \$4,000 to \$20,000   |   |
|                                 |   | Social Inclusion           | \$4,000 to \$20,000   | <ul style="list-style-type: none"> <li>Legally constituted not-for-profit organisations</li> <li>Individuals must be Auspiced by eligible entity</li> </ul>                     |

\*See *Definitions* for details on what constitutes a Professional Not-For-Profit Arts and Cultural Organisation

## 7 Infrastructure Grants

### 7.1 Overview

**7.1.1** The Infrastructure Grants program is an annual funding program which targets capital Activities that enhance the economic, social, and environmental wellbeing of the local community. The program also assists building owners, commercial operators and other stakeholders to improve their building facades to enhance our city's presentation.

**7.1.2** Three different streams are available within the Infrastructure Grant Program as detailed in Table 3.

### 7.2 Details

**7.2.1** In addition to the Assessment Panel outlined in 5.3.3 the Assessment Panel for the Infrastructure Grants program will also consist of the Chair of CN Infrastructure Advisory Committee.

**7.2.2** Where a decision from the panel is unable to be reached or additional guidance required, applications will be referred to the three Councillors of the CN Infrastructure Advisory Committee for a decision.

**Table 3: Infrastructure Grants Streams**

| Stream                   | Façade Improvement  | Recreation Facilities   | Sustainability   |
|--------------------------|---|---|--|
| <b>Objective</b>         | To improve building facades and create active frontages in the city, sensitive to heritage, evoking pride, enhancing our city's presentation, and engaging the community in local and neighbourhood centres revitalisation. | To assist in the provision or development of suitable sport and recreation facilities. To create opportunities for CN and local sporting groups to form Partnerships in upgrading existing or developing new facilities.<br><br>To provide a wide range of sport and recreation facilities that assist in meeting the needs of the community in a cost effective and co-operative manner. | To reduce the carbon footprint of the Newcastle community and to increase community capacity and capability to address local needs and opportunities in sustainability. This includes renewable energy efficiency measures, water saving and water storage, capture and reuse initiatives, green walls, use of low emission construction products, and nature-based solutions. |
| <b>Annual Priorities</b> | To improve a specific Precinct area as identified in the current financial year funding round.  | To address maintenance and upgrade of sporting infrastructure with consideration to current and future needs of the community.  | Solar PV, battery storage, EV charging and energy efficiency initiatives.  |
| <b>Eligible Entities</b> | <ul style="list-style-type: none"> <li>Legally constituted not-for-profit organisations</li> <li>Businesses</li> <li>Individuals</li> </ul>   | <ul style="list-style-type: none"> <li>Legally constituted not-for-profit organisations</li> <li>Businesses</li> </ul>  | <ul style="list-style-type: none"> <li>Legally constituted not-for-profit organisations</li> <li>Small businesses (20 employees or less)</li> <li>Note: preference will be given to not-for-profit and community organisations.</li> </ul>   |

| Stream                                     | Façade Improvement   | Recreation Facilities  | Sustainability  |
|--|--|--|---|
| <b>Additional Eligibility Requirements</b> | <ul style="list-style-type: none"> <li>Applications taking place on private property must include written evidence of approval as venue confirmation from the landlord or owner. This includes spaces managed by CN such as libraries and community centres.</li> <li>Organisations must be able to fund the costs of the works as CN will provide the funding at the completion of works. Consideration will be given to upfront payment by CN if there is financial hardship.</li> <li>Application must take place within an identified priority area.</li> <li>Activity needs to be visible by general public.</li> </ul> | <ul style="list-style-type: none"> <li>The Activity must be located on land owned or managed by CN</li> <li>Applicant must have the appropriate level of insurance.</li> </ul> | <ul style="list-style-type: none"> <li>Applications taking place on private property must include written evidence of approval from the landlord or owner.</li> </ul> |
| <b>Ineligible Applications</b>             | <ul style="list-style-type: none"> <li>On-going operational or administrative costs not directly related to the Activity.</li> <li>The improvement must not include Business identification or methods for Business promotion.</li> <li>Capital expenses (for example ladders, gurneys, scaffolding and safety barriers). Hiring of equipment is permitted when directly related to the Activity.</li> <li>Signage is ineligible.</li> </ul>   | <ul style="list-style-type: none"> <li>Applications for travel, salaries, or private expenses will not be supported.</li> </ul>  | <ul style="list-style-type: none"> <li>Activities located on land owned or managed by CN.</li> </ul>  |
| <b>Amount Per Application</b>              | \$1,000 - \$5,000 (ex GST)   | \$1,000 - \$10,000 (ex GST)  | \$1,000 - \$10,000 (ex GST)   |

| Stream                                | Façade Improvement   | Recreation Facilities  | Sustainability  |
|---------------------------------------|--|--|---|
| <b>Base Assessment Criteria</b>       | <p>Alignment to CN Priorities: the degree to which the Activity addresses CN's priorities from the Community Strategic Plan (CSP) and any additional priority areas identified annually.<br/>20%</p> <hr/> <p>Collaboration and engagement: the extent to which the proposed Activity demonstrates constructive and cooperative relationships between the applicant, CN, surrounding property owners and community.<br/>20%</p> <hr/> <p>Delivery: ability to demonstrate the delivery of Activity outcomes can occur on time and within budget.<br/>20%</p> <hr/> <p>Value with public money: the ability to demonstrate value for money through careful consideration of costs, benefits, options, and risk. Funding co-contributions from applicant and partner organisations are encouraged.<br/>20%</p> |  |   |
| <b>Additional Assessment Criteria</b> | <p>Demonstration that the Activity will improve building facades and create active frontages in the city, sensitive to heritage, evoking pride, enhancing our city's presentation, and engaging the community in local and neighbourhood centres revitalisation.<br/>20%</p>   | <p>Demonstration that the Activity will help Newcastle sporting groups through delivery of minor capital works<br/>Activities with respect to:<br/>- Equitable provision and development of facilities<br/>- Efficient management of facilities<br/>- Partnerships development<br/>- Promotion of facilities<br/>20%</p> | <p>Demonstration that the Activity will help successful applicants to reduce emissions.<br/>20%</p>                                 |
| <b>Applicant Contribution</b>         | 2:1 ratio Grant, with a minimum one third of costs matched by the applicant. Value In-Kind will not be accepted.   | Minimum 50% contribution from applicant. Grants are provided on a dollar for dollar/work in-kind basis.  | Minimum 50% contribution from applicant. Grants are provided on a dollar for dollar cash basis. Value In-Kind will not be accepted. |
| <b>Examples</b>                       | Painting, brick pointing, façade repairs, lighting upgrades, fencing repairs and landscaping.  | Pathways, canteen renovations, fencing, park drainage, irrigation, cricket sight screens, solar power for CN owned facilities.   | New or upgraded solar technology for private spaces.  |

## 8 Community Support Grants

### 8.1 Overview

**8.1.1** Community Support Grants encourage Activities that enhance the quality of life of residents, provide community capacity building and protect and enhance the natural qualities of the city.

### 8.2 Outcomes

**8.2.1** Applications must provide at least one outcome listed below. Priority will be given to applications that deliver more than one outcome.

- a) Enhanced positive social, cultural, and/or sustainability outcomes for local communities related to our strategic priorities.
- b) Increased engagement of individuals and teams in sporting, academic, cultural and environmental fields.
- c) Increased visibility and understanding of the history, stories and character of the city and its villages through creative Activities.
- d) Improved identification, protection, knowledge and understanding of the region's Aboriginal cultural heritage.
- e) Increased opportunities for performers/artists to deliver and audiences to access live music, arts, cultural and performance Activity.
- f) Improved inclusion, liveability, connectedness and engagement in our diverse communities.
- g) Improved organisational ability to respond to the needs of the community.
- h) Create a resilient city that reduces its share of emissions to ensure a cleaner and more sustainable future.
- i) Encourage a wide diversity of nightlife participants to enjoy a vibrant cultural scene in Newcastle at night.
- j) Aesthetic improvements to a building façade which invoke community pride in shared public spaces and heritage.
- k) Building façade upgrades which enhance security, community safety, accessibility and inclusion.

### 8.3 Details

**8.3.1** Four different streams are available within the Community Support Grant Program.

**8.3.2** In addition to the Assessment Panel outlined in 5.2.3 the Assessment Panel for each program will also consist of;

- a) Community Support Grants Quick Response Program – The Chair of CN Liveable Cities Advisory Committee
- b) Community Support Grants – The Chair of CN Community and Cultural Advisory Committee

**8.3.3** Where a decision from the panel is unable to be reached or additional guidance required, applications will be referred to the three Councillors of the relevant CN advisory committee for a decision.

**Table 5: Community Support Grants Streams**

| Stream                   | Quick Response   | Arts, Culture and History  | Social Inclusion  | Environment  |
|--------------------------|--|--|---|--|
| <b>Objective</b>         | Support Community Events, Activities, and programs which require financial support to achieve their aims. Activities supported will enhance the quality of life of residents, provide community capacity building and protect and enhance the natural and built qualities of the city. | Support Activities that promote and celebrate our rich heritage, creative and diverse community and contribute to the achievement of the city's desired outcomes for culture, heritage, and the arts.<br><br>In addition, CN supports Professional Not-For-Profit Arts and Cultural Organisations by providing funding to grow sustainability and provide a funding base that organisations can leverage with other funding providers. | Support Activities that strengthen our diverse communities by increasing connection, social inclusion, and access for the most vulnerable in the community.   | Supports Activities that improve Newcastle's environment or inspires environmentally sustainable behaviour in the city.  |
| <b>Annual Priorities</b> | Aligns with priorities for Arts, Culture and History, Social Inclusion and Environment Streams identified in the current financial year funding round.   | Expose local stories, both historic and contemporary, through cultural programming and build Newcastle's cultural identity.  | <ul style="list-style-type: none"> <li>• Community/ community service organisations for projects that support the inclusion of diverse communities in business, workplace and commercial settings</li> <li>• Activities supporting local story telling and sharing of culture by diverse communities to the wider community of Newcastle</li> <li>• Activities supporting youth voice, engagement or diversion specifically in the western suburbs of the Newcastle LGA</li> <li>• Provision of welcoming, safe and engaging activities for vulnerable and diverse communities delivered out of the Maryland, Jesmond, Fletcher and Elernmore Vale community centres</li> </ul> | Activities that increase knowledge/ understanding, rehabilitate, conserve and protect Newcastle's natural habitats, and the species they support, while making our city more liveable. Activities that increase knowledge/ understanding and encourage clean technology and promote a low carbon circular economy. |
| <b>Eligible Entities</b> | <ul style="list-style-type: none"> <li>• Legally constituted not-for-profit organisations</li> <li>• Businesses</li> <li>• Individuals</li> </ul>  | <ul style="list-style-type: none"> <li>• Legally constituted not-for-profit organisations</li> <li>• Businesses</li> </ul>   | <ul style="list-style-type: none"> <li>• Legally constituted not-for-profit organisations</li> </ul>  | <ul style="list-style-type: none"> <li>• Legally constituted not-for-profit organisations</li> <li>• Businesses</li> </ul>   |



| Stream                                     | Quick Response  | Arts, Culture and History | Social Inclusion | Environment |
|--|---|---------------------------|------------------|-------------|
| <b>Additional Eligibility Requirements</b> | No more than 20% of the total requested funding amount can be for contingency, administration costs (including wages or fees for staff, board, or committee members), insurances and utilities.   |                           |                  |             |
|  | Applications taking place on private property must include written evidence of approval as venue confirmation from the landlord or owner. This includes spaces owned by CN such as libraries and community centres.   |                           |                  |             |
|  | Funding for Community Events is only available in the Quick Response stream. For Community Events where more than \$4,000 is requested, an application to the Event Sponsorship Program will be required.   |                           |                  |             |
|  | Funding for Professional Not-For-Profit Arts and Cultural Organisations is only available to organisations who meet the following requirements:   |                           |                  |             |
|  | <ul style="list-style-type: none"> <li>• Organisation must be an incorporated not-for-profit entity with a core arts and cultural purpose</li> <li>• Organisation must engage Professional Arts Practitioners as key creative personnel</li> <li>• Organisation must have multiple income streams, a strong and growing audience base and working relationships with a breadth of artists.</li> </ul> |                           |                  |             |
| <b>Ineligible Applications</b>             | Activities that directly contravene the general eligibility requirements.   |                           |                  |             |
|  | Activities that supplement, increase, or continue ongoing service delivery or for funding the 'core' business of the organisation.  |                           |                  |             |
|  | Fees and charges related to compliance or development applications payable to CN.   |                           |                  |             |
|  | The purchase of capital items beyond the immediate needs of the Activity. These include vehicles and office equipment.  |                           |                  |             |
| <b>Ineligible Expenses</b>                 | Travel, accommodation, salaries, or private expenses.   |                           |                  |             |
|  | The purchase of alcoholic beverages.  |                           |                  |             |

| Stream                                | Quick Response   | Arts, Culture and History  | Social Inclusion  | Environment   |
|---------------------------------------|--|--|---|---|
| <b>Amount Per Application</b>         | \$1,000 - \$4,000 (ex GST)   | \$4,000 - \$20,000 (ex GST)<br><i>*Up to \$50,000 for Professional Not-For-Profit Arts and Cultural Organisations</i>  | \$4,000 - \$20,000 (ex GST)   | \$4,000 - \$20,000 (ex GST)   |
| <b>Base Assessment Criteria</b>       | Alignment to CN Priorities: the degree to which the Activity addresses CN's priorities from the Community Strategic Plan (CSP) and annual identified priorities. 25%   |  |   |   |
|                                       | Capacity building and ongoing impact: the extent to which the proposed Activity can be a catalyst to kick-start an idea with potential to grow and/or the potential of the Activity. 20%   |  |   |   |
|                                       | Delivery: ability to demonstrate the delivery of Activity outcomes can occur on time and within budget. 15%  |  |   |   |
|                                       | Value with public money: the ability to demonstrate value for money through careful consideration of costs, benefits, options, and risk. Funding co-contributions from applicant and partner organisations are encouraged. 15%   |  |   |   |
| <b>Additional Assessment Criteria</b> | Community need and benefit: the ability to demonstrate clear issue(s) to be addressed, the need for the Activity, the appropriateness of the proposed actions and the positive impact of the proposed outcomes for the city relating to one or more social, environmental or cultural outcome. 25% | Merit: the potential contribution to the development of the artistic, cultural or heritage fields and the originality, quality, creativity, capacity building potential, and ambition of the proposal. 25%<br><br><i>*Professional Not-For-Profit Arts and Cultural Organisations must also demonstrate the ability of the organisation to leverage both CN and other funding and support to grow the sustainability of the organisation</i> | Community need and benefit: the ability to demonstrate a need for the Activity in the Newcastle community; positive community impact of the Activity; diverse participation; social inclusion and community respect and cohesion. 25% | Tangible environmental and/or sustainability outcomes: the ability to demonstrate clear issue(s) to be addressed, the need for the Activity, the appropriateness of the proposed actions and the positive impact of the proposed outcomes for the city. 25% |
| <b>Examples</b>                       | Emergency support, capacity building Activities, Community Events, purchase of minor equipment, training / upskilling.   | Professional skills development, creation of new works and creative development, workshops, talks or public programs, digital or video-based Projects, community engagement Activities, heritage walking tours, virtual reality (VR) / augmented reality (AR) heritage interpretation.   | Outreach programs, assisted community living, pop-up pantry / food services, translation/language services.   | Community gardens, bush regeneration, education, native garden planting.*   |

*\*Note: Applications for new Community Gardens will require approval from CN. Please contact grants@ncc.nsw.gov.au for more information.*

## 9 Ad Hoc Grants

- 9.1** Any Grant that falls outside of the CGP, or other specific Grant program established by CN in accordance with sections 356 and 377(1A) of the Act, will be subject to:
- 9.1.1** A resolution of the elected Council to contribute money or otherwise grant financial assistance to the recipient(s); and
  - 9.1.2** Where the recipient(s) act for private gain, 28 day's public notice has been given of the Council's proposal to pass the resolution.
- 9.2** Ad hoc Grants may be offered by CN to meet a specific need, often due to an urgent matter or other circumstances. These Grants are typically available to a select range of applicants and are not ongoing.
- 9.3** Ad hoc Grant opportunities may be:
- 9.3.1** Open – these Grant opportunities will be published on the CN website and all eligible applicants will be able to apply.
  - 9.3.2** Closed – applications will be received or requested by invitation only to targeted cohorts.
- 9.4** Assessment
- 9.4.1** Guidelines will be developed for any Ad Hoc Grant program and applications will be assessed against these.
- 9.5** Where the provisions or procedure are unclear, the provisions or procedures of the Community Support Guidelines will prevail.

## 10 Variation Requests

- 10.1** A Grant variation is a change to a Grant. Variation requests are categorised as:
- 10.1.1** Funding Period Variations: changes to the Funding Period due to a delayed start date, a delay during the Grant, a change to the end date, and/or changes to the Activity term.
  - 10.1.2** Activity Variations: Change to the scope of an Activity including changes to budget allocations, redirection of funds and changes in outputs.
- 10.2** There are specific circumstances where it is appropriate for a CN Grant to be varied. CN Grants are awarded following rigorous assessment of an application and accordingly any proposed Grant variations, including changes to the Activity or Funding Period, need to be reviewed and approved. Please notify CN as soon as possible at [grants@ncc.nsw.gov.au](mailto:grants@ncc.nsw.gov.au) (please refer to Clause 10.5 below). Any changes to the Activity, Funding Period or Budget will need to be approved by the Executive Manager (or delegate). Any request for an increase in Funding Value will need to be approved by the Assessment Panel as per Annexure B.
- 10.3** CN will consider each request to vary a Grant relative to the following:
- a) the individual circumstances outlined in the variation request;
  - b) the Guidelines under which the Grant was applied for;
  - c) the best outcomes for the Grant against its aims and objectives;
  - d) whether the Grant will continue to align with the purpose of the Grant opportunity;
  - e) whether the Grant will continue to achieve value with relevant public money;
  - f) any other matters of which CN is aware relevant to the Grant or the recipient.
- 10.4** Variation requests that contradict the eligibility criteria of the CGP will not be accepted. For example if an eligibility criterion was a limit of 20% for administration fees and the variation results in more than 20% in administration fees, the variation request will be rejected.
- 10.5** A variation request must be submitted to CN via CN's Grants management system at least six weeks before the proposed date of effect to allow adequate time for review.
- 10.6** To receive access to the variation request form, please contact us on (02) 4974 2000 or email [grants@ncc.nsw.gov.au](mailto:grants@ncc.nsw.gov.au).

## Annexure A - Definitions

**Addictive Drug** means any substance listed in the Therapeutic Goods Administration Poisons Standard or listed as a prohibited drug at Schedule 1 of the Drug Misuse and Trafficking Act 1985 (NSW).

**Acquittal** is a report submitted as per a Funding Agreement at the conclusion of a Project detailing how the recipient administered the Grant funds and met the Activity outcomes in the Funding Agreement.

**Activity** is defined as one-off or time-limited task/undertaking or series of linked tasks/undertakings with specific goals and conditions, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date. This can also be referred to as a Project.

**Assessment Criteria** means the method used to evaluate an application.

**Assessment Panel** means the panel assessing applications and determining Grant Funding.

**Auspice** is an incorporated organisation that receives, administers, and acquits Grants on behalf of an applicant.

**Business** is an entity engaged in commercial, professional, charitable or industrial Activities. A Business can refer to:

- **Company** is defined by the Corporations Act 2001 (Cth) and registered with Australian Securities and Investment Commission (ASIC). Companies must be registered in Australia to be eligible to apply.
- **Company Limited by Guarantee** is a Company with liability limited to the guarantees put in place by its members. This is a common structure used by the not-for-profit sector. Cooperative.
- **Cooperative** is an organisation owned, controlled by and used for the purpose of benefiting its members.
- **Incorporated Association** is an association that has been incorporated in accordance with the requirements of the Associations Incorporation Act 2009 (NSW).
- **Indigenous Corporation** is established under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth).
- **Proprietary Limited Company** is a proprietary limited company (abbreviated as 'Pty Ltd') is a Business structure that has at least one shareholder and no more than 50 non-employee shareholders, where the liability of shareholders is limited to the value of shares.

**City of Newcastle (CN)** means Newcastle City Council.

**CN employees** means persons employed by the CN who is duty-bound to follow the policies and procedures of CN.

**Community Events** are staged largely for social, fun and entertainment value for the local community. They are targeted primarily at a local audience but may attract from outside the region thereby providing some economic, social and cultural benefits. They may have some wider regional benefits but to a lesser extent than major events.

**Community Strategic Plan (CSP)** represents the highest level of strategic planning undertaken by CN. It identifies the main priorities and aspirations of our community and provides a clear set of strategic directions to achieve the community's vision.

**Council** means the elected Council.

**Funding Agreement** means the agreement entered into by CN and the successful applicant for the cash support. It will articulate support provided by CN as a financial contribution for the development and delivery of a quality Activity. The Agreement will also detail Acquittal and acknowledgement conditions for the funding.

**Grant** is the financial support provided to applicants for an Activity. A Grant seeks a nominal return on investment from the benefits provided the community. Benefits may include improvement in the quality of life for the community from Activities meeting identified needs.

**Guidelines** means the specific CGPs conditions and criteria for each separate Grant opportunity to be read in conjunction with the Community Grants Policy.

**Not-for-profit organisation** is an organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. The organisation must be registered with the Australian Securities & Investment Commission (ASIC) or The Australian Charities and Not for Profit Commission (ACNC).

**Partnership** is a contractual relationship between persons carrying on Business with a view to profit. Partnerships can be 'normal' (unregistered), limited or incorporated and limited (both registered on the Register of Limited Partnerships and Incorporated Limited Partnerships, administered by NSW Fair Trading).

**Professional Arts Practitioner** must have a self-assessed commitment to artistic work as a major aspect of the artist's working life, even if creative work is not the main source of income. The term professional is intended to indicate a degree of training, experience or talent and a manner of working that allows that artist's work to be assessed against the highest professional standards of the relevant occupation.

**Professional Not-For-Profit Arts and Cultural Organisation** is an incorporated not-for-profit entity with a core arts and cultural purpose. The organisation must engage Professional Arts Practitioner as key creative personnel. The organisation must have multiple income streams, a strong and growing audience base and working relationships with a breadth of artists.

**Project** see Activity.

**Registered Charity** with the Australian Charities and Not-for-profits Commission.

**Socially Harmful Activity** includes any Activity involving the abuse of human rights or labour rights, bribery, corruption, production or supply of armaments, manufacture, distribution and wholesaling of alcohol, tobacco or nicotine related products, gambling products or services, pornography, the trade of fur or other illegal wildlife trade, abuse of animal welfare, live animal entertainment and any other Activity which CN reasonably considers may pose a Socially Harmful Activity.

**Special Business Rate** are funds collected from city precinct Businesses for the promotion, beautification and development of the precincts, and awarded through a competitive application process.

**Sponsorship Agreement** means the agreement entered into by CN and the successful applicant for the cash support. It will articulate support provided by CN as a financial contribution for the development and delivery of a quality Activity. The Agreement will also detail Acquittal and acknowledgement conditions for the Sponsorship.

**Sponsorships** are commercial agreements in exchange for a benefit(s). Sponsorship is not philanthropic with the sponsor expecting a benefit (return on investment) as agreed in a Sponsorship Agreement.

**Value-in-kind** refers to goods or services provided by other supporters of the Activity that has a real value for the Activity.

## Annexure B - Policy Authorisations

| Function   | Position Number / Title          |
|--|----------------------------------|
| Determine and approve weightings for Assessment Criteria   | Executive Manager (or delegate)  |
| Acquittals in line with the Funding Agreement  | Executive Manager (or delegate)  |
| Approve Activity variations  | Executive Manager (or delegate)  |
| Execute Funding Agreements to approved Grants consistent with the Assessment Panel's recommendation and in accordance with this Policy | Executive Manager (or delegate)  |
| Review and approval of Grant Guidelines (annually)   | Executive Director (or delegate) |
| Approve grants on behalf of the elected Council (under s377 of the <i>Local Government Act 1993</i> (NSW))                             | Executive Director (or delegate) |
| Assess and approve ad-hoc applications   | Executive Director (or delegate) |
| Assess applications and determine funding allocation   | Assessment Panel                 |
| Approve Funding Value variations   | Assessment Panel                 |

## Document Control

| Guideline title   | Community Grants Guidelines  |
|---|--|
| <b>Guideline owner</b><br><b>Guideline expert/writer</b>        | Executive Manager Media Engagement Economy and Corporate Affairs<br>Grants and Sponsorship Officer   |
| <b>Prepared by</b>  | Grants and Sponsorship Officer   |
| <b>Approved by</b>  | Executive Director   |
| <b>Date approved</b>  | 22 March 2023  |
| <b>Commencement Date</b>  | 1 April 2023   |
| <b>Next revision date</b>                                       | 1 April 2024   |
| <b>Termination date</b>   | 1 year post revision date  |
| <b>Version</b>  | Version #1 - 7748824<br>Version #2 - 7749374   |
| <b>Category</b>   | Administration   |
| <b>Keywords</b>   | Grants, financial assistance, facilities, sport, recreation, community, arts, cultural, placemaking, youth   |
| <b>Details of previous versions</b>                             | Nil.   |
| <b>Relevant strategic direction</b>                             | 4.2.1 Genuine engagement   |
| <b>Relevant legislation/codes (reference specific sections)</b> | This policy supports CN's compliance with the following legislation:<br><ul style="list-style-type: none"> <li>• <i>Local Government Act 1993</i> (NSW)</li> </ul> |
| <b>Related policies/documents/ strategies</b>                   | Community Grants Policy<br>United Nations Sustainable Development Goals  |
| <b>Authorisations</b>   | Functions authorised under this policy at Annexure B.  |



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