

Youth Advisory Committee

Meeting Date: Wednesday, 10 February, 2021

Location: Council Chambers / Microsoft Teams

Attachments (Under Separate Cover)

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6. Reports

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Community Grants Program

Grant Guidelines 2021



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Council's Community Vision Statement

We will work together in Shoalhaven to foster a safe and attractive community for people to live, work, stay and play; where sustainable growth, development and environmental protection are managed to provide a unique and relaxed lifestyle.

About the Community Grants Program

The Community Grants Program provides small grants of \$300 - \$5,000. The program supports collaborative efforts between community groups and organisations that are based in the Shoalhaven Local Government Area to deliver local projects that support the vision of Council.

The Community Grants Program is open for application annually.

Prospective applicants are advised to become familiar with the [Shoalhaven City Council Community Strategic Plan](#) and [General Grants Funding Guidelines](#) before starting an application. More information about Grants are available on Council's [Grants and Funding](#) webpage.

Grant Categories

The Community Grants Program is separated into four categories.

Each project can only be funded by one grant category. Applicants are advised to choose the grant category that best suits the project.

Culture and Events - Projects or events that foster the cultural identity of the Shoalhaven and support inclusive, safe, and connected communities.

Promotional Projects - Projects or events that foster a safe and attractive community for people to live, work, stay and play or that provide a social benefit to residents that live in the Shoalhaven Local Government Area.

Health and Wellbeing - Projects or events that support access to physical and social resources to promote the quality of life and physical and mental health and wellbeing of residents that live in the Shoalhaven Local Government Area.

Sport and Recreation - Projects or events that increase or maintain participation in sport and recreation activities.

General Eligibility Criteria

Who is eligible to apply?

Applications are accepted from the following organisations:

- The community group or organisation applying must be based and operate within the Shoalhaven City Council Local Government Area.
- To be eligible for funding an organisation must be a not for profit and incorporated body or be legally constituted or auspiced by an incorporated body of business.
- To be eligible for funding an application must be a Community Development program or project.

Who is not eligible to apply?

- Government organisations.
- Group or organisations applying on behalf of a government organisation.
- Individuals, groups of individuals, for-profit commercial organisations and service clubs who intend to supplement their fund raising for a third party's projects.
- Political parties registered or not.
- Groups or organisations that are directly or indirectly associated with a political party, registered or not.

- Any organisation or group which has not completed an acquittal for previous projects that have been funded by Shoalhaven City Council.

What is an Auspice

An Auspice is needed when a small community group does not have the resources to receive and manage grant funding or when the smaller community group does not have a valid Incorporation or ABN number.

In a funding context, an auspice is an organisation who manages grant funding on your behalf. For example, a small community group with limited resources may use a larger non-government organisation as their auspice. The larger organisation will receive and manage the grant funding, with the smaller community group undertaking the actual project work.

When approaching an organisation to be your auspice it is a good idea to:

- Make sure you are aiming for the same goals and outcomes
- Have similar ethics
- Have a good working relationship before applying for funding

Community groups who are applying for grant funding using an Auspice must attach a letter of support from the Auspice confirming the partnership.

What will be funded

Applications must be for Community Development based projects, events, or programs.

Grant applicants may cover a wide range of projects which comply with the [Community Grants Program Procedure](#), the [Community Grants Program Guidelines](#) and all other associated documents. Council's Community Strategic Plan, Standard Community Funding Guidelines and other documents are available on Council's website www.shoalhaven.nsw.gov.au.

Projects or events must align with the [Shoalhaven City Council Community Strategic Plan themes](#) and must benefit residents that live in the Shoalhaven Local Government Area.

Applications must identify one funding category that best suits their project.

What will not be funded

The Community Grants Program does not fund:

- Projects that contravene existing Council policy or which provide funding towards unlawful or irresponsible purposes.
- Applications from groups or organisations that have previously received funding and not fulfilled reporting obligations, including provision of a post event evaluation report.
- Monies or services that will be distributed to other organisations or people in the form of a donation, prize, or gift.
- Events that are not open to the general public.
- Projects that duplicate existing services or programs or projects that would normally be the responsibility of other government bodies.
- Projects that request retrospective funding or funding to reduce existing budget deficits.
- Applications for the benefit of individuals or unincorporated groups.
- Applications for commercial activities that are aimed at making private profit.
- Only one grant application or one donation application from an organisation will be accepted per funding round.
- Existing projects where the project has received previous financial assistance from Council. This includes, but is not limited to financial assistance from other Council grants programs, donation, fee waivers etc.
- Ongoing program funding including but not limited to funding for salaries, insurance, rent etc." Applications for projects operating in or associated with licensed clubs which are associated with gambling and / or alcohol.
- Requests for financial assistance from a political party or from parties associated either directly or indirectly with any political party whether registered or not.

- Applications for fundraising for a secondary beneficiary, or grant-making program.

Process Overview

1. Apply online at [Community Development Grants Program - Shoalhaven City Council \(nsw.gov.au\)](https://www.shoalhaven.nsw.gov.au/community-development-grants-program) prior to the grant closing date – if you require additional assistance please contact the Community Capacity Builders Team. An interpreter is available on request.

council@shoalhaven.nsw.gov.au or 02 4429 3111

2. Following submission applications are assessed. This can take 4/6 weeks from the closing date of the grant.

3. Applicants notified of outcome by letter. Unsuccessful applicants are encouraged to seek feedback.

4. Successful applicants are required to issue Shoalhaven City Council with an invoice for the full grant amount. 80% of grant funds will be paid into the nominated bank account upon receipt of a signed Funding Agreement between Shoalhaven City Council and an invoice.

5. Funds expended in accordance with funding agreement and outlined in 'Available Grants' section of the guidelines.

6. Project Delivery in accordance with funding agreement and approved application.

7. Acquittals/paperwork grant recipients required to return necessary paperwork e.g., additional supporting documents, funding agreements, tax invoices and bank details. Final 20% of grant funding will be paid after acceptance of grant acquittal.

N.B. Time frames for each grant are outlined in the 'Available Grants' section of the guidelines.

Conditions of Grant

The following conditions apply to all financial assistance allocation through the Community Development Grant Program:

- Applicants must provide a cash contribution of at least 25% of the total amount of funding that is being requested.
- For applications that include the purchase of materials or equipment, those materials or equipment must not make up more than 50% of the total value of funding applied for.
- It is the applicant's responsibility to check the accuracy of the information provided in the application.
- Successful grant applicants will be required to enter into a Funding Agreement issued by Shoalhaven City Council to ensure that both parties are clear about how the money will be spent and outcomes to be achieved.
- The grant may only be used for the purpose approved by Shoalhaven City Council.
- Organisations and Groups must seek written approval for any changes to the project for which assistance has been approved. If the project is cancelled or modified without approval, Council reserves the right to seek full reimbursement of funds.
- Projects must not commence until the Funding Agreement has been signed. Payment cannot be made for costs incurred prior to the date that the Funding Agreement has been signed.
- Successful grant applicants are required to issue Shoalhaven City Council with an invoice for the full grant amount.
- 80% of grant funds will be paid upon receipt of a signed agreement between Shoalhaven City Council and the applicant. A final payment of 20% will be paid upon receipt of a completed acquittal report for the project.
- The organisation or group receiving funding is required to publicly acknowledge Council's assistance on any promotional material associated with the project.
- Successful applicants shall finalise their project by the 30 June in the year following funding approval. Council reserves the right to seek full reimbursement of funds for project that are not complete by the 30th June.

- Shoalhaven City Council may request further information and / or an inspection of the project site during the assessment process.
- Shoalhaven City Council retains the discretion to fund projects as it sees fit and any decision will be final. Shoalhaven City Council can provide individual feedback on applications. Applicants are to seek feedback on applications no more than one month after being notified that their application was unsuccessful.

Assessment Criteria

Projects, events, or programs must assist in developing a range of Community Development programs. Shoalhaven City Council will consider and prioritise organisations and project applications which:

- Establish innovative community projects, events, or programs.
- Demonstrate clear benefits to the broader community in the Shoalhaven City Council area.
- Demonstrated alignment with Council's Community Strategic Plan Themes:
 - Resilient, safe, and inclusive communities
 - Sustainable, livable environments
 - Prosperous communities
- Demonstrated ability to manage the project through effective planning, clear goals, risk assessment and evaluation processes.
- Capacity of the program to deliver ongoing benefits to the community.
- Demonstrate the contribution of the organisation applying to the project or activity through in-kind, volunteer support.
- Demonstrate coordination with other groups or organisations in the community.
- Address local issues by meeting an identified community need.
- Show evidence of broader community support and benefit.

Required Supporting Documentation

Business Documentation – Applications must include an Australian Business Number or Incorporation Number. Organisations with an Incorporation Number are required to provide a Statement by Supplier Form (refer to the ATO website) to receive grant funding. Applications must provide evidence of the organisation's or group's not-for-profit status.

Project approval – All applications must be made or authorised by the organisation's or group's senior office holder, e.g. the President / Chairperson / Principle / General Manager / CEO. If the project is on land or premises not owned by applicant organisation or group, applicants must provide proof that the necessary approvals have been obtained for works or activities to commence or take place.

Financial Statements – The organisation's latest audited financial statement, or where an organisation is not subject to audit requirements, a statement of income and expenditure over the past 12 months must be provided.

Reports – Where applicable, a copy of the organisation's most recent annual report and the organisation's constitution or Statement of Aims and Objectives must be included in support of the application.

Child Safe Policy - Where projects involve the participation of children and young people under the age of 18, a copy of the applicants Child Safe Policies must be provided. The Office of the Children's Guardian have a range of resources, templates, and samples available to help you become a child safe organisation via this link <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-resources/child-safe-policy>.

Insurance – Organisations must provide evidence of Public Liability Insurance of at least \$20 million and all other insurances relevant to your organisation and project.

Proposed Budget – Applicant must include a proposed budget breakdown within their grant application. The proposed budget should account for the full amount of grant money applied for. Expenses might include catering, project materials and other supplies.

Quotations – Quotations must be from reputable suppliers, such as industry accredited suppliers, and must be comparable i.e. for the same item or work. The preferred supplier for each item should be noted in the project budget or on the quotation. Applications submitted without current and relevant quotes that are dated within the past six months will be deemed ineligible.

One written quote for goods and services valued under \$5000

Two written quotes for goods and services valued between \$5001 and \$25000

Contributions – Written confirmation of financial contributions and contributions in-kind, detailing the source, nature and amount of the contribution must be attached. All contributing funds must be approved at the time of close of grant round. All written confirmation of contributions must be signed by a contributor's authorised senior office holder.

The value of in-kind contributions will be based on the Australian Bureau of Statistics (ABS) figures for the Full-Time Adult Average Weekly Total Earnings for November 2018. In-kind contributions will be valued at \$43.85 per hour.

Letters of Support – A maximum of one letter of support from a community organisation, group or member which will benefit from or support the project may be submitted with applications.

Supplementary information – Supplementary information such as photos, may be attached to support applications.

How are applications assessed?

Prospective applicants are advised to become familiar with Council's Community Strategic Plan, Standard Community Funding Guidelines and specific guidelines and criteria relevant to the Community Development Grant Program. This should be done prior to completing the application form.

Step 1 Submission and Notification

Completed applications and supporting documentation should be submitted to Council by the specified closing time. On lodgment of application, applicants will receive an email of receipt and an application reference number

Step 2 Eligibility

Shoalhaven City Council will evaluate eligibility of all grant applications. Applications are initially assessed for eligibility in accordance with the guidelines as set out in this document. Applications will be deemed ineligible where they are incomplete or do not meet the eligibility criteria.

Applicants will be notified of the outcome of their application in writing within 28 days of the application closing date.

Step 3 Assessment

Eligible applications will be assessed against specified funding assessment criteria. Please note that meeting the assessment criteria does not automatically guarantee funding. Each application will be assessed on its merit.

Step 4 Notification

Applications will be assessed within 28 days of the application closing date. Applicants will be notified of the outcome of their application in writing.

Successful applications

Council will provide a Funding Agreement that specifies conditions of support. Successful grant applicants are required to issue Shoalhaven City Council with an invoice for the full grant amount. 80% of grant funds will be paid into the nominated bank account upon receipt of a signed agreement between Shoalhaven City Council and the applicant and an invoice.

Unsuccessful applications

Council will provide feedback on why the application cannot be supported. Unsuccessful applicant must request feedback in writing.

Step 5 Project Delivery

Project delivery in accordance with approved application, funding agreement and other relevant documents.

Step 6 Project Acquittal

Project acquittal in accordance with acquittal form provided. Payment of final 20% of grant value made on acceptance of grant acquittal.

Project Acquittal and Evaluation Report

Grant recipients are required to provide an Evaluation and Financial Acquittal to Shoalhaven City Council within 28 days of project completion. This will include a breakdown of how the funding was spent, receipts and an evaluation of project outcomes.

If this step is not complied with, the organisation will not be eligible for further funding from Shoalhaven City Council until the Evaluation and Financial Acquittal is returned.

Shoalhaven City Council reserves the right to seek full reimbursement for any monies unspent or misallocated.

Where can I get a copy of the application form?

The [Community Grants Program Guidelines](#), [Application Form](#) and [Procedure](#) can be downloaded from Council's website www.shoalhaven.nsw.gov.au. Applications are also available from Council's Nowra Administration Centre or by phoning (02) 4429 3111.

Enquiries and Assistance

For enquires or assistance relating to the Community Development Grant Program contact:

Shoalhaven City Council

Community and Recreation Unit

PO Box 42, Nowra NSW 2541

Ph: (02) 4429 3111

Email: Council@shoalhaven.nsw.gov.au

Submitting an application

A complete and authorised application form and all required supporting documentation must be received on or before the specified closing date. Applications and supporting documentation received by Shoalhaven City Council after the application closing date will not be accepted.

Applications and supporting documentation can be submitted via:

Email: Council@shoalhaven.nsw.gov.au

OR

Mail: The Chief Executive Officer, Shoalhaven City Council, Community and Recreation Unit, P O Box 42, Nowra NSW 2541.

Applications and supporting documentation can also be delivered to:

Shoalhaven Administration Building

42 Bridge Road, Nowra NSW 2541

Community Grants Program

Available Grants 2021



YA21.1 - Attachment 1

Overview

The Community Grants Program provides several funding opportunities throughout the year for community groups and organisations to enable them to design, implement and deliver projects, events and activities that support and enhance the lives of people in the Shoalhaven. The Community Grants Program provides small grants of between \$300 and \$5,000. The program supports collaborative efforts between community groups and organisations that are based in the Shoalhaven Local Government Area to deliver local projects that support the vision of Council.

Within the Community Grants Program there are a range of grants, each with a specific focus for our community. Every year brings new and emerging needs for our community and The Community Grants Program aims to build capacity in by assisting organisations and community groups to respond to these needs.

The Community Grants Program 2021 is offering 5 small grants to community to develop projects, events or activities which respond to an identified area or need.

Available grants:

- **Community Wellbeing Grant** funds available for community groups and organisations to design, implement and complete projects that support and enhance the lives of residents in the Shoalhaven in line with the Shoalhaven Community Strategic Plan.
- **Youth Inclusion Grant** for youth-led and youth-driven community projects that have a positive youth development focus and give young people the opportunity to develop a range of skills. Grants need to address young people's identified needs in an innovative way and increase young people's connections to the community.
- **COVID-19 Social Inclusion Grant** focused on assisting communities to rebuild and reconnect as a result of COVID-19 isolation. Ensuring delivery could be during isolation via digital channels, or face to face.
- **Bushfire Recovery Grant** aims to support social recovery from bushfires for affected local communities to be more resilient for future disasters and improve general wellbeing.
- **Youth & Seniors Grant** as part of the Youth Week and Seniors Festival 2021. These grants are available for organisations and groups to deliver events and activities which celebrate and connect Youth and Seniors during Youth Week and Seniors Festival 2021.

Community Wellbeing Grant

The Community Grants Program provides small grants of up to \$2000. The program supports collaborative efforts between community groups and organisations that are based in the Shoalhaven Local Government Area to deliver local projects that support the vision of Council.

- Applications open 2 February 2021
- Applications close 2 March 2021
- Funds to be expended by 30 June 2021
- Program to be completed by 30 June 2022



Purpose

Maximise participation, connections, and a sense of belonging for people in the area. In line with the Shoalhaven Community Strategic Plan these grants aim to support resilient, safe, and inclusive communities. Council's key priorities

- Build inclusive, safe, and connected communities
- Activate communities through arts, culture, and events
- Support active, healthy liveable communities

COVID-19 Social Inclusion Grant

This year the Community Grants Program has been extended with a specific focus on assisting communities to rebuild and reconnect as a result of COVID-19 isolation. Ensuring delivery could be during isolation via digital channels, or face to face when restrictions are lifted with social distancing in mind. The aim of the grant is to fund innovative ideas to help community to keep in touch by utilising phone calls, online platforms or other methods of communication and connection.

This grant provides small grants of up to \$2000. The program supports collaborative efforts between community groups and organisations that are based in the Shoalhaven Local Government Area to deliver local projects that support the vision of Council.

Coronavirus has meant big changes to the way we all live. This grant has been created to assist projects, events and activities that foster social inclusion and connection activities to help connect people through online engagement or other ways that are COVID-19 safe.

While more of us are staying at home to protect our health, there is a risk that loneliness and social isolation will increase and have a significant impact on our mental health and wellbeing. Our most vulnerable groups are being advised to follow social distancing rules, so face-to-face catchups and normal daily routines have become more challenging. With many people now missing their regular social activities, we want to encourage programs which foster inclusion and encourage positive social outcomes.

Specific Eligibility Criteria

- Develop projects/activities/events which focus on reducing social isolation as a result of COVID-19 in safe, either online or socially distanced ways.
- Funding is for new initiatives and projects
- Improve sense of inclusion and social connection
- Demonstrate understanding and adherence to current COVID-19 safety guidelines

Bushfire Recovery Grant

As part of the Bushfire Community Recovery and Resilience Fund (BCRRF) grants are being offered to support community recovery by funding projects that will promote community well-being, social and broader recovery and future disaster resilience following the bushfires.

The Bushfire Recovery Grants are funding smaller-scale, short term community projects and aims to support social recovery from bushfires for affected local communities to:

- reduce the adverse impact of the bushfires and make a sustained recovery
- be more resilient for future disasters and improve general wellbeing.
- Grant launches June 2021



Objectives

Your project activity must meet the below objectives and at least one condition in **each** of the 'Specific Eligibility Criteria' category:

- deliver a recovery activity or activities for residents in bushfire affected communities that meet at least one condition from each of the two specific eligibility criteria.
- ensure activities or events comply with Public Health Orders in relation to the COVID restrictions in place at that time.

Specific Eligibility Criteria

1. Community involvement:

- a) Reach many residents and property owners from my community affected by the black summer bushfires.
- b) Benefits a group e.g., elderly, youth, Aboriginal people, people with disability.
- c) Responds to an identified community need.
- d) Has a positive impact for the local community.

2. Improved resilience outcomes:

- a) Improved social connection.
- b) Improved mental health of individuals.
- c) Improved resilience of individuals

Youth Inclusion Grant

The Youth Inclusion Grant provides one-off, time-limited grants of between \$500-1000. Funding is for new projects that enable young people to lead and participate in community development activities. Organisations applying for funding must have spoken with young people and involved them in developing the project proposal prior to submitting an application.



NSW Government Priorities for Young People

The Youth Inclusion Grant aligns with the NSW Strategic Plan for Children and Young People 2016-2019, which advocates that children and young people in NSW be safe, connected, respected, healthy and well, with opportunities to thrive and have their voice heard in their communities.

The Youth Inclusion Grant contributes to this by investing in projects that strengthen young people's connection to their community via the delivery of youth-led and youth-driven community initiatives.

- Applications open 2 February 2021
- Applications close 2 March 2021
- Funds to be expended by 30 June 2021
- Program to be completed by 30 June 2022

Purpose

The Youth Inclusion Grant is informed by evidence which indicates that community connectedness promotes a positive sense of wellbeing in young people. Young people can however experience a range of barriers that hinder their participation in the community. The purpose of the Youth Inclusion Grant is to break-down barriers and increase young people's access to and inclusion in the community.

The Youth Inclusion Grant aims to empower young people to design and deliver community projects, enabling them to:

- overcome barriers to participating in the community
- build community-based partnerships and networks
- feel a greater sense of belonging within their community
- feel empowered, as their ideas and opinions are respected, considered, and acted upon
- gain relevant training to support their participation
- feel more confident within themselves and their abilities, having expanded their knowledge and skills
- seek further opportunities to participate and stay engaged in their community.

Community Based Partnerships

The Youth Inclusion Grant program provides a unique platform for eligible organisations to build authentic and meaningful partnerships with young people in their community. The more successful these relationships are, the more likely young people are to seek further opportunities to participate and stay engaged in the community beyond the project. Eligible organisations are to engage young people in a way that evokes a shared sense of responsibility and ownership across all stages of the project including planning, design, delivery, and evaluation. Successful partnerships strike the right balance between enabling youth ownership whilst providing the right organisational supports and resources required to participate. To do this effectively, adults must be willing to share their power with young people and work in partnership on issues that are important to them. Working in partnership with young people requires organisations (adults) to have the flexibility to step in and out of the

process as required, without taking over. It is also important that young people are able to dictate the nature and level of their involvement.

In 2016, the Advocate for Children and Young People consulted with 150 young people to develop a 'Participation Charter' which states We respectfully request that adults assist us to make meaningful contributions by:

- providing guidance, balanced with independence
- providing training and skill development
- providing resources and financial support
- understanding that we have many commitments
- encouraging us to work collaboratively
- fully informing us of our role and our rights in the decision-making process.

Youth-led and Youth-driven Community Projects

The Youth Inclusion Grant program funds projects which are genuinely youth-led and youth-driven. This means that young people are involved at every stage of the project - from identifying the need, through to design, delivery and final. Applicant organisations must have the capacity to encourage, support and facilitate a youth-led and youth-driven community project.

Target Group

Young people 12 – 25 years of age who are transitioning from childhood to adulthood and from dependence to independence, including young people who face disadvantage. The program seeks to fund a diverse range of projects from across Shoalhaven and encourages applications from Aboriginal and Culturally and Linguistically Diverse organisations.

Identifying need

Young people have told us through a number of different mechanisms what is important to them, what concerns them, and what they are interested in. The following themes highlight key issues identified by young people in NSW:

- Community inclusion and participation
- COVID-19
- Cultural identity and connection
- Cyber safety and awareness
- Domestic and Family violence
- Financial literacy (budgeting, rent, phone, contracts, fines)
- Health and wellbeing
- Homelessness/housing
- Young people impacted by drought

Youth Inclusion Grants projects may seek to address one or more of these issues, or they may address other issues raised by young people, which are important to them and their local communities.

Applicant organisations are to engage young people in the initial 'Identifying the need' stage of the project to ensure the project is responsive to the needs of young people.

Specific Eligibility Criteria

Projects funded under the Youth Inclusion Grant are to involve young people at every stage of the project. It is expected that young people will take an active role in identifying, designing, and implementing these projects and that these projects offer creative solutions to issues that are important to them.

Organisations funded under the Youth Inclusion Grant will:

1. Partner with young people to deliver a youth-led and youth-driven community project.
2. Improve young people's access to and inclusion in community activities such as sport and recreation, cultural and other activities.
3. Provide young people with knowledge and skills to strengthen their ability to participate in their local community such as developing teamwork, communication, decision-making, and leadership skills.
4. Recognise the contribution young people make to their local community.

Youth & Seniors Festival Grants

In NSW Youth Week is 16 – 24 April and Seniors Festival is 13 – 24 April which offers a unique opportunity to offer a range of intergenerational and interest-based activities that bring our community together in new ways. The Youth Week and Seniors Festival Grants Program 2021 has been combined to provide funding to local community groups and organisations to host events that celebrate and support youth and seniors in the Shoalhaven.



- Applications open 2 February 2021
- Applications close 23 February 2021
- Funds to be expended by 30 April 2021
- Program to be completed by 30 June 2021

The focus of this year's program is to highlight the value and importance of bringing generations together through intergenerational activities and events. Here are just a few of the many benefits these programs bring to participants of all ages:

1. Energise older adults and give a sense of purpose, especially when they are sharing their experience and skills.
2. Reduces a sense of isolation for older adults and potentially relieves or lessens depression.

All generations learn new skills.

3. Helps younger generations understand aging and face their own aging more positively.
4. Dispels negative stereotypes and encourages bonding among generations.
5. For children and youth who do not have grandparents or other seniors in their families, engaging with older adults fills a social gap.

This year the grants program is providing an incentive for youth and seniors organisations and community groups who are partnering to collaborate on designing activities and events which provide opportunities for youth and seniors to come together to celebrate through shared experiences. It is still possible to apply for funding for just a Youth event or a Seniors event and while intergenerational events and activities are encouraged this is not a requirement of the grant.

In addition, our community have told us that there are higher than usual levels of stress and discomfort due to the challenging events of the past year and a half. In response to this Youth and Seniors Festival will have a strong focus on activities and events that promote wellbeing and mindfulness to support a happy healthy community. Wellbeing and mindfulness refer to the state of being comfortable, healthy, or happy achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings, thoughts, and bodily sensations.

Activities and events will be published and promoted by Shoalhaven City Council in the weeks leading up to the festival.

An application to the grant program is not a guarantee of funding. Each application will be assessed against the objectives and criteria below.

One application only will be accepted for each community group or organisation up to a maximum of \$.

Applications are due by close of business on 23 February 2021.

Applicants are required to provide:

- a completed Application Form. Incomplete applications will be deemed ineligible.

a copy of the organisations current Public Liability Insurance – Certificate of Currency. Applicants will be notified of the outcome of their application in writing within 21 days of the application closing date.

Successful applicants will be required to provide a Tax Invoice to Shoalhaven City Council in order to receive grant funding. Successful applicants will be required to submit an Evaluation & Financial Acquittal Form at the completion of their project.

Objectives

1. The Youth Week and Seniors Festival Grants Program aims to:
 - a. Build inclusive, safe, and connected communities.
 - b. Activate communities through arts, culture, and events.
 - c. Support active, healthy livable communities.
2. In line with Shoalhaven City Council Youth Week and Seniors Festival aims, this grants program is for activities and events that support:
 - a. People over 60 years and between 12 to 25 years
 - b. Aboriginal and Torres Strait Islanders over 50 years
 - c. People with lifelong disability in the above age groups.
3. Consistent with the Shoalhaven City Council Youth Week and Seniors festival objectives, this grants program encourages youth and seniors to enjoy new experiences, continue learning, stay active, and connect to communities by:
 - a. Supporting projects that empower people to stay connected.
 - b. Supporting a broad range of local community organisations.
 - c. Supporting projects and events in Shoalhaven.
4. Facilitate equitable distribution of community resources throughout the Shoalhaven.

Specific Grant Criteria

1. A group or organisation delivering an activity or event targeted at either Youth or Seniors can apply for a grant for up to \$500.
2. Two or more organisations or groups (where one is seniors, and one is youth) partnering on delivering an intergenerational activity or event can apply for grants of up to \$750-1000 to fund a single event or activity.
3. Events must have a strong focus on promoting wellbeing and mindfulness to support a happy healthy community.

Specific Grant Conditions

1. **Based in the Shoalhaven.** Projects must be located in the Shoalhaven local government area.
2. **Incorporated Association.** Organisations must be legally constituted or auspiced by an incorporated association (see 'What is an Auspice').
3. **ABN.** The organisation or auspicing body must have an Australian Business Number.
4. **One project per funding cycle.** Council will only support one event/project per organisation per funding cycle.
5. **No Political Affiliation.** The organisation requesting financial assistance should not be a political party and should not be affiliated or associated either directly or indirectly with any political party whether registered or not.
6. **Alcohol and gambling free events.** Events or activities must not encourage gambling (such as bingo), or the consumption of alcohol. Applications for projects in licensed clubs which are associated with gambling and/or alcohol will not be funded. **Not a Government Agency/Authority.** Applications will not be accepted from Government Agencies and/or Authorities.
7. **Objectives.** Projects must conform to the objectives listed above.
8. **Clearly Identified Event or Activity.** The grant is a contribution towards a clearly identifiable event or activity. The grant will be used only for purposes as detailed in the original application.
9. **Council Acknowledgement.** The organisation receiving the grant will publicly acknowledge Council's contribution on their promotional material where appropriate.
10. **Evaluation and Financial Acquittal.** An evaluation and acquittal form will be supplied to successful applicants. This will include a breakdown of how the grant was spent including receipts (where possible) and number of participants. The evaluation and acquittal forms are required to be completed and submitted to Council within 14 days of the event completion.