

Community Grants Application Guidelines - 2019

Seniors Grant
Social Support Grant
Community Projects Grant
Community Capacity Building Grant
Sports & Recreation Community Grant
Inclusion Grant
Small Grants

English

If you do not understand this letter, please come to the 1 Pope Street, Ryde (within Top Ryde Shopping Centre), Ryde, to discuss it with Council Staff who will arrange an interpreter service. Or you may ring the Translating & Interpreting Service on 131 450 to ask an interpreter to contact you. Council's phone number is 9952 8222. Council office hours are 8:30am to 5:00pm, Monday to Friday.

Arabic

إذا لم تفهم محتوى هذه الرسالة، يرجى الحضور إلى 1 Pope Street، Ryde (في Top Ryde Shopping Centre)، Ryde، لمناقشتها مع موظفي المجلس الذين سوف يرتبون للاستعانة بمترجم شفهي. أو قد يمكنك الاتصال بخدمة الترجمة التحريرية والشفهية على الرقم 131 450 لتتطلب من المترجم الاتصال بك. رقم هاتف المجلس هو 9952 8222. ساعات عمل المجلس هي 8:30 صباحاً حتى 5:00 مساءً، من الاثنين إلى الجمعة.

Armenian

Եթե դուք չէք հասկանում սույն նամակի բովանդակությունը, խնդրում ենք այցելել 1 Pope Street, Ryde (որը գտնվում է Top Ryde Shopping Centre-ի մեջ), Ryde, քննարկելու այն ֆաղաբային Խորհրդի անձնակազմի հետ, ովքեր ձեզ համար կապահովեն թարգմանչական ծառայություն: Կամ կարող եք զանգահարել Թարգմանչական Ծառայություն 131 450 հեռախոսահամարով և խնդրել, որ թարգմանիչը ձեզ զանգահարի: Խորհրդի հեռախոսահամարն է 9952 8222: Խորհրդի աշխատանքային ժամերն են առավոտյան ժամը 8:30-ից մինչև երեկոյան ժամը 5:00, երկուշաբթիից մինչև ուրբաթ:

Chinese

如果你不明白这封信的内容，敬请前往1 Pope Street, Ryde（位于Top Ryde Shopping Centre内），向市政府工作人员咨询，他们会为您安排口译服务。此外，您也可以拨打131 450联络翻译和口译服务，要求口译员与您联系。市政府电话号码为9952 8222。市政府办公时间为周一至周五上午8:30至下午5:00。

Farsi

لطفا اگر نمی توانید مندرجات این نامه را درک کنید، به نشانی 1 Pope Street، Ryde (در Top Ryde Shopping Centre) مراجعه کنید تا با استفاده از یک مترجم در این باره با یکی از کارکنان شورای شهر گفتگو کنید. یا آنکه می توانید با خدمات ترجمه کتبی و شفاهی به شماره 131 450 تماس گرفته و بخواهید که به یک مترجم ارتباط داده شوید. شماره تماس شورای شهر 9952 8222 و ساعات کاری آن از 8:30 صبح تا 5:00 بعد از ظهر روزهای دوشنبه تا جمعه است.

Italian

Se avete difficoltà a comprendere questa lettera, venite in 1 Pope Street, Ryde (dentro al Top Ryde Shopping Centre), Ryde, per discutere con il personale del Comune che organizzerà un servizio di interpretariato. Potete anche contattare il Servizio di Traduzione e Interpretariato al 131 450 per chiedere a un interprete di contattarvi. Il numero di telefono del Comune è il 9952 8222. Gli orari di ufficio del Comune sono dalle 8.30 alle 17 dal lunedì al venerdì.

Korean

이 서신을 이해할 수 없을 경우, 1 Pope Street, Ryde (Top Ryde Shopping Centre 내)에 오셔서 통역사 서비스를 주선할 시의회 직원과 논의하십시오. 혹은 통번역서비스에 131 450으로 전화하셔서 통역사가 여러분에게 연락하도록 요청하십시오. 시의회의 전화번호는 9952 8222입니다. 시의회 사무실 업무시간은 월요일에서 금요일, 오전 8시 30분에서 오후 5시까지입니다.

The guidelines have been developed to assist organisations and groups to apply for funding from the City of Ryde under the Community Grants Program.

Before you submit your application, it is recommended that you discuss your proposed project with staff from Community Services. Please contact Tania Gamble on tel: 9952 8048 or email: tgamble@ryde.nsw.gov.au to clarify any component of your application.

Key Dates

Community Grants Round 1

- Applications close Friday 15 February 2019

Community Grants Round 2

- Applications open Monday 8 July 2019
- Applications close Friday 9 August 2019

Small Grants Round 1

- Applications open 4 March 2019
- Applications close 27 April 2019

Small Grants Round 2

- Applications open 2 September 2019
- Applications close 1 October 2019

To assist community groups and organisations in applying for funding, the City of Ryde Community Services staff will be hosting information sessions. Attendance is highly recommended and bookings are essential.

Dates and registration information for the workshops is via our website:

<http://www.ryde.nsw.gov.au>.

Application Process

1. Attendance at one of the information sessions is highly recommended. Determine which suits you and register to secure your space.
2. Determine the eligibility of your organisation and project.
3. Please read [this](#) document – 2019 Community Grants Application Guidelines which can be downloaded from the City of Ryde website <http://www.ryde.nsw.gov.au>.
4. Select ONE of the Community Grant Categories that best suits your project.
5. Answer questions relating to the Assessment Criteria in the application form.
6. Prepare and submit your application together with supporting documentation (as required) by the closing date.
7. Application timeframe

Community Grants Round 1

Program publicised, call for applications	November
Closing date for all applications	Mid-February
Assessment of applications	Feb/March
Report to Council	April
Community Grants Announcement	April

Small Grants Round 1

Small Grants open	March
Closing date for applications	April
Assessment of applications	April/May
Report to Council	June
Small Grants Announcement	June

Community Grants Round 2

Program publicised, call for applications	July
Closing date for all applications	Mid-August
Assessment of applications	August/September
Report to Council	October
Community Grants Announcement	November

Small Grants Round 2

Small Grants open	September
Closing date for applications	October
Assessment of applications	October/November
Report to Council	December
Small Grants Announcement	December

8. How to apply

- All applications are completed online.
- To start the application processes go to City of Ryde website:
<http://www.ryde.nsw.gov.au/Community/Grants/Community+Grants+Program>
- Answer all questions and attach all information as requested;
- Late applications will not be considered, and no extensions will be granted.

Introduction

These guidelines have been developed to assist organisations and groups to apply for community grant funding from the City of Ryde under the categories listed on page 8. Applicants will need to choose the grant category which best fits with their project.

Only one grant will be awarded to any one organisation per round in the Grants Program. Organisations will only be funded for the same project once per calendar year. The Social Support Grants and the Community Aid (Social Support) Grants will be available in the Community Grant Round 1 only.

Eligibility

To be eligible for funding an organisation must:

- Be Not-for-Profit (***local small businesses with under 20 employees are eligible to apply for the Social Inclusion Grant only***);
- Be Incorporated or have evidence of auspice from an incorporated organisation;
- Be located within City of Ryde or principally service Ryde residents
- Be open to the general public, inclusive and not discriminatory;
- Have acquitted previous City of Ryde funding received and have no outstanding debts to the City of Ryde.
- Be commencing the Project after the Grant Commencement date – money can only be used on future expenditure. Grant money must be expended within a calendar year (as dated on the letter of notification of grant outcome).

Ineligibility

The City of Ryde does not provide grants for:

- Projects that duplicate existing services or programs;
- Projects that seek funds for day-to-day operational expenses, such as rent and staff wages (*one-off, Council supported, community events which require hire of open space, waste management etc. may be considered*);
- Projects that seek funds to cover the cost of capital works and equipment (*Social Inclusion Grants applications are exempt*);
- Projects located outside City of Ryde;
- Projects that do not meet the identified priority needs of the City of Ryde;
- Projects that have commenced prior to Grant Announcement date;
- Commercial organisations/sole traders (*except for in the Social Inclusion category*);
- General donations to charities (any activities that do raise funds for charities as part of their project or event must report this in the acquittal and provide receipts of all donations made);
- Political parties or activities that are overtly political in nature;
- Religious activities or activities that are overtly religious in nature (*with the exception of where Council has identified a community benefit*);
- Schools or tertiary institutions;
- State or federal government agencies/departments (*with the exception of where Council has identified a community benefit*)

- Individuals

Auspicing

In order to ensure that Council’s Community Grants are accessible to the community, Council will accept applications from incorporated organisations acting as an auspice provider for unincorporated groups. In these circumstances, Council’s funding relationship is with the body providing the auspice (auspice body).

Assessment Process

- Community Grant Round applications will be assessed and prioritised by a panel composed of a multidisciplinary team of Council staff.
- Small Grant round will be assessed by a minimum of two Council staff.
- Applications will be assessed against the grant categories assessment criteria.
- A recommended list of projects will be compiled following the assessment.
- Council will make the final decision on successful projects.
- Council staff or Councillors assessing and determining applications for grants should identify and manage any conflicts of interest in accordance with Council’s Code of Conduct.

Grant Categories

If you are applying for more than one grant, you must complete a separate application form for every project.

Please note – Council will award only one grant to any one organisation per round (excludes auspice organisations and Community Aid Social Support Grants).

Organisations will be funded for the same project no more than once per calendar year.

1. Seniors Grant

This category aims to support programs that enhance social participation activities for seniors. This includes projects that seek to improve the health and wellbeing of seniors and projects that engage volunteers.

Example of previously funded project:

Italo-Australian Senior Citizens Group-
 “...a social support group for aged Ryde residents of Italian background. The group has over 60 members.....most have limited contact with other fellow Italians. The group offers two low cost activities per month (luncheon/ social outing)...outcomes of the project- preventing social isolation, increase community participation, increase awareness of relevant social services, increase awareness of health issues in community language”

2. Capacity Building Grant

This category aims to support local organisations to build their governance skills and to sustain their activities and programs. There are two sub-categories within this grant category:

Emerging / Small Groups

An organisation growth grant will be provided to emerging and small groups. Groups that operate with limited funding (including one-off or short-term grants) and relying largely on volunteers will be considered.

Example of previously funded project:

Together We Can

"...supporting Korean single mums to live healthier lives both emotionally and physically....monthly meetings (12 times a year)....single mums feel supported through encouragement, practical help to build life skills and self-esteem."

General Category

An organisation growth grant will be provided for initiatives that build the capacity of organisations to provide activities which benefit the community. This category is open to all groups including arts and cultural groups.

Example of previously funded project:

Capacity building, train the team leaders Friends of Lane Cove Notional Park

"...engage professional Bush Regeneration Trainers to assist and train teams on City of Ryde sites within Lane Cove National Park....a minimum of 10 volunteers will considerably increase their knowledge as a result of this program. At least 2 volunteers will be identified as future site coordinators. At least one site in imminent likelihood of closure will be revived with a new coordinator."

3. Event Category

The aim of this category is to enhance the ability of organisations to deliver events that directly benefit the community.

Grants can cover requirements such as on-off waste removal or ground hire charges in some circumstances for Council supported events.

Example of previously funded project: -

Light Up East Ryde

"...Supporting local cottage business and neighbourhood shops. Making use of open space. Including other local communities eg, local schools, clubs, dance groups and performers, etc. Opportunity for neighbours and friends to socialise in a safe environment close to home"

4. Sports and Recreation Community Grant

The aim of this category is to develop initiatives that enhance existing sports and recreational activities. In particular this category aims to facilitate opportunities that increase participation in sports, recreation and physical activity for everyone in the community.

Only sporting and recreational organisations are eligible to apply for this grant category. Grants do not cover the waiving of sports ground hire fees beyond one-off events.

Example of previously funded project:

Harmony Soccer Tournament

"...aim to expand the competition to include new teams... event brings together a large cross section of the community." The event is organised in partnership with two organisations.

5. Community Projects

This category aims to provide funding to local community organisations working towards building a cohesive and connected community, based on the principles of inclusion, community wellbeing and cultural capacity building.

Example of previously funded project:

Fabric Needlecraft and More website creation-

-develop a website for a social enterprise shop to increase sales and donations. "Opportunities for participation by supported workers with a disability and community volunteers." The expected outcomes are: "Increased sales, overall business growth, greater opportunity for community participation."

6. Social Support Grant

This category aims to provide assistance to local groups and organisations in the provision of programs such as information and referrals, food subsidies, financial counselling, financial assistance and reducing social isolation to improve the life and living conditions of vulnerable people within the community including families and children, people with disability, the elderly, and the disadvantaged.

The grant program is open to all community groups and organisations including Council's historical grants program recipients to address vulnerability in the community.

This grant category will be available once per calendar year. Where the total grant amount has not been spent in a 12 month period the Grant Applicant may seek written permission from Council in advance to carry the amount over into the next calendar year. The Grant Applicant must complete an acquittal for each 12 month period. The Grant Applicant would not be eligible to apply for another grant until the project is completed and the final acquittal for the project has been submitted.

Christian Community Aid, Sydney Community Services and North Ryde Community Aid are able to apply each year for the Community Aid Social Support Grants under existing historical arrangements as per the Community Grants Policy 2018.

Organisations funded under the historical arrangements are unable to carry forward the amount to the next financial year. Organisations are eligible to apply for a Social Support Grant up to \$10,000 in addition to the historical arrangements.

7. Social Inclusion Grant

This category aims to provide assistance to local Not-for-Profit organisations and small sized businesses with no more than 20 employees to improve access and inclusion for all people. This may include physical access such as ramps, sensory adaptations such as tactile markers or training such as disability awareness training for staff. It may also include strategies to develop cultural inclusion.

Under this category the grant must contribute to no more than 50% of the total cost of the project.

8. Small Grant

This category aims to enable small projects which emerge outside of the standard grant cycle to be funded. Projects must be aligned with community needs.

Please select the categories below which best suits your project.

Grants Categories	Assessment Criteria
Seniors Grant (Up to \$2,000)	<ul style="list-style-type: none"> <input type="checkbox"/> Connect seniors and reduce social isolation. <input type="checkbox"/> Activities enhance the health and well-being of seniors in Ryde. <input type="checkbox"/> Seniors groups based in Ryde and mainly run by volunteers.
Event Category Funding limits are based on anticipated attendance figures: <ul style="list-style-type: none"> • Under 1,000 attendees up to \$2,500 • 1,001- 5,000 attendees up to \$5,000 • Over 5,000 attendees up to \$7,500 	<ul style="list-style-type: none"> <input type="checkbox"/> Connect people to each other, place and neighbourhood. <input type="checkbox"/> Promote cultural diversity and vibrancy of the community. <input type="checkbox"/> Festival/Event based in Ryde and mainly run by volunteers. <input type="checkbox"/> Event budget has accounted for the cost of activities such as waste removal, ground hire, security, traffic management etc.
Capacity Building Grant – Emerging / Small Groups (Up to \$5,000)	<ul style="list-style-type: none"> <input type="checkbox"/> Growth grant for newly established groups that are small and largely volunteer run. <input type="checkbox"/> Addresses emerging issues or needs in the community. <input type="checkbox"/> Needs support to boost growth potential e.g. finding a meeting place, developing programs & resources and managing volunteers. <input type="checkbox"/> Based in Ryde and services benefit local residents.
Capacity Building Grant – General Category (Up to \$5,000)	<ul style="list-style-type: none"> <input type="checkbox"/> Project develops an organisation to become self-sustaining e.g. promotional activities, developing business plan, volunteer training, governance training. <input type="checkbox"/> Demonstrate the development of collaboration and partnerships. <input type="checkbox"/> Addresses the current or emerging needs of the community. <input type="checkbox"/> Primarily benefits the residents of Ryde.
Sports and Recreation Community Grant (Up to \$3,500)	<ul style="list-style-type: none"> <input type="checkbox"/> Project will be of direct benefit to a specific sporting or recreational group within the local community. <input type="checkbox"/> Project will encourage an increased participation in sport or recreational activities. <input type="checkbox"/> Services, programs and initiatives aim to benefit the City of Ryde residents.
Community Projects (Up to \$5,000)	<ul style="list-style-type: none"> <input type="checkbox"/> Project demonstrates that it is meeting an identified need in the community through a strong evidence base. <input type="checkbox"/> Project must have the capacity to develop self-

	<p>sustainability.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enliven arts and cultural life that promote health and wellbeing.
Social Support Grant (Up to \$10,000)	<ul style="list-style-type: none"> <input type="checkbox"/> Program addresses emerging needs and social issues such as homelessness, social isolation and poverty in Ryde. <input type="checkbox"/> Program promotes collaboration and innovation by encouraging organisations to apply jointly. <input type="checkbox"/> Program develops an outcomes and evidence based model to measure short, medium and long term outcomes.
Social Inclusion Grant (Up to \$2,500 with matched funding from small business and up to \$5,000 for incorporated local community based not- for- profit community service providers)	<ul style="list-style-type: none"> <input type="checkbox"/> Project must demonstrate how it will improve inclusion for the broader community. <input type="checkbox"/> The total amount of grant funding must not exceed more than 50% of the total cost of the project for small business. <input type="checkbox"/> A small business is defined as a business with no more than 20 employees.
Small Grants (Up to \$2,000)	<ul style="list-style-type: none"> <input type="checkbox"/> Project demonstrates that it meets community need. <input type="checkbox"/> Projects address unforeseen situations that have occurred outside of the standard grant cycle.

Conditions of Funding

1. City of Ryde reserves the right to require the successful organisation to enter into a partnership or service agreement. A funding agreement must be signed by the successful organisation prior to funding being made available.
2. Where a service or partnership arrangement is entered into it should be jointly developed and ratified by the Council and the organisation prior to the funding being made available.
3. Funds provided by the Council must be deposited in an account in the organisation's name and the Council must be advised of the organisation's GST status.
4. Grant recipients are required to acknowledge and promote Council's Grant contribution. All publicity relating to the project/service, including any annual reporting, must acknowledge City of Ryde's contribution. **"This project was supported by funding from City of Ryde"**. Where such material is not available groups will be required to verbally acknowledge Councils support.
5. At the end of the funding period, the organisation will be required to complete an acquittal process including the completion of a project evaluation form.

6. Should there be any concerns regarding the completion of the funded project, the organisation is encouraged to discuss the situation with council officers with a view to putting the project back on course.

Documentation checklist

Do you have copies of all the relevant documentation required for your application?

- Your organisation's / auspice organisation's ABN (if applicable).
- Letter or statement of support from your auspice organisation (if applicable).
- Have you submitted an Acquittal form for previous City of Ryde Community Grants Funding?
- If requested are you able to provide a copy of your most recent Annual Report?
- Quotes and any supporting material for your budget.
- All applications must be submitted via online application.