



Community, Sporting and Environment Grant

INVESTING IN OUR
COMMUNITY

COMMUNITY, SPORTING & ENVIRONMENT GRANT SCHEME Guidelines

INTRODUCTION

Cessnock City Council believes in investing in the community and recognises the invaluable contribution that community groups make to our social wellbeing, economic advancement, environmental improvement and the development of a vibrant community.

Each financial year Council makes funding available under its Community, Sporting and Environment Grant to support community, cultural, sporting and environmental projects that improve and enhance community life in our local government area (LGA).

The Grant Scheme supports Councils Cessnock 2036 Community Strategic Plan objectives of:

- promoting social connections and wellbeing.
- strengthening community culture.
- promoting safe communities.
- fostering an articulate and creative community.
- better utilisation of existing open space.
- protecting and enhancing the natural environment and rural character of the area.

Council currently offers five Community, Sporting and Environment Grant Schemes:

- Sporting Facilities
- Community Facilities
- Community and Cultural Development
- Sustainable Communities - Tidy Towns
- Schools Environment

ELIGIBILITY

Grants are offered to legally constituted organisations and adopted Section 355 Committees of Council based in the Cessnock LGA or providing a service to the Cessnock LGA community.

Organisations or community groups that are not legally constituted are eligible to apply in partnership with a legally constituted auspicing body. Documentation from the auspicing organisation confirming the partnership must be included in the application.

Applicants are advised to read the eligibility requirements and criteria specific to the particular Grant Scheme they are applying for prior to completing the application form.

Front Page Image: Marthaville Arts and Cultural Centre Section 355 Committee awarded funds in 2017/18 for a new entry sign (Community and Cultural Development Grant).

*Promote social connections
Strengthen community culture
Foster an articulate and creative community*

LEVEL OF SUPPORT

Council provides various levels of support depending on the individual grant scheme. Please refer to the eligibility requirements of each grant scheme.

GENERAL EXCLUSIONS

Funds will not be awarded to:

- organisational running costs i.e. wages, insurances, rent, administration.
- works that are the responsibility of other government bodies e.g. Department of Education.
- projects or activities that distribute grant funds to other persons or organisations in the form of a donation, gift or prize.
- applicants who have outstanding acquittals for any previously awarded Council grants.

HOW TO APPLY

Application forms are available online at www.cessnock.nsw.gov.au and hard copies are available on request.

ASSESSMENT CRITERIA

Community, Sporting and Environment Grant applications are assessed by Council's Community Engagement, Awards and Grants Committee.

The Committee will assess the applications against the guidelines and priority project criteria.

The Committee may choose to seek further information or clarification on aspects of an application before it is assessed.

Members of the Committee are required to declare a conflict of interest (pecuniary or non-pecuniary) in relation to any of the applications.

TIMELINE

The opening and closing dates for each Grant Scheme round will be advertised on Council's website and in the local media.

COMMUNITY, SPORTING & ENVIRONMENT GRANT SCHEME Guidelines

1. Grants are available for legally constituted organisations* and adopted Section 355 Committees of Council, that are based in the Cessnock LGA or providing a service to the Cessnock LGA community.

Organisations or groups that are not legally constituted are eligible to apply in partnership with a legally constituted auspicing body. Documentation from the auspicing organisation verifying their support must be included in the application.

* A legally constituted organisation is one that has been created by law. Examples include; incorporated associations and companies limited by guarantee.

2. If your project involves a public activity component, a copy of a current Certificate of Currency for Public liability must be included with the application.
3. Applicants cannot apply for the same project under more than one Grant Scheme. Allocations may be shared between schemes where they qualify.
4. Grants can only be used for the purpose approved by Council. Where a project variation is proposed, a Project Variation Application Form

must be submitted to Council for assessment and approval prior to the project variation commencing.

5. Any grant funds not expended must be returned to Council with the Project Acquittal Form. Council reserves the right to collect any grant funds not acquitted in a timely manner.
6. Council may offer a lower funding amount than requested, place conditions on the use of the grant or be specific about the items in the budget it is offering to fund.
7. If your project requires works to be undertaken on Council Land or on a Council owned building;

- the project must be discussed with the relevant Council Officer, and

- any approvals required must be granted prior to funding being made available e.g. Development Approval, Construction Consent, Working on Council Land Approval, Roads Act 1993 Approval (works in a road reserve).

*Better utilise existing open space
Promote safe communities
Protect and enhance the natural environment
& rural character*

8. If your project requires works to be undertaken on Council Land or on a Council owned building and involves an external third party, the details of the third party must be included as part of the application.
9. Any works or improvements undertaken as part of the project must comply with recognised Australian Standards, and Government regulations and guidelines.
10. Any works or improvements undertaken on a Council owned facility under the Grant Scheme are retained by Council as part of the facility asset. There will be no consideration for monetary reimbursement should the group/ organisation vacate the facility.
11. Council support for any Grant Scheme funded project must be acknowledged whenever formal written and verbal references to the project are made and on any promotional material regarding the project.
12. It is preferred that grant funded projects are completed within a twelve month period. Larger projects can be staged over more than twelve months.
13. Applicants should address any ongoing maintenance and/or expenses associated with the proposed project.
14. Late applications will not be considered.

PLEASE NOTE

Applicants are advised to read the Guidelines specific to the particular Grant Scheme they are applying for prior to completing their application.



Branxton Community Hall Section 355 Committee awarded funds in 2022/2023 for a photo display installed in the foyer at Branxton Community Hall commemorating the history of the hall and its connection to the Former Greta Migrant Camp (Community Facilities Grant).

SPORTING FACILITIES

Guidelines

ELIGIBILITY REQUIREMENTS

Grants are offered to local sporting groups for projects that aim to improve or refurbish Council owned sporting facilities or purchase of equipment for the long term benefit of the group and Council.

Grants are awarded on a Dollar for Dollar basis. Donated materials or voluntary labour will not be considered.

Applicants must have sufficient funds to match 50% of the grant funds requested.

Council can resolve to cap funding at \$3000 per project pending number of applications lodged.

Applicants must have an Australian Business Number.

PRIORITIES FOR FUNDING

1. Enhancement of a Council owned facility. Minor improvements/ upgrades e.g. painting, kitchen refurbishment, fence installation etc.
2. Ground improvements and maintenance.
3. Purchase of minor plant and appliances e.g. fridge, air conditioner etc.
4. Retrospective projects and purchases i.e. projects and/or items that have been purchased and/or completed prior to applying for Dollar for Dollar funding. Projects and purchases must have been made within the past twelve months.
5. Purchase of equipment e.g. training gear, safety equipment, goal posts etc.

To discuss your project please contact
Recreation & Community Liaison
Officer - (02) 4993 4100



Branxton Croquet Club awarded funds in 2021/2022 for a safety hand rail across the veranda of the Branxton Croquet Clubhouse and specialty commercial reel mower

COMMUNITY FACILITIES

Guidelines

ELIGIBILITY REQUIREMENTS

Grants are offered to Community Facility Management Committees and associated facility user groups to assist in developing Council's general purpose community assets.

The intention of the Grant Scheme is to provide assistance to complete minor capital works and purchase equipment for Council's community assets in order to improve the utilisation of the facilities by user groups and the general public.

The target facilities are Council community halls and buildings which cater for a broad range of uses including, but not limited to, management committees, play groups, community support providers, indoor sporting and recreation.

Section 355 Committee applicants must provide the specified number of quotations in line with Council's Procurement Policy, see application form for details. If the specified number of quotations cannot be obtained, a written explanation must be submitted to Council for consideration.

Grants are awarded on a Dollar for Dollar basis. Donated materials or voluntary labour will not be considered.

Applicants must have sufficient funds to match 50% of the grant funds requested.

Council can resolve to cap funding at \$3000 per project pending number of applications lodged.

Applicants must have an Australian Business Number.

PRIORITIES FOR FUNDING

1. Enhancement of a Council owned facility. Minor improvements/ upgrades e.g. painting, kitchen refurbishment, fence installation etc.
2. Ground improvements and maintenance.
3. Purchase of minor plant and appliances e.g. fridge, air conditioner etc.
4. Retrospective projects and purchases i.e. projects and/or items that have been purchased and/or completed prior to applying for Dollar for Dollar funding. Projects and purchases must have been made within the past twelve months.
5. Purchase of equipment e.g. chairs, crockery etc.

To discuss your project please contact Recreation & Community Liaison Officer - (02) 4993 4100

COMMUNITY AND CULTURAL DEVELOPMENT Guidelines

ELIGIBILITY REQUIREMENTS

Grants are offered to not-for-profit community, arts and cultural groups to:

- a) undertake projects, activities and events that increase opportunities for community participation and improve community wellbeing.
- b) undertake projects, activities and events that can demonstrate a benefit to the cultural or artistic development of the wider community.
- c) undertake improvements to Council owned facilities licenced to, occupied or leased by the group which will contribute to the cultural or artistic use of the facility.

Council can resolve to cap funding at \$3000 per project pending number of applications lodged.

Up to or equal to 50% in-kind matching contributions will be considered and all in-kind contributions must be itemised in the project budget. In-kind contributions may include volunteer labour and donated goods for the project applied for.

Community based organisations from outside the Cessnock LGA may apply and be considered for funding, but must demonstrate how the project directly benefits the Cessnock LGA community.

Schools are not eligible to apply, however School P & C's are eligible to apply for projects that can demonstrate community, arts and/or cultural benefit to the wider

community. Applications from P & C's will also need to demonstrate the project is not the responsibility of the school's funding body.

Funds will not be given to:

- a) applicants that request funds retrospectively i.e. projects or activities that have already been completed.
- b) projects or activities that distribute grant funds to other persons or organisations in the form of prizes, gifts or donations. Acquisitive art prizes will be considered for funding.

PRIORITIES FOR FUNDING

1. Foster community spirit, identity and connection
2. Create opportunities to celebrate together
3. Engage the community in reconciliation activities
4. Engage young people
5. Engage disadvantaged members of the community
6. Celebrate heritage and culture
7. Improve the use of cultural facilities
8. Support diversity and inclusion in the community
9. Address community safety and perception of community safety

To discuss your project please contact Community and Cultural Development Officer - (02) 4993 4100

SUSTAINABLE COMMUNITIES TIDY TOWNS Guidelines

ELIGIBILITY REQUIREMENTS

Grants are offered to Sustainable Communities -Tidy Towns groups to undertake projects that:

- a) make 'on the ground' improvements to the local environment
- b) encourage community pride
- c) promote a positive community image

Grants are available to not-for-profit community environmental groups (such as adopted Section 355 Committees of Council, Landcare, etc.) for projects that meet the objectives for the grant program.

Up to or equal to 50% in-kind matching contributions will be considered and all in-kind contributions must be itemised in the project budget. In-kind contributions may include volunteer labour and donated goods for the project applied for.

Projects must occur on Council owned land or public property. Projects that are located on private property may be considered for funding if the project is deemed by Council to have significant benefit to the wider community and the environment.

The care, control and management of all equipment, material and other assets that are the product of grant initiatives will be the responsibility of the respective grant recipient.

Should a grant recipient cease to exist, all assets will remain the property of the local community with Cessnock City Council as custodian of such assets.

PRIORITIES FOR FUNDING

1. Applications from adopted Section 355 Committees of Council will be assessed first.
2. Applications from other not-for-profit community environmental groups will be assessed second.

To discuss your project please contact Sustainability Officer - (02) 4993 4100 or environment@cessnock.nsw.gov.au



Sunnyfield awarded funds in 2021/22 for green thumbs gardening project

SCHOOLS ENVIRONMENT Guidelines

ELIGIBILITY REQUIREMENTS

Grants are offered to Schools to undertake projects that:

- Integrate environmental improvement into the school curriculum and lesson plans.
- Assist schools in protecting and enhancing their natural environment.
- Encourage student participation in environmental management within their school.

Grants are for a maximum amount of \$1000 each for high schools, \$500 each for primary schools and \$250 each for preschools. Donated materials or voluntary labour should be valued and included as in-kind matching contributions, as well as any cash matching contributions available.

Grants are available to all preschools and schools (infants, primary and secondary, public and private) in the Cessnock LGA that have an Australian Business Number.

PRIORITIES FOR FUNDING

1. Applications will be prioritised on the basis of achieving environmental improvements.
2. Priority will be given to schools who did not receive funding the previous year (enabling every school equal opportunity to access this funding).
3. If grants are for structures, relevant Development or Construction Consent must be granted prior to Council funding being made available.



Kurri Kurri Public School awarded funds in 2020/2021 for a sensory garden and learning space



CESSNOCK CITY COUNCIL



62-78 Vincent Street
Cessnock, NSW
Australia



Contact:
tel:02 4993 4100



Online help:
council@cessnock.nsw.gov.au
<http://www.cessnock.nsw.gov.au>