



CUMBERLAND  
COUNCIL



# Cumberland Community Grants Program

## Round One, August 2019 · Guidelines

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Applications open 9am, 5 August 2019 and close 4pm, 2 September 2019

[www.cumberland.nsw.gov.au/grants](http://www.cumberland.nsw.gov.au/grants)



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# The Cumberland Local Government Area

Cumberland Council was proclaimed on 12 May 2016. The Council is comprised of the majority of the former Holroyd City Council, approximately two thirds of the former Auburn City Council (south of the M4) and the Woodville Ward of Parramatta City Council.

Cumberland is one of the most culturally diverse and vibrant Local Government Areas in NSW. Approximately 242,524 residents have chosen to live here, making it also one of the most populous LGAs in NSW.

- Top 5 languages: Arabic, Mandarin, Cantonese, Tamil, Turkish.
- 72,076 households
- 23, 251 businesses

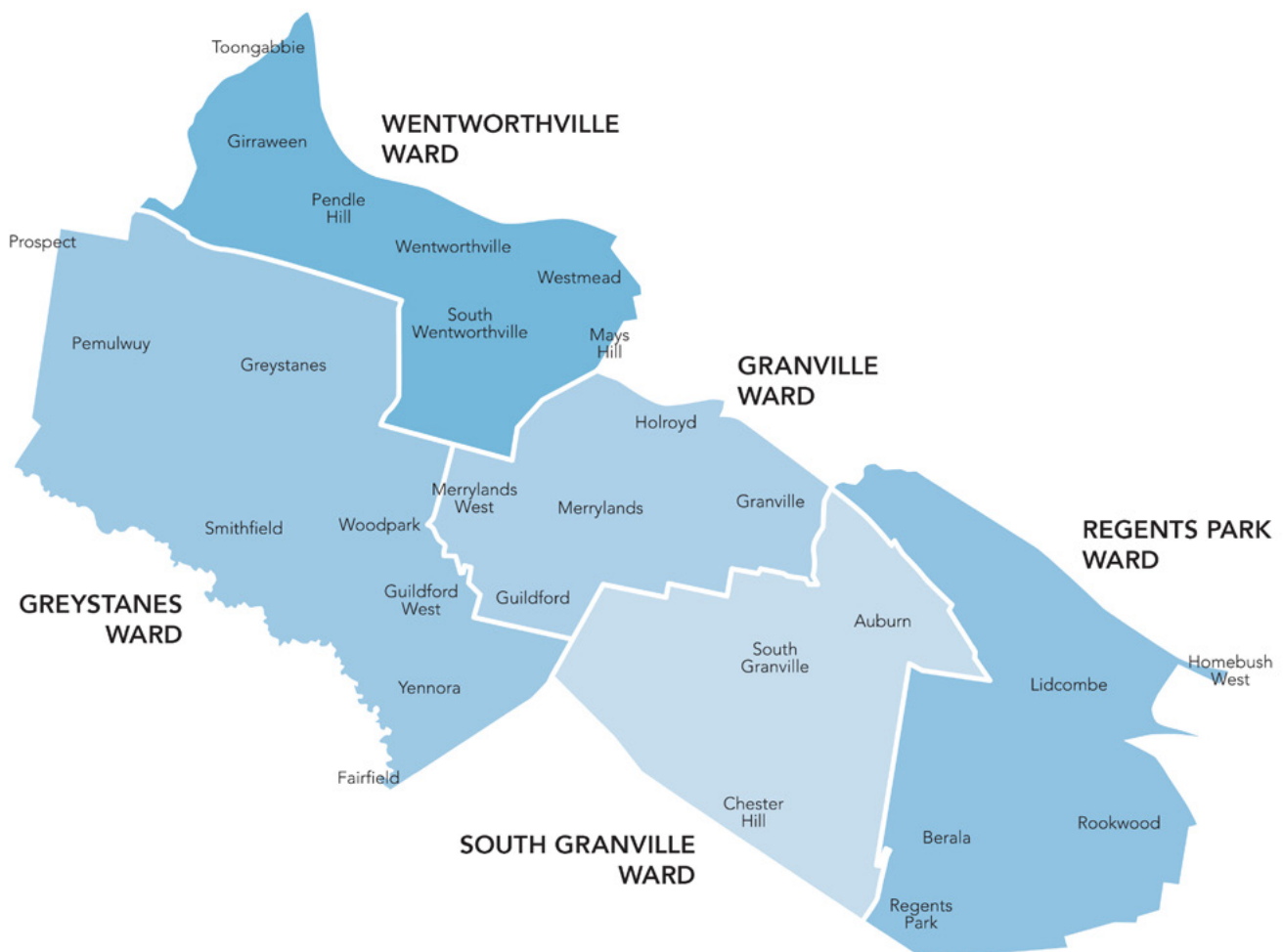
Our community vision for the future of Cumberland is encapsulated in: "Welcome, Belong, Succeed".

Council is determined that all its residents, businesses and visitors feel they are welcome; where people and families from different cultural backgrounds can come together and belong; and where anyone, through hard work and with the support of their community can succeed. The Cumberland Community Grants Program aims to support the achievement of this vision.

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*Cumberland is one of the most culturally diverse Local Government Areas in NSW*

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# Cumberland Community Grants Program Policy and Principles

The Cumberland Council Community Grants Program aims to support the delivery of services and programs that build a vibrant and sustainable Cumberland. Funded projects should deliver social, economic, cultural, recreational and environmental benefits to our local community.

The **Cumberland Community Grants and Donations Policy** sets the framework under which all grants made by Council to the community are governed. The Policy also sets the parameters in which requests are managed. A copy can be obtained at [www.cumberland.nsw.gov.au](http://www.cumberland.nsw.gov.au)

## Policy Statement

In administering grant programs, Council is to ensure that it complies with *Section 356 of the Local Government Act 1993* which makes provisions for Council to grant financial assistance to others for the purpose of exercising its functions.

The following grant making principles inform the financial and in-kind assistance provided by Council's Community Grants Program.

## Principles

- **Robust planning and design** which underpins efficient, effective, economical and ethical grants administration including the establishment of effective risk management processes.
- **Probity and transparency** in decision making which reflects ethical behaviour, in line with Council's Code of Conduct, and complies with public reporting requirements.
- **Governance and accountability** in which a robust governance framework is established that clearly defines: the roles and responsibilities of all relevant stakeholders; establishes the policies, procedures and guidelines and administration processes that comply with all relevant legal and policy requirements; and supports public accountability for decision-making, grant administration and performance monitoring.
- **Access and equity** in grants administration to support the diverse needs, interests and aspirations of the community.
- **Collaboration and partnership** in which effective consultation and a constructive and cooperative relationship between Cumberland Council, grant recipients and other relevant stakeholders contribute to achieving more efficient, effective and equitable grants administration.
- **Capacity building** which focuses on further developing existing skills, knowledge and access to opportunities for residents and organisations.
- **Outcomes focussed** in which grants administration focuses on maximising the achievement of strategic directions and lasting outcomes rather than outputs.
- **Achieving value with public money** which involves the careful consideration of costs, benefits, options and risks.
- **Proportionality** in which key program design features and related administrative processes are commensurate with the scale, nature, complexity and risks involved in the granting activity.
- **Commitment to continual improvement** with regular review and evaluation of grant making processes to ensure legislative requirements are met, program objectives reflect Council's strategic directions and best practice innovations are utilised.

# Cumberland Community Grants Program

## General Eligibility Criteria

### Eligibility:

- Applicants must be a legally registered, incorporated not-for-profit organisation or group, unless grant stream specifically includes individuals (e.g. the Rising Star Sports Award, Creative Cumberland Grants Program).
- Unincorporated groups may be sponsored (auspiced) by incorporated not-for-profit organisations.
- Applicants must have a current registered Australian Business Number (ABN).
- Applicants must be currently located or delivering services in the Cumberland LGA, or have specialist expertise not currently available in the Cumberland LGA.
- Applicants must be able to provide proof of public liability insurance (minimum of \$10 million liability) and any other insurances required to deliver the project which may include professional indemnity, workers compensation or volunteer accident insurance.
- Applications must be for a specific project.
- Residents of the Cumberland LGA must be the primary beneficiaries of the project.
- Projects must address an identified funding priority.
- Projects must be well defined with a clear budget.
- While individual budget items may include GST, GST is not to be applied to the funding request as a whole.
- Projects must demonstrate that any ongoing or recurrent costs can be met by the organisation once grant funding has been expensed.
- The organisation must demonstrate the capacity to manage funds and deliver the project.
- Projects must be delivered between the dates specified for each grant round.

- Capital works including the cost of extensions or renovations to buildings are only eligible under the Minor Capital Works Grants Program.
- As per the Community Grants and Donations Policy, all requests for financial assistance must go through the Cumberland Council Community Grants Program. Unsolicited requests for donations will not be accepted.

### Not eligible for funding

- Organisations which have been funded under one stream of the Cumberland Community Grants Program cannot be funded under another stream for the same project.
- Only one grant per applicant, per stream will be funded annually. The only exception to this is where auspicings arrangements are in place. Auspicors will be able to auspice multiple applications but only one grant per auspice, per stream will be funded annually.
- Applicants cannot receive funding for the same project or event more than once a financial year.
- Organisations that have not submitted acquittal reports for projects funded by Cumberland Council and the former Auburn or Holroyd Councils.
- Organisations with debts with Cumberland Council.
- Projects which duplicate services already provided in the Cumberland LGA.
- Ongoing staff or operational costs.
- Political parties.
- Retrospective funding for projects that have been completed prior to 1 December 2019.
- Schools or State Government agencies/ departments.
- General donations to charities.
- Prize money
- Payment of debts or loans

# Round One August 2019 – 2019/20

## Cumberland Community Grants Program

Applications for Round one open 9am, 5 August 2019 and close 4pm, 2 September 2019. Applications must be submitted online on the SmartyGrants application form at [cumberland.nsw.gov.au/grants](http://cumberland.nsw.gov.au/grants)

Funding Streams offered in Round One August 2019 are:

Grant Stream	Annual Funding Pool	Amount Available Round One 2019/20	Amount Available Round Two 2019/20	Maximum Amount Per Applicant
Community Participation Grants Program (Small Grants)	\$405,000	\$300,000	\$105,000	\$5,000
Community Participation Grants Program (Large Grants)			NOT AVAILABLE	\$5,001 - \$20,000
Community Events Program	\$100,000	\$50,000	\$50,000	Community Festivals \$15,000
				Celebrating Cumberland \$5,000
				Venue Hire \$1,000
Creative Cumberland Grants Program	\$40,000	NOT AVAILABLE	\$40,000	\$5,000
Minor Capital Works Grants Program	\$100,000	NOT AVAILABLE	\$80,000	\$20,000
Small Equipment Grants Program	\$40,000	\$20,000	\$20,000	\$2,000
Rising Star Sports Award (Quarterly)	\$15,000#	\$3,079		\$1,500
Total Funding Amount available Round One 2019/20		\$373,079		

# Note that \$2, 684 is committed until 2020 to recipients of the former Holroyd City Council University Scholarship Program. An annual funding pool of \$12,316 will be available until 2020.



# Time Frames

Activity	Time frame
Round opens	9am, 5 August 2019
<p><b>Information Sessions</b> These sessions will explain the funding priorities, how applications will be assessed and conditions for successful applicants. It will also be an opportunity to meet potential project partners. <b>NOTE: Limited spaces – bookings are essential.</b></p>	<p><b>Date:</b> 7 August 2019  <b>Time:</b> 10.30am – 12 noon  <b>Venue:</b> Meeting Room 1, Allan G Ezzy Community Centre, Pemulwuy</p> <p><b>Live video conference of the Information Session:</b>  <b>Date:</b> Thursday 8 August 2019  <b>Time:</b> 1pm – 2pm</p>
<p><b>‘Preparing a Successful Grant Application’ Workshops</b> These free workshops will assist participants to develop and write their grant applications. The workshops will focus on specific questions in the application form including project description, budget, project outcomes and evaluation. <b>Limited spaces – bookings are essential.</b></p>	<p><b>Workshop 1</b> Focuses on project description, funding priority and project timeline and plans.  <b>Date:</b> Tuesday 13 August 2019  <b>Time:</b> 9.30am – 1pm  <b>Venue:</b> Meeting Room 1, Allan G Ezzy Community Centre, Pemulwuy</p> <p><b>Workshop 2</b> Focuses on project budget, evaluation and outcomes.  <b>Date:</b> Tuesday 20 August 2019  <b>Time:</b> 9.30am – 1pm  <b>Venue:</b> Meeting Room 1, Allan G Ezzy Community Centre, Pemulwuy</p>
<p><b>Advisory Desks</b> Book a session for tailored advice on your project and grant application. Bring your draft application and project ideas and receive feedback and tips on how to write your grant proposal.</p>	<p><b>Date:</b> Tuesday 27 August 2019  <b>Time:</b> 10am – 3pm  <b>Venue:</b> Meeting Room 1, Allan G Ezzy Community Centre, Pemulwuy</p> <p><b>Date:</b> Thursday 29 August 2019  <b>Time:</b> 10am - 3pm  <b>Venue:</b> Meeting Room 1, Allan G Ezzy Community Centre, Pemulwuy</p>
Book your spot in the information sessions, grant writing workshops and advisory desks online at <a href="http://www.cumberland.nsw.gov.au/grants">www.cumberland.nsw.gov.au/grants</a>	
Applications close	4pm, 2 September 2019
Applications assessed	September 2019
Funding applicants notified	October 2019
Funding received by successful applicants	November 2019



Activity	Time frame
Projects implemented	<p>Rising Star Sports Award - Within the 2019/20 financial year</p> <p>Community Events, Community Participation Small and Large, Small Equipment Grants Programs - 1 December 2019 - 31 December 2020</p>
Progress reports due	<p>30 May 2020 – Community Events, Community Participation Small and Large, Small Equipment Grants Programs</p>
Funding acquittal reports due	<p>Rising Star Sports Award - 1 month after completion of event</p> <p>28 February 2021 – Community Events, Community Participation Small and Large, Small Equipment Grants Programs</p>

# Community Participation Grants Program



## Objectives

- To aid in the delivery of effective programs that support the diverse needs, interests and aspirations of the Cumberland Community.
- Provide one off funding to assist with the establishment of a **new project or to significantly expand an existing project.**
- To enhance community participation in the development and delivery of programs.
- To create positive connections between residents of Cumberland.
- To further develop existing skills, knowledge and access to opportunities for residents and organisations.
- To maximise access and usage of community resources, services and facilities including equity of access for special needs groups.
- To encourage collaboration and partnerships.

## What can be funded?

- Applications must be for a specific project, either the establishment of a new project or to significantly expand an existing project.
- Project must occur between 1 December 2019 and 31 December 2020
- Applicants must be a legally registered, incorporated not-for-profit organisation.
- Unincorporated groups may be sponsored (auspiced) by incorporated not-for-profit organisations
- Projects must demonstrate that any ongoing costs or recurrent costs can be met by the organisation once grant funding has been expensed.

## What cannot be funded?

- Projects that can be funded under another stream of the Cumberland Council Community Grants program.
- Please see Cumberland Council Community Grants Program General Eligibility Criteria (Page 6)

GRANT STREAM	ANNUAL FUNDING POOL	AMOUNT AVAILABLE ROUND ONE AUGUST 2019	MAXIMUM AMOUNT PER APPLICANT
Small Grants	\$405,000	\$300,000	\$5,000
Large Grants			\$5,001 - \$20,000

*\* Funding pool may include financial or in-kind contributions from Council or a combination.*

## Relevant Council Documents

- Cumberland Community Strategic Plan 2017 - 2017
- Cumberland Community Safety and Crime Prevention Plan 2018 – 2022
- Cumberland Disability Inclusion Action Plan 2017 – 2021
- Cumberland Youth Strategy 2017 - 2021
- State of Homelessness in Cumberland Research Paper 2018



## Funding Priorities

Projects must fall in one of the following funding priorities:

### Community Safety

Projects addressing this priority aim to do the following:

- Improve crime prevention and public safety outcomes including addressing community perceptions of crime and safety.
- Increase the provision of domestic violence services and support, particularly those with an outreach component.
- Address the underlying drivers of violence against women (primary prevention programs).
- Impact the significant lack of affordable housing and the shortage of crisis, short, medium and long term accommodation in our community.
- Provide programs and support for victims of crime.
- Safe driving programs.
- Provision of services addressing drug and alcohol dependency.
- Provision of preventative drug and alcohol education and awareness programs.

### Health and Wellbeing

Projects addressing this priority aim to do the following:

- Provide opportunities to increase participation of women and girls.
- Promote physical activity that improves fitness levels and general health and wellbeing.
- Projects that combine social, recreational and physical activities to promote stress management, and physical wellbeing. Target groups include: young people, older people, survivors of torture and trauma/refugees, people with disability and their carers.
- Prevent and raise awareness of mental health, substance abuse and lifestyle diseases such as diabetes, obesity and coronary heart disease.
- Promote the use of active transport such as walking, cycling and use of public transport.
- Nutrition and cooking programs that promote nutritious food for good health.

### Youth

Projects addressing this priority aim to do the following:

- Improve employment and education outcomes for young people.

- Improve health and wellbeing of young people.
- Programs that increase community connection.
- Improve the safety of young people.

### Social Cohesion and Participation

Social cohesion projects aim to build stronger relationships and mutual respect between groups within the community by addressing issues of discrimination and conflict.

Projects addressing this priority aim to do the following:

- Address racism and promote community harmony.
- Promote cross-cultural understanding, community harmony and peace building.
- Address intergenerational conflict using culturally appropriate strategies.

Projects focusing on **participation** give residents in the Cumberland LGA the opportunity to participate in all aspects of society and feel they are valued members of society.

Projects addressing this priority aim to do the following:

- Improve access to services and increased participation in community life by isolated residents, including older people, people with disability, refugees, people seeking asylum and people from culturally and linguistically diverse backgrounds
- Address barriers to service access and community participation by Aboriginal and Torres Strait Islander communities in the Cumberland LGA.
- Support the work of local volunteers.
- Deliver community education and training for new emerging community groups and organisations to increase skills and knowledge of Australian systems.
- Provide support for people with disability including carers of people with disability.
- Improve services for people that are experiencing housing stress or homelessness or living in supported accommodation, by providing living skills training, legal advice and/or undertaking research into homelessness in the Cumberland LGA.
- Support and celebrate cultural diversity through projects and programs that promote intercultural understanding.

## Education and Employment

Projects addressing this priority aim to do the following:

- Address barriers to education, training, employment and technical learning opportunities to attain strong employment outcomes for newly arrived migrants and refugees, people with disability, young people disengaged from education and the long term unemployed.
- Encourage the participation and involvement of parents in the education of their children and to improve their capacity to support learning at school.

## Sustainability

Projects addressing this priority aim to do the following:

- Develop and deliver environmental education programs, environmental events or initiatives.
- Encourage community pride and cleanliness in the Cumberland LGA.
- Increase awareness of the 3 R's (Reduce, Reuse and Recycle waste) and promote available waste services to improve our environmental footprint.
- Increase biodiversity and provide habitat.

CRITERIA	WEIGHTING
<b>Project</b> <ul style="list-style-type: none"> <li>• Project has clear aims and objectives</li> <li>• Project has clearly identified activities</li> <li>• Project is achievable within the proposed timeframe</li> <li>• Evidence of community need for the project</li> <li>• Project addresses a funding priority for the Community Participation Grants Program</li> <li>• Evidence of consultation and/or engagement undertaken during the project development with potential participants and partners</li> <li>• Residents of Cumberland LGA are primary beneficiaries</li> <li>• Project implementation includes specific strategies for special needs groups</li> </ul>	25%
<b>Budget</b> Does the project present good value for money in terms of: <ul style="list-style-type: none"> <li>• Number of people involved</li> <li>• Is the project financially viable i.e. the budget realistic?</li> <li>• Clear costings for all aspects of the project</li> <li>• Are the resources required to deliver the project clearly identified?</li> </ul>	25%
<b>Project Outcomes</b> <ul style="list-style-type: none"> <li>• Project outcomes identified</li> <li>• Project outcomes achievable</li> <li>• Methods for evaluation/measuring project outcomes suitable to project</li> <li>• Demonstrated link between project need, project activities and intended project outcomes</li> </ul>	25%
<b>Capacity to Manage Projects</b> <ul style="list-style-type: none"> <li>• Demonstrated ability to manage funds or will be assisted by a reputable organization</li> <li>• Demonstrated ability in project management and/or is a well-managed organisation overall</li> <li>• Employs capable workers or has engaged capable volunteers</li> <li>• Demonstrated ability to engage community members targeted in the application</li> </ul>	25%

# Community Events Grants Program



## Objectives

- To support the development and delivery of new and existing community events within Cumberland LGA and assist organisations to independently deliver an event.
- Events should be suitable for the identified venue, meet Council requirements and apply clean event practices that encourage people to dispose of waste properly. Events must also provide free entry.
- To enhance community participation in the development and delivery of community events.
- To activate public spaces in Cumberland.
- To encourage collaboration, partnerships and help strengthen the local community by creating connections and building a positive profile of Cumberland.
- To promote a sense of belonging, celebrate the unique identity, culture and interests of the Cumberland community.

The **Community Festival stream** supports the growth of existing events which involve a broad focus of participant attendance, demonstrate economic benefit and contribute to raising the profile of the Cumberland area. Must demonstrate strong evidence of financial, in kind support and partnership.

The **Celebrating Cumberland stream** supports new or existing events which are celebratory in nature, place or singular culture based.

The **Venue Hire stream** supports organisations to hold events at Cumberland Council venues within the Cumberland LGA up to the value of \$1,000 per year.

## Relevant Council Documents

- Cumberland Events Strategy
- Community Events Support Kit
- Cumberland Council Fees and Charges 2019/20

## Funding Available

GRANT STREAM	ANNUAL FUNDING POOL	AMOUNT AVAILABLE ROUND ONE AUGUST 2019	MAXIMUM AMOUNT PER APPLICANT
Community Festival (up to \$15,000)	\$100,000	\$50,000	\$15,000
Celebrating Cumberland – new and existing events which are celebratory in nature (up to \$5,000 + venue hire up to a max of \$2,500)			\$5,000
Venue Hire (up to \$1,000)			\$1,000

Council reserves the right to vary the level of financial assistance provided.

Events must occur between:  
1 December 2019 and 31 December 2020



## What can be funded?

- Applications must be for a specific event.
- Events must be delivered in the Cumberland LGA.
- Events must provide free entry.
- Applicants cannot receive funding for the same event more than once a year.
- The organisation must demonstrate the capacity to manage funds and deliver the event.
- Event must occur 1 December 2019 and 31 December 2020

## What cannot be funded?

- Bond for facility/venue hire.
- Events which charge an entry fee.
- Events which are not open to the public, either as participants or spectators.
- Events which could be funded under another stream of the Cumberland Community Grants Program.
- Events that promote a political party.
- Please see Cumberland Council Community Grants Program General Eligibility Criteria (Page 6)

## Conditions for Successful Applicants:

If the application is successful, applicants may need to provide the following details 2 – 4 months before the event. Council may place additional conditions on the grant/event. Please note there is sometimes a six month lead time for planning an event.

- Events manual which includes a site plan, key contacts and event run sheet.
- Final risk management plan
- Waste management plan
- Submit a development application for the event (this is dependent on the nature of the event)
- Traffic management plan (at least 6 months' notice is required for RMS and Council to review and provide advice for traffic management plans).

- If food stalls are selling food at the event, each stallholder must complete Council's 'Application for a Temporary Food Outlet' form and comply with regulations as outlined by NSW Food Authority.

## Venue Suitability

Events must be held in a venue/facility which is suitable.

Before submitting an application, applicants are encouraged to consult with Cumberland Council's Facilities Bookings Team on 02 8757 9000 or via [bookings@cumberland.nsw.gov.au](mailto:bookings@cumberland.nsw.gov.au) for hire of Council facilities. If the venue is deemed unsuitable Council will recommend an alternate venue or facility.

If hiring a Council facility, applicants will be required to book the Council or venue as per Council's normal booking application process. **Submitting a grant application is not considered a booking.**

## Funding Priorities

Applications must align with priorities and outcomes outlined in the Cumberland Events Strategy 2017-2019.

1. **Activate our places** by renewing and bringing to life the personality of our public places and neighbourhoods, creating vibrant entertainment precincts that make Cumberland a great place to live and visit.
2. **Celebrate our community** by enhancing our unique community identity, recognising our diversity as our strength, actively welcoming people to the area and engaging people in community activity to promote a sense of belonging.
3. **Engage and connect residents** by creating new connections and a shared understanding between people to bring us together as one community.
4. **Build a positive profile** by promoting a positive image of Cumberland and its people through showcasing it as a place with unique cultural experiences and assets that attract visitors and create local economic development opportunities.
5. **Promote partnership** by working collaboratively with community, business and other key stakeholders to develop productive relationships that add value and generate benefits for the community.

## Assessment Criteria

Applications submitted for the Community Events Grants Program will be assessed using the following criteria:

CRITERIA	WEIGHTING
<b>Event</b> <ul style="list-style-type: none"> <li>• Event purpose is clear</li> <li>• Event addresses a funding priority for the Community Events Grants Program</li> <li>• Evidence of consultation and/ or engagement undertaken during the event development with potential participants and partners</li> <li>• Residents of Cumberland LGA are primary beneficiaries</li> <li>• Risk management plan identifies risks and adequately minimizes risk</li> <li>• Sustainable practices – event encourages people to dispose of waste properly</li> <li>• Event is to be held in suitable venue/facility</li> <li>• Event promotes a positive profile of Cumberland</li> </ul>	25%
<b>Budget</b> <p>Does the event present good value for money in terms of:</p> <ul style="list-style-type: none"> <li>• Number of people involved</li> <li>• Is the budget realistic?</li> <li>• Clear costings for all aspects of the event</li> <li>• Have the resources required to deliver the event been clearly identified?</li> </ul>	25%

CRITERIA	WEIGHTING
<b>Event Outcomes</b> <ul style="list-style-type: none"> <li>• Event outcomes identified</li> <li>• Event outcomes achievable</li> <li>• Methods for evaluating/ measuring event outcomes suitable to event</li> <li>• Demonstrated link between intended event objectives, activities and outcomes</li> </ul>	25%
<b>Organisation Capacity</b> <ul style="list-style-type: none"> <li>• Demonstrated ability to manage funds or will be assisted by a reputable organisation</li> <li>• Demonstrated ability in events management and is a well-managed organisation overall</li> <li>• Employs capable workers or has engaged capable volunteers</li> <li>• Demonstrated ability to engage community members targeted in the application</li> </ul>	25%



Council reserves the right to move an application for assessment against another stream



# Small Equipment Grant Program



## Program Objectives

Cumberland Council is committed to supporting delivery of a range of programs and services that respond to the diverse needs, interests and aspirations of the Cumberland community.

The Small Equipment Fund aims to create connections between residents that lead to positive social, cultural, recreational or environmental outcomes for the Cumberland community.

It does this by providing funding for small equipment purchases that increase community access and participation.

Equipment must be primarily used by the residents of Cumberland.

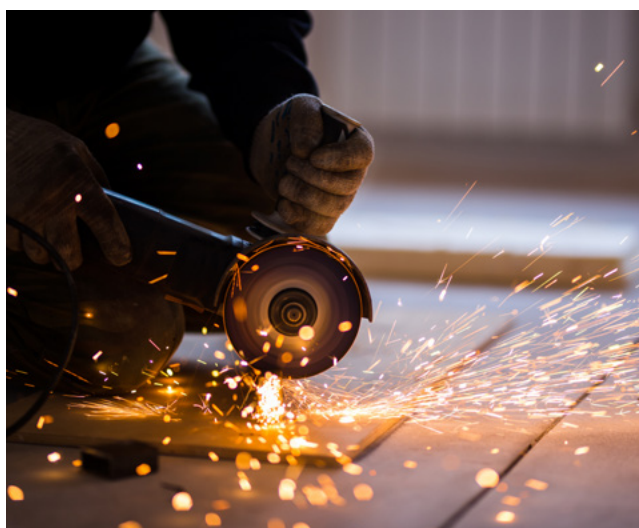
## Relevant Council Documents

- Cumberland Community Strategic Plan 2017-2027

## Funding Available

GRANT STREAM	ANNUAL FUNDING POOL	AMOUNT AVAILABLE ROUND ONE AUGUST 2019	MAXIMUM AMOUNT PER APPLICANT
Small Equipment Grants Program	\$40,000	\$20,000	\$2,000

Council reserves the right to vary the level of financial assistance provided.



## What can be funded?

Project must be delivered between 1 December 2019 and 31 December 2020

Small equipment purchases that can be funded include, but are not limited to:

- Environmental equipment e.g. compost bins, raised garden beds, lawn mowers
- Safety equipment e.g. First Aid Kits
- Sporting or training equipment e.g. goal post pads, corner flags, high jump mats
- Uniforms (capped at \$1,000)
- Portable cooking facilities including barbecues, trailers, food warmers etc.
- Tools and Machinery
- Event equipment e.g. gazebos, chairs, shade structures etc.
- IT equipment e.g. sound mixer, public address systems (P.A.), Printers etc. computers but not software licences.
- Arts & music equipment e.g. kilns, easels, cameras, instruments
- Education or recreation equipment e.g. Climbing frames, playground equipment, learning and teaching aids.

## What cannot be funded?

- Projects which do not involve purchase of equipment.
- Software licenses.
- Purchase of vehicles including cars, vans or buses.
- Temporary or permanent public art.
- Closed circuit television (CCTV).
- Projects that are for private or commercial ventures.
- Equipment purchases that are covered by insurance claims
- Please see Cumberland Council Community Grants Program General Eligibility Criteria (Page 6)

## Funding Priorities

Funded projects must deliver social, cultural, recreational or environmental outcomes for the community.

## Assessment Criteria

Applications submitted for the Small Equipment Fund will be assessed using the following criteria:

CRITERIA	WEIGHTING
<b>Community Benefit</b> <ul style="list-style-type: none"><li>• Project purpose is clear</li><li>• Applicant has demonstrated the community need for the project</li><li>• Local impact - residents of Cumberland LGA are primary beneficiaries</li><li>• Project addresses a funding priority for the Small Equipment Grants Program (i.e. delivers social, cultural, recreational or environmental outcomes for the community).</li><li>• Project is achievable within the proposed timeframe</li></ul>	25%
<b>Budget</b> <p>Does the project present good value for money in terms of:</p> <ul style="list-style-type: none"><li>• Number of people accessing the equipment?</li><li>• Is the budget realistic?</li><li>• Clear costings for all aspects of the project</li><li>• Have the resources required to deliver the project been clearly identified?</li></ul>	25%
<b>Project Outcomes</b> <ul style="list-style-type: none"><li>• Project outcomes identified</li><li>• Project outcomes achievable</li><li>• Project will result in increased access and participation of local residents to the facility, program or service</li><li>• Demonstrated link between intended project objectives, activities and outcomes</li></ul>	25%
<b>Capacity to Manage Projects</b> <ul style="list-style-type: none"><li>• Demonstrated ability to manage funds or will be assisted by a reputable organisation</li><li>• Demonstrated ability in project management and is a well-managed organisation overall</li><li>• Employs capable workers or has engaged capable volunteers or engaged appropriately qualified contractors/suppliers</li></ul>	25%

# Rising Star Sports Award



## Program Objectives:

The Rising Star Award aims to celebrate and support the achievements of local residents who are pursuing excellence in the field of sport.

The Rising Star Award will provide one off financial assistance to individual local athletes of any age who have been selected to represent their sport at a state, national or international level.

The funds are to support the event costs (accommodation, travel, uniform).

Note: the Athlete can only receive the award once per financial year.

The Rising Star Award will be implemented as part of the Cumberland Council Good Sports Awards program in collaboration with the Sports and Recreational Advisory Panel.

The Rising Star Award criteria is framed around the Cumberland Council values:

- We are determined to **succeed**  
Recognising those individuals who work hard to deliver outstanding performance/results
- We are inclusive in our **approach**  
Recognising those individuals who welcome everyone and who demonstrate great team spirit
- We are progressive in our **outlook**  
Recognising individuals who are innovative in their approach to sport

## Funding Available

GRANT STREAM	ANNUAL FUNDING POOL	MAXIMUM AMOUNT PER APPLICANT
Rising Star Award	\$15,000	Up to \$750 (State Level representation)
		Up to \$1,500 (National and International Level representation)

*\*Council reserves the right to vary the level of financial assistance provided.*

In 2019/20 applications for the Rising Star Sports Award are open all year round, starting from 5 August 2019. Applications are invited for events occurring between 1 December 2019 and 30 June 2020.

Applications will be assessed 4 times a year after the following dates:

- 30 September 2019
- 20 December 2019
- 30 March 2020
- 22 June 2020

If your application is received after the assessment date for the quarter, the application will be assessed in the next cycle.

*\*Note the dates for the 2019/20 Rounds may change. Visit Council's website, [www.cumberland.nsw.gov.au/grants](http://www.cumberland.nsw.gov.au/grants), for exact dates.*

## Eligibility

- Athletes must live in the Cumberland Local Government Area.
- If the athlete is under 18 years of age, the consent of a parent or legal guardian is required.
- Applicants must provide full details and supporting documentation about the event/activity. Background information about why they have been chosen to compete, exhibit or perform is also to be supplied.
- All applications must be made prior to the activity/event occurring.
- Event or activity must occur between 1 December 2019 and 30 June 2020
- Funds must be used to support applicant participation in the event/activity.
- Support documentation from 2 referees.  
**Note that referees cannot be Council staff or elected representatives.**

## Not Eligible for Funding

- Athletes cannot receive more than one grant per financial year from this Award and must meet all reporting requirements to be eligible for future Cumberland Council grants.
- Athletes cannot apply for similar items in other grants and sponsorship programs offered by Council including community grants program, mayoral fund and sponsorship program
- Business
- Not for profit organisations
- Expenses that have already been spent.
- Applicants that received funding in previous rounds of the 2019/20 Cumberland Ambassador Fund
- Applicants that don't live in Cumberland Local Government Area.
- Councillors, Council staff and their immediate family (parent, spouse, partner or children) are ineligible to apply for this stream of the grants program.

## Assessment Criteria

Applications submitted for the Rising Star Award will be assessed using the following criteria:

CRITERIA	SCORE
<b>Council's Vision</b> <ul style="list-style-type: none"> <li>• Applicant has demonstrated an understanding of Cumberland Council's Vision (Welcome, Belong, Succeed) and how it relates to the Rising Star Award criteria.</li> <li>• Applicant has provided one or more examples of how Council's vision applies to them and the activity they have requested financial assistance for.</li> <li>• Applicant has committed to exemplifying Council values.</li> </ul>	15
<b>Representing Cumberland</b> <ul style="list-style-type: none"> <li>• Applicant has demonstrated outstanding performance/ results.</li> <li>• Applicant has demonstrated how they will actively represent Cumberland on the State, National or International sporting arena.</li> <li>• Applicant has provided examples of how they demonstrate great team spirit on and off the sporting field.</li> </ul>	15

# Grants Administration Process

Funded projects in the Cumberland Community Grants Program must align with outcomes identified in Council's Community Strategic Plan, Delivery Program and Operational Plan and specific community priorities outlined in the Community Grants Program Guidelines.

## Applications Process

Council will actively promote grant rounds and invite applications via an open call.

Applications for grants can be made by completing the online application form. Forms are available once the grant round is open at [www.cumberland.nsw.gov.au/grants](http://www.cumberland.nsw.gov.au/grants).

Applications will only be accepted during the advertised grant round dates and times.

Applications will only be accepted via the SmartyGrants application portal.

## Support to Apply

To assist applicants, Council will provide:

- Publicly available detailed **guidelines** for all streams of the Cumberland Community Grants Program. The guidelines will outline the funding priorities, eligibility and assessment criteria, and administration practices, including application processes, decision making, agreement making and monitoring and support services.
- **Information sessions** that explain the funding priorities, how applications will be assessed and conditions for successful applicants. The sessions will also be an opportunity to meet potential project partners.
- **Free grant writing workshops** that assist participants to develop and write their grant applications. The workshops will focus on specific questions in the application form including project description, budget, project outcomes and evaluation.
- **Advisory desk sessions** that provide tailored advice and feedback on a grant application or project idea.

## Assessment Process

Applications will be assessed in the following process.

- Applications will be ineligible for funding if the applicant undertakes canvassing or lobbying of Councillors or employees of Cumberland Council in relation to their application during the application and assessment process.
- A set criteria for assessment will be published for each grant program. Only the published criteria will be used to assess applications.
- Only eligible applicants will be awarded a grant.
- Only one grant per applicant, per stream will be funded in a financial year. The only exception to this is where auspicings arrangements are in place. Auspicors will be able to auspice multiple applications but only one grant per auspice, per stream will be funded annually.
- Council will not provide funding to an activity that can be readily assisted by any other existing Government funding program, or that is the core business of other Government departments.
- Council will not fund activities that duplicate other existing services or programs within the local area unless evidence of demand is provided.
- Assessment of applications will be undertaken by a panel of Council staff with subject matter expertise. Where appropriate, the assessment panel may seek the advice of external agencies to ensure projects funded meet proposed outcome areas and community priorities.
- Recommendations of the assessment panel will be recorded with reference to the assessment criteria.
- Recommendations for funding allocations will be reported to a Council meeting for determination. Any variances to recommendations proposed by Councillors will be recorded in the minutes of the Council meeting and reflected in the final resolution of Council.
- Council has the decision making authority for determination of funding or donation allocations. Decisions on funding allocations are made at a Council meeting.



## Notification Process

Following the decision at a Council meeting, all applicants will be notified of the outcome of their application. The decision will also be included in the Council meeting minutes.

Council encourages all applicants to seek feedback about the grant application.

## Funding Agreements and Payments

Grant recipients must enter into a funding agreement with Council and meet all requirements of project delivery, reporting and acquittal. Funding agreements must be finalised prior to the payment of grant funds and commencement of projects. Funding agreements will include the following information:

- Project title and description;
- Amount of financial and/or in-kind support to be provided by Council;
- Expected project outcomes and measures;
- Payment schedule;
- Due dates for progress and acquittal reports; and
- Details of special conditions placed on the project.

## Grants Monitoring, Reporting and Support

All grant recipients must report to Council the outcomes of their funded activity including expenditure of grant funds. Recipients must have met the acquittal requirements for previous grants funded by Council in order to be eligible for grants in subsequent years.

The **Grants Support Program** is delivered by relevant staff at Cumberland Council and provides support to successful applicants for Council's Community Grants Program.

Each successful project is allocated to a relevant staff member at Cumberland Council. The staff member is responsible for maintaining regular contact and providing support to the organisation responsible for implementing the project.

The Grants Support Program aims to:

- Bring organisations into Council's network of community partners. Community partners are organisations/groups which deliver projects that meet the identified needs of the community. They enable Council to reach hard to engage and isolated communities within the Cumberland LGA.
- Increase Council's awareness of projects and activities, and needs of the communities grant recipients service.
- Increase the awareness of Council's programs, policies and activities amongst grant recipients.
- Monitor implementation of funded projects.
- Assist organisations to implement funded projects and overcome any barriers/challenges.
- Identify training areas that build the capacity of organisations to deliver projects and develop skillsets.



## Conditions for Successful Applicants

Successful applicants will be required to adhere to the following conditions:

- All funded activities must comply with relevant legislation and Council approvals. This includes meeting legislative requirements that ensure grant recipients are delivering projects in an accessible and equitable manner.
- Successful applicants must demonstrate a commitment to non-discrimination on the grounds of gender, ethnicity and religion in the delivery of services and ability to ensure equitable access to all residents.
- The grant funds provided by Cumberland Council are to be spent only on project activities outlined in the funding application and funding agreement.
- Any variation to the project funded, must be submitted in writing to Cumberland Council for approval.
- Council reserves the right to request return of grant funds should the grant recipient not use the grant for the specified purpose.
- Successful applicant organisations will be required to provide proof of appropriate insurance prior to the payment of the grant. A minimum of \$10 million liability cover is required for public liability insurance.
- For projects that will be delivered in partnership, a Project Partner Acknowledgment Form is to be submitted with the application as proof of partnership.
- Successful applicants must give appropriate acknowledgement of Cumberland Council's support for the Project. This could be through promotional material, flyers, newsletters and Annual Reports. Draft copies of promotional material must be sent to Council for approval.
- Applications for the purchase of items (over \$1,000) must include copies of two quotes.
- Where funds are approved for the purchase of equipment, such equipment is to be identified. Should the organisation or group cease to exist, this equipment will become the property of Cumberland Council.
- Programs delivered by successful applicants that provide catering must not provide or use grant money to purchase soft drinks, cordial, confectionary or other unhealthy food options.
- Children's Employment Regulations apply when you employ children: under 15 years of age in the entertainment and exhibition, still photography and door-to-door sales industries; under 16 years of age for any type of modelling; who are being paid either in money or material benefit. It also applies to children who are not being paid when there is a mix of paid and unpaid children employed. For further information please go to: <https://www.kidsguardian.nsw.gov.au/childrens-employment>
- Council may place conditions of approval for specific projects including attendance at workshops developed to strengthen the capacity of an organisation to deliver their project to the community.







CUMBERLAND  
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Cumberland Council Sydney