



CUMBERLAND
CITY COUNCIL

Cumberland City Council Community Grants

Education Access Grant Guidelines

Glossary:

Acquittal	The process of reporting back to Cumberland City Council via an online form, including the submission of evidence that the grant funds were used and the expected outcomes were achieved.
Beneficiaries	Individuals, groups, or communities who directly benefit from a project or initiative funded by a Cumberland City Council grant.
Council	Refers to Cumberland City Council, the local government entity responsible for administering the grants program and overseeing its funding decisions.
Donations Policy	A set of guidelines established by Cumberland City Council that governs the acceptance and management of donations, often in relation to non-profit or charitable organisations.
Eligibility Criteria	Specific conditions that applicants must meet to be considered for a grant or funding that are found in the grant program's guidelines.
General Eligibility	Broad or standard eligibility requirements set by Cumberland City Council that apply to all applicants.
Grant	A financial contribution provided by Cumberland City Council to an individual or organisation to support a project, program, or initiative that aligns with Council's priorities and objectives.
Grant Guidelines	A document or set of instructions provided by Cumberland City Council outlining the rules, procedures, eligibility, funding limits, and required documentation for applying for a specific grant.
Granter	Cumberland City Council, the organisation that provides grants and financial support to applicants.
Grantee	The individual or organisation that receives a grant from Cumberland City Council and is responsible for using the funds as agreed upon in their grant application and funding agreement.
Incorporated Entity	An organisation that is legally registered as a separate legal entity, typically a not-for-profit or charity.
In-Kind	Non-monetary contributions (such as goods, services, or volunteer hours) provided by an applicant, which can count towards match funding requirements for a Cumberland City Council grant.
Letters of Support	Letters from external organisations, partners, or stakeholders endorsing the grant application, demonstrating support for the project and its objectives, and highlighting the organisation's capacity to deliver the project.
Match Funding	The requirement for applicants to contribute a certain percentage of the project's total cost through their own funds or in-kind contributions.
Quotation	For the purposes of grant applications, quotations can include copies or links to online pricing and fees, receipts or invoices for previous similar services, emails from service providers or other organisations, and other documentation that clearly indicates an accurate cost for services. Please note that documents such as Word or Excel files created by the applicant for external sources are not accepted.
Selection Criteria	Communities or individuals who face additional challenges or risks, including but not limited to young people, children, First Nations people, women, the LGBTIQ+ community, seniors, people with disabilities, low socio-economic groups, Culturally and Linguistically Diverse (CALD) people, Culturally and Racially Marginalised (CARM) people, refugees and asylum seekers, homeless or at-risk individuals, formerly incarcerated individuals, , low-income families and people with chronic illnesses.
Vulnerable Groups	Communities or individuals who face additional challenges or risks, including but not limited to young people, children, First Nations people, women, the LGBTIQ+ community, seniors, people with disabilities, low socio-economic groups, Culturally and Racially Marginalised (CARM) people, refugees and asylum seekers, homeless or at-risk individuals, formerly incarcerated individuals, immigrant and refugee communities, low-income families and people with chronic illnesses.

General Eligibility:

1. Application Limitations

Applicants may only submit one application per grant round. This means they cannot apply for multiple grants within the same round (e.g. submitting applications for both the Connected Communities Grant and the Education Access Grant in the same open round).

2. Eligibility Criteria

- a. Businesses, schools, TAFEs, universities, state/territory governments, or for-profit entities are not eligible to apply for any program.
- b. Applicants with outstanding acquittals or Council debts are not eligible to apply.
- c. Applicants will be ineligible if their project can be readily assisted with another Government Grant or Scheme.
- d. Applicants cannot apply to cover costs of shortfalls in current projects.
- e. Applicants cannot apply for retrospective funding.
- f. Projects or organisations that are partisan in nature are ineligible.

3. Compliance

- a. Applicants must comply with all guidelines in the Donations Policy and the Cumberland City Council Community Grants guidelines.
- b. Applicants must adhere to the specific eligibility requirements of the grant program, including restrictions on catering and marketing or promotion costs. A maximum of 5% of the total requested funding may be allocated to catering, and up to 5% for marketing or promotion.
- c. Applicants will be ineligible if their project duplicates a service or program already being delivered by Cumberland City Council.
- d. Applicants must **ensure that any projects involving children have clear risk mitigation strategies in place to ensure a child-safe environment** in adherence with legislative requirements.

4. Project Criteria

- a. Projects must be new or a significant extension of an existing project, except for the Event Support Stream, which allows support to recurring events.
- b. General administrative costs, including rent, utilities, office supplies, and staff wages not directly related to project delivery, are ineligible for funding.
- c. Capital works will not be accepted in any Cumberland City Council Grant Program, including but not limited to:
 - i. New or extensions or additions to existing facilities,
 - ii. Refurbishments including structural repairs (e.g., fixing roofs, foundations, walls),
 - iii. Accessibility upgrades (e.g., ramps, lifts, automatic doors), and
 - iv. Operational costs (e.g., wages for installation, insurance, maintenance costs, painting etc.).
- d. Applicants are unable to request funding for insurance coverage.

5. Insurance & Budget Requirements

- a. All applicants must provide and retain appropriate and valid insurance coverage for the entirety of their project.
- b. Applicants must provide a budget breakdown and quotations for items over \$500.
- c. Applicants can apply for an amount up to \$15,000 per application and can choose if they wish to be partially funded. Applicants must confirm their ability to proceed with reduced funding prior to signing the Funding Agreement.
- d. Cash giveaways are not a permitted activity or eligible expenditure item.
- e. Fundraising activities are not permitted, except under the Event Support Stream. In such cases, applicants must clearly outline how any revenue raised will be used.
- f. Honorariums, awards, and similar gifts must not exceed \$50 in value. These must not include alcohol, weapons, tobacco products, gambling-related items or activities, or assets intended for personal use or ownership (e.g. laptops gifted to individuals that will not remain the property of the organisation).

6. Acquittal & Reporting

Successful applicants are required to provide an acquittal no later than 4 weeks after the completion of their project. Failure to do so may result in ineligibility to re-apply to any of Cumberland City Council's Grants Programs.

1. Grant Overview

Cumberland City Council is committed to addressing barriers to education and skills development by providing equitable opportunities for individuals in our community. The Education Access Grant provides financial support for projects that aim to reduce educational disparities, focusing on providing access to quality education and skill-building opportunities for disadvantaged groups. This includes initiatives that enhance the educational outcomes of Cumberland residents and prepare them for future success in gainful employment.

2. Grant Structure

- **Available Funding:** The program offers funding of up to \$15,000 per applicant.
- Co-investment is encouraged but not required.
- **Project Delivery Timeline:** Projects must be delivered within 12 months of receiving funding. Funds will be released to successful applicants 2–3 months after the closure of the grant round.
- **Rounds:** 2 rounds per year (August - September and February - March).

3. Objectives

The grant aims to:

- Improve access to education and skills training for individuals from disadvantaged backgrounds, including women, low-income families and people living with a disability.
- Provide educational resources, tutoring, mentorship, and structured programs designed to enhance academic achievement and vocational skills.
- Facilitate the development of programs that overcome financial barriers to education, ensuring equitable access to learning opportunities.
- Promote inclusive education through programs that address systemic barriers in formal and informal learning settings.
- Enhance educational engagement and achievement by focusing on sustainable skill development and long-term academic success.

4. Eligibility Criteria

Applicants must:

- Be a **not-for-profit and incorporated entities**. Not-for profit organisations that are unincorporated are welcome to apply under auspice.
- Provide appropriate insurance coverage for the duration of the project.
- Government institutions and for-profit businesses that provide education-related services (e.g., educational service providers, training organisations) are not eligible to apply for funding, even under auspice, but may be hired as a professional service provider through a not-for-profit incorporated entity.
- Applicants must deliver projects **within the Cumberland Local Government Area (LGA)**. If the project is located outside of Cumberland, applicants must demonstrate how they will effectively engage and benefit the primary target group of Cumberland residents.
- Align their project with one or more of the program objectives.
- Provide supporting documentation, including annual or financial reports, **quotes for each expenditure item above \$500, and proof of entity type** i.e. incorporation number.
- Demonstrate the capacity to complete the proposed initiative within the given timeframe and budget.

Ineligible applicants include individuals, political groups, schools, educational or government institutions, and businesses primarily for-profit.

5. Funding Priorities

Priority will be given to:

- Initiatives that address financial barriers to education such as skill-building workshops.
- Vocational training programs that increase employment opportunities for individuals from marginalised communities.
- Programs that promote the inclusion of individuals with disabilities in educational settings.
- Projects that engage with underrepresented groups in education, including culturally diverse communities and individuals facing systemic barriers.
- Initiatives that provide long-term educational support and skill development beyond short-term activities or one-off events.

6. Eligible & Ineligible Costs

Eligible Costs:

- Project Coordinator: Labour costs for individuals managing the project to ensure effective delivery and oversight.
- Tutors/Facilitators: Qualified professionals or organisations providing expertise and delivering structured educational programs, tutoring sessions, or workshops.
- Learning Materials: Resources such as books, digital tools, software, or other educational materials necessary for delivering programs.
- Venue/Facility Costs: Associated with hosting structured educational activities.
- Marketing and Promotion: Costs for promoting the program, including flyers, advertisements, social media campaigns, and other promotional activities related to educational programs.
- Evaluation and Reporting: Costs associated with monitoring and evaluating the educational outcomes of the program, including data collection and reporting.

Ineligible Costs:

- Ongoing operational costs (e.g. rent, utilities, salaries not linked to project delivery).
- Events primarily for fundraising purposes.
- Projects that duplicate existing educational services without demonstrated need.
- Retrospective funding (i.e., costs incurred before grant approval).
- One-off events without sustained engagement or long-term educational impact.
- Requests for funding that would better align with another Cumberland City Council grant.

7. Assessment Criteria

Applications will be assessed based on:

Project Planning and Alignment (25%) - The project has clear aims, objectives, and identified activities. - The project is achievable within the proposed timeframe. - There is a demonstrated community need for the project. - The project aligns with one or more funding outcomes of the grant stream (program).	Community Benefit and Inclusion (25%) - Primary beneficiaries are residents of Cumberland Local Government Area. - The project includes inclusive strategies that support the participation of priority or special needs groups. - Evidence of consultation or engagement with participants, partners, or stakeholders during project development. - The project demonstrates a strong potential for positive community impact.
Budget and Value for Money (25%) - The budget is realistic, clearly costed with supporting evidence, appropriate and financially viable. - The project demonstrates good value for money based on the number of people involved and scope of activities. - Co-funding, in-kind support, or partnerships enhance project viability (if applicable).	Project Outcomes and Delivery Capacity (25%) - Project outcomes are clearly defined, achievable, and linked to the identified need(s) and activities. - Suitable methods for measuring or evaluating project outcomes are provided. - The applicant has the capability and experience to manage the project or has engaged a reputable partner. - The applicant demonstrates the ability to effectively engage the target community.

8. Application Process

Applications must be submitted online via **Council's SmartyGrants platform**.

Applicants will be required to attach the following:

- Any supporting documents such as:
 - Annual report or financial statement
 - Statement of Aim and Objectives
 - Public Liability Certificate
 - Letters of Support
 - Any other supporting documentation
- Quotations or supporting evidence for each expenditure item above \$500 in their budget.

9. Reporting & Acquittal

- Submit a **progress report** midway through project delivery if requested.
- Any changes to the project delivery**, including (but not limited to) changes to target groups or venues, **must have a variation form submitted with the acquittal**.
- Provide a **Cumberland City Council acquittal report** within four weeks of project completion, including evidence of outcomes and expenditure. **Any invoices provided need to clearly show the invoice as paid in full** and that there is no outstanding balance.
- Acknowledge Cumberland City Council's support** through public recognition, such as on social media, the applicant's website, in speeches, or via promotional materials (e.g. flyers)—in accordance with Council's Logo Guidelines and provide evidence of this acknowledgment.