



CUMBERLAND
CITY COUNCIL

Cumberland City Council Community Grants

Hardship Assistance for Children and Youth
in Education and Sport

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	The set of standards or factors used by Cumberland City Council to evaluate and rank grant applications to determine which projects best align with funding priorities and are most likely to achieve the desired outcomes.
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 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.

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. Retrospective funding will only be considered in exceptional circumstances based on the dates of application related to the educational or sporting activity. Please find further information in the "Eligible Costs" of this document.
- e. 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.

4. Insurance & Budget Requirements

- a. All applicants, except for those applying for the Hardship Assistance for Children and Youth in Education and Sport, must provide and retain appropriate and valid insurance coverage for the entirety of their project.
- b. Applicants must provide a budget breakdown and quotations, estimates or fee schedules for all requests in this stream.
- c. Applicants can apply for an amount up to \$1,000, per application based on the evidence of cost of participation in the activity, 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.

5. Acquittal & Reporting

- a. Applicants who are no longer able to participate due to injury, illness or any other unforeseen circumstances must promptly notify Cumberland City Council and return any grant funds received.
- b. 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 supporting children and young people (25 years and under) who face barriers to participating in education, sport, and extracurricular opportunities due to financial hardship, ensuring equitable access to development and growth. The Hardship Assistance for Children and Youth in Education and Sport Grant supports families facing financial difficulties, helping to ensure their children can continue participating in community life. It also assists young athletes and academics who have been selected for major events, competitions, or professional development opportunities but may be unable to attend due to financial hardship.

2. Grant Structure

- **Available Funding:** The program offers funding of up to **\$1,000** per application. Applications may include multiple children / youth, however only one application per family per year will be eligible up to the eligible amount. Funding is limited and assessed based on eligibility and demonstrated need.
- **Activity Timeline:** Funded activities must be undertaken 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:

- Support children and young people (25 years and younger), who have demonstrated excellence in sports, education, or other fields and are representing Cumberland at significant events or opportunities.
- Provide targeted hardship assistance to remove financial barriers that prevent participation in school excursions, skills training, organised sport, and representative activities.
- Promote equity and inclusion by ensuring all children and young people, regardless of financial circumstance, can access enriching, formative, and developmental experiences.
- Strengthen Cumberland's identity as a place where all young people are supported to grow, participate, and succeed, whether on the field, in the classroom, or in community life.
- Encourage grant recipients to give back to the community by sharing their experiences, building local pride, and inspiring others to pursue their passions.

4. Eligibility Criteria

Applicants must:

- Be residents of the Cumberland Local Government Area (LGA).
- Individuals / families are eligible to apply for this grant; applications from organisations, schools or clubs will not be accepted.
- Align project with one or more of the program objectives.
- Applications must be for participants 25 years or under.
- Be able to demonstrate financial hardship that prevents participating in educational, sporting, or extracurricular activities.
- Include supporting documentation if selected to participate in competition, event or similar activity such as an invitation letter or proof of registration.
- Applications for participants under 18 years old must be submitted by a parent / guardian.
- Must not have received a Hardship Assistance for Children and Youth in Education and Sport Grant within the same financial year.

5. Funding Priorities

Priority will be given to:

- Children and young people aged 25 and under who are experiencing financial hardship and would otherwise be unable to participate in educational, sporting, or extracurricular activities, organised sport, and critical skills training.

- Individuals selected to represent Cumberland in sport, academia, or other significant fields at a state, national or international level.
- Applicants from low-income or disadvantaged backgrounds, including those with limited access to other funding sources or support programs.
- Emerging academics or young professionals undertaking skill development, practical research, or leadership opportunities that benefit the Cumberland community or enhance its profile.
- Applicants who can clearly demonstrate how their participation will have a positive impact on their personal development, wellbeing, and connection to community, as well as inspire others.

6. Eligible & Ineligible Costs

Eligible Costs:

- Travel and accommodation expenses directly related to the approved event.
- Registration fees for competitions, conferences, or development programs.
- Equipment or uniforms required for participation.
- Costs associated with school excursions and extracurricular activities where financial hardship is a barrier to participation.
- Costs associated with registration or participation may be considered for retrospective funding, meaning funding for costs already incurred after the event or program has started, but only in exceptional circumstances. Applicants must provide supporting evidence, such as a letter of selection, and understand that funding is not guaranteed. If they choose to proceed, they do so knowing they may not receive retrospective funding.

Ineligible Costs:

- Travel and accommodation costs not related to the individual, i.e. costs for the guardian to attend the event.
- General living expenses (e.g., rent, food, utility bills).
- Regular academic tuition, course fees, or enrollment costs at educational institutions.
- Conference Registration for Established Scholars.
- Costs related to merchandise, incentives, and awards are ineligible unless specifically used for fundraising to support the project and do not exceed the value of \$50.
- Purchasing general-use equipment not directly tied to the research, such as personal laptops, electronics, or office furniture unless explicitly needed for the project.
- Costs that could be covered by other available grants, sponsorships or funding bodies.
- Retrospective funding will only be considered in exceptional circumstances based on the evidence of the dates of application related to the educational or sporting activity.

7. Assessment Criteria

Applications will be assessed based on:

Merit of the Opportunity (20%)

- The applicant has been formally selected or invited to participate in an event, activity, or opportunity of significance (e.g. sporting competition, academic presentation, skill development program).
- The opportunity is appropriate for the applicant's age and stage of development and contributes meaningfully to their growth.
- Supporting documentation (e.g. selection letter, registration confirmation) is strong and clear.

Community Benefit & Contribution (25%)

- The beneficiary is a resident of the Cumberland LGA and will represent the community through their participation.
- The beneficiary is aged 25 years or younger, aligning to the grant's focus.
- The activity helps raise the profile of Cumberland, reflects the diversity and talent of its community, or contributes to positive youth development.
- The applicant outlines how they will share their experience and inspire others (e.g. mentoring, storytelling, school presentations, social media).

Financial Need and Equity of Access (30%)

- The applicant demonstrates genuine financial hardship that would prevent participation without support.
- The activity, event, or opportunity would otherwise be inaccessible due to cost.
- The application provides clear supporting evidence of financial need (e.g. Centrelink documentation or caseworker support)
- The individual is a child or young person aged 25 and under.

Feasibility Readiness (25%)

- The application includes a clear and realistic budget with appropriate costing and supporting quotations or estimates.
- Travel, logistics, and participation are well considered.
- The applicant shows readiness to undertake the activity and meet grants conditions, including acquittal and acknowledgement of Council support.

8. Application Process

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

Applicants will be required to attach the following:

- Supporting documentation of applicant's financial hardship. This can include a:
 - o Centrelink statement.
 - o A health care card, pensioner concession card, low-income health card.
 - o A letter from a social worker or caseworker.
 - o Documentation from Department of Housing or housing provider.
 - o Letter from a financial counsellor.
- Applicants must provide:
 - o A personal statement outlining their achievements and the significance of the event.
 - o Proof of selection or invitation.
 - o A budget detailing anticipated costs and any other funding sources/ co-investments.
 - o A plan for how they will share their experience with the community with acknowledgement of Cumberland City Council's funding support (e.g., school talks, community workshops, social media posts).

9. Reporting & Acquittal

Successful applicants must:

- Provide a **Cumberland City Council acquittal report** within four weeks of project completion, including evidence of outcomes and expenditure.
- **Promptly notify Cumberland City Council and return any grant funds provided if applicant is no longer able to participate** due to injury, illness, or any other unforeseen circumstances.
- **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.