



CUMBERLAND
CITY COUNCIL



Cumberland Community Grants Program

2021-2022 Guidelines

Applications open 9am, 1 September 2021

Applications close 4pm, 30 September 2021 | www.cumberland.nsw.gov.au/grants



Contents

The Cumberland Local Government Area	3
Cumberland Community Grants Program Policy and Principles	4
General Eligibility Criteria	5
2021 - 2022 Round Details	8
Community Participation Grants Program	11
Grants Administration Process	17

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The Cumberland Local Government Area

Cumberland City Council (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.

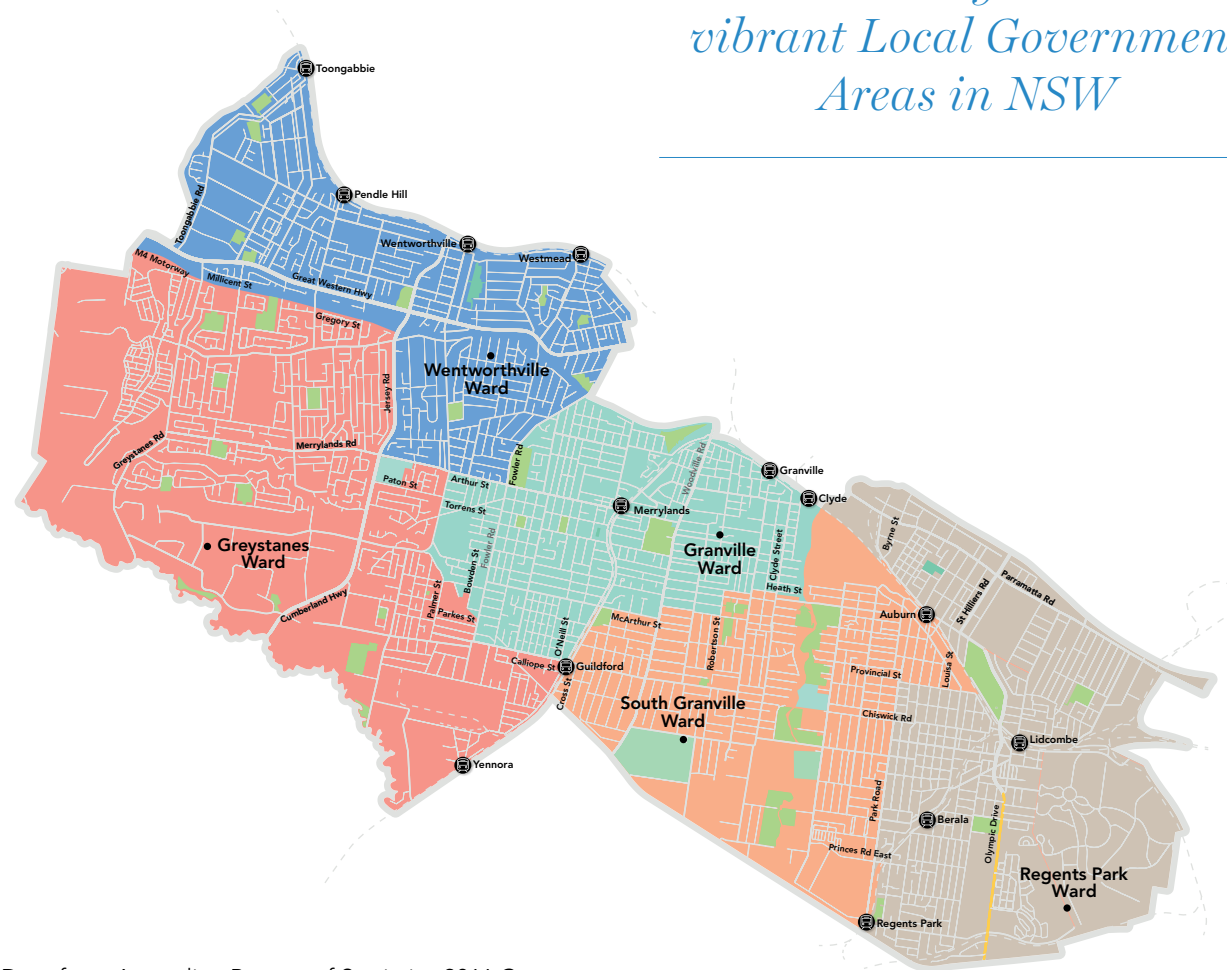
Cumberland is one of the most culturally diverse and vibrant Local Government Areas (LGAs) in NSW. Approximately 241,521* residents have chosen to live here, making it also one of the most populous LGAs in NSW.

- Top 5 languages: Arabic, Mandarin, Cantonese, Tamil, Persian/Dari/Hazaragi
- 72,154* 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 City Council Community Grants Program (Community Grants Program) aims to support the achievement of this vision.

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



*Data from Australian Bureau of Statistics 2016 Census

** Data from .id the population experts for Cumberland City Council

Cumberland Community Grants Program Policy and Principles

The 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/council-policy-documents

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 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 focused** 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).
- 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 cover) 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 expended.



- 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.
- As per the Community Grants and Donations Policy, all requests for financial assistance must go through the Community Grants Program. Unsolicited requests for donations will not be accepted.
- Organisations with debts with Council.
- Projects which duplicate services already provided in the Cumberland LGA.
- Ongoing staff or operational costs.
- Political parties.
- Retrospective funding for projects that have commenced prior to 1 January 2022.
- Schools or state government agencies/ departments.
- General donations to charities.
- Prize money.
- Payment of debts or loans.

Not Eligible For Funding

- Organisations which have been funded under one stream of the Community Grants Program cannot be funded under another stream for the same project.
- Only one grant per applicant, per stream will be funded per financial year. The only exception to this is where auspicing 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 Council including the former Auburn or Holroyd City Councils.



2021-2022 Round Details Cumberland Community Grants Program

Applications for the 2021 - 2022 round **open 9am, 1 September 2021 and close 4pm, 30 September 2021**. Applications must be submitted online via the SmartyGrants application form at www.cumberland.nsw.gov.au/grants.

Grants Stream	Annual Funding Pool for 2021 - 2022	Maximum Amount Per Applicant
Community Participation Grants Program (Small Grants)	\$50,000	\$5,000
Total Funding Amount available	\$50,000	

Time Frames

Activity	Time Frame
Round Opens	9am, Wednesday, 1 September 2021
<div><div>Information Session</div><div>This session 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.</div><div>Note: Bookings are essential. Book your spot for the Information Session, online at www.cumberland.nsw.gov.au/grants</div></div>	<div><div>Online Information Session</div><div>Date: Thursday, 7 September 2021 Time 10 – 11am Platform: Microsoft Teams</div></div>
<div><div>Advisory Desk Sessions</div><div>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.</div><div>Note: Bookings are essential. Book your spot for an Advisory Desk Session, online at www.cumberland.nsw.gov.au/grants</div></div>	<div><div>Date: Thursday, 14 September 2021 Time: 10am – 3pm Venue: Grevillea Room, Wentworthville Community Centre, 2 Lane Street, Wentworthville NSW 2145</div><div>Date: Tuesday, 21 September 2021 Time: 10am – 3pm Venue: Committee Rooms 1 & 2, 16 Memorial Avenue, Merrylands NSW 2160</div><div>Date: Tuesday, 23 September 2021 Time: 10am – 3pm Venue: Committee Rooms 1 & 2, 16 Memorial Avenue, Merrylands NSW 2160</div></div>
Applications close	4pm, Thursday, 30 September
Applications assessed	October 2021
Funding applicants notified	December 2021
Funding received by successful applicants	December 2021
Projects implemented	1 January 2022 - 31 December 2022
Progress reports due	30 June 2022
Funding acquittal reports due	31 December 2022



Community Participation Grants Program



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.

Relevant Council Documents

- Cumberland Community Strategic Plan 2017 - 2027
- 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 Available

Grant Stream	Annual Funding Pool	Maximum Amount Per Applicant
Community Participation Grant (Small Grants)	\$50,000	\$5,000

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

Projects must be delivered between 1 January 2022 and 31 December 2022.

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 January 2022 and 31 December 2022.
- Applicants must be a legally registered, incorporated not-for-profit organisation with an ABN.
- 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 expended.

What Cannot Be Funded?

- Community Grants Program General Eligibility Criteria (Page 5)

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:

- Programs that improve health literacy of the community including those that make it easier for consumers to find and understand health-related information, and to be able to make the best decisions about their health.
- 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 the 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 access to services that address homelessness, housing stress and the drivers of homelessness, including outreach services, living skills programs, and programs targeting key demographic groups within the Cumberland community such as adult men, older women and asylum seekers.
- 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, 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 foot print.
- Increase biodiversity and provide habitat.



Assessment Criteria

Applications will be assessed using the following criteria:

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



Grants Administration Process



Funded projects in the 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 this document.

Application 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. Applications will only be accepted via the SmartyGrants application portal during the advertised grant round dates and times.

Support to Apply

To assist applicants, Council will provide:

- **Publicly available detailed guidelines** (this document) for all streams of the 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.
- **An online information session** that explains the funding priorities, how applications will be assessed and conditions for successful applicants. The sessions will also be an opportunity to hear from potential project partners and ask questions of the Grants Officer.
- **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 Council in relation to their application during the application and assessment process.
- A set criterion for assessment will be published for each grant stream. 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 auspicing 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.

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
- Details of special conditions placed on the project.

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 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 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 cover for public liability insurance is required.
- 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 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 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: 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.





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