

10.3. 2024/2025 Small Grants Successful Applicants

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ENDORSED BY	Marcelo Occhiuzzi, Director Community, Planning and Environment
ATTACHMENTS	<ol style="list-style-type: none"> 1. Community Grants Subsidies Policy 2022 D4-07 [10.3.1 - 4 pages] 2. Small Grants Program Guidelines 2018 [10.3.2 - 4 pages] 3. 2023 to 2024 Small Grants Recommendations (2) [10.3.3 - 6 pages] <ol style="list-style-type: none"> 1. Community Grants and Subsidies Policy 2022 2. Small Grant Program Guidelines 3. 2023 to 2024 Small Grants Recommendations
CSP LINK	<ol style="list-style-type: none"> 4. Our Social Vitality 4.1 North Sydney is connected, inclusive, healthy, and safe

PURPOSE:

The purpose of this report is to provide Council with the recommended Small Grant applicants and proposed funded allocation for the 2024/2025 grant round.

EXECUTIVE SUMMARY:

- The Small Grants program forms part of the Community Grants and Subsidies budget for 2024/2025, which allocates operational and special purpose funding support for community services, community centres, community childcare centres, community housing, cultural activities, and a range of other community groups and initiatives.
- Applications for the Small Grants Program open in mid-January each year and close mid-March.
- Successful recipients receive their funding in the first quarter of the following financial year.
- North Sydney Council supports the provision of community services through financial assistance by way of small grants to not-for-profit community organisations.
- Financial grant allocations are determined according to a project review, the project's capacity to address areas of high priority social need, and the organisation's financial capabilities.
- Small Grants are cash grants from Council, though they may include services on which a dollar value is placed.
- Funding amounts are in the range of \$500 to \$2,000 with \$2,000 being the maximum awarded per project per year.

RECOMMENDATION:

1. THAT Council endorse the recommended Small Grant applicant recipients and the amount of funding recommended.

Background

The Small Grants program forms part of the Community Grants and Subsidies budget for 2024/2025, which allocates operational and special purpose funding support for Community Services, Community Centres, Community Childcare Centres, Community Housing, Cultural activities, and a range of other Community groups and initiatives.

North Sydney Council's Small Grants Panel met on 10 May 2024 and Panel Members are as follows:

- Gabrielle Rennard, Service Unit Manager Community Resilience and Sustainability;
- Helen Campbell, Manager Community Development;
- George Carrick, Access and Inclusions Coordinator;
- Eric Poulos, Community Worker - Social Planner;
- Greg Nikoletos, Youth Services Coordinator; and
- Kylie Davies, Acting Arts Officer.

Report

Council received 24 applications for the current funding round, requesting a total of \$44,925.61. The total budget allocation for Council's Small Grants program is \$29,210.

Five applications did not meet the application criteria and were excluded from funding recommendations.

Funding Assessment

The remaining 19 eligible applications were assessed based on Council's Small Grants eligibility and assessment criteria:

1. That all successful applicants meet the eligibility criteria below;
 - Incorporated not for profit organisations based in and/or servicing the North Sydney local government area; or community groups in the North Sydney local government area auspiced by an incorporated not-for-profit organisation
 - The organisation must undertake the project for which the grant has been awarded within the specified timeframe.
 - Previous funding gained through this Grants Program must have been acquitted
2. That all applications are assessed against the below assessment criteria;
 - Project/or service contributes to the goals within the North Sydney Community Strategic Plan.
 - Project outcomes are a priority for the community and are aligned with demonstrated community needs or aspirations.
 - Project fosters innovative, creative ideas and solutions to community need(s).
 - Project stimulates community or cultural development in North Sydney.

- Project contributes to community connectedness, reduces social isolation, or engages previously disengaged members of the community.
 - Project promotes social equity or justice.
 - Project enhances the quality-of-service delivery.
 - Project recipients are socially or financially disadvantaged.
 - Detailed project budget including latest audited financial statements and Annual General Meeting minutes.
3. The panel assessed each application and determined a unanimous High, Medium, Low ranking as per the table below based on the assessment and eligibility criteria. The amount of funding recommended relates directly to the merits of the application and assessment criteria.

Level	Level Name	Eligibility Criteria
H	High	Meets all criteria
M	Medium	Mostly meets criteria
L	Low	Partially meets criteria

All applications assessed as High have been recommended to receive the full funding amount requested. Applications assessed as medium have also been recommended for the full funding amount requested, excluding the Waverton Hub which has been recommended for partial funding as the applicant identified the program can proceed with partial funding. Those marked with a low ranking have not been recommended for funding. Details provided per Attachment 3.

Consultation requirements

Community engagement is not required.

Financial/Resource Implications

Council’s direct contribution of grant funding for community services and projects totals \$1,283,330. This includes the Small Grants Program funding of \$29,210 of which \$29, 075.61 has been recommended for this current funding allocation.

This budget allocation has been incorporated into the draft budget for 2024/25, currently on public exhibition. The grant and subsidies categories include:

Aboriginal and Torres Strait Islanders	\$10,000
Arts and Culture	\$113,280
Community Centres	\$770,000
Community Childcare Centres	\$125,720
Cultural Centres	\$44,120
Food Grants	\$15,600
Older People	\$141,200

Small Grants	\$29,210
Volunteers	\$8,000
Youth Services	\$26,200
TOTAL	\$1,283,330

Legislation

Section 356 of the Local Government Act 1996 prescribes how a Council can provide financial assistance to others.



COMMUNITY GRANTS AND SUBSIDIES POLICY

D4-07
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Policy Owner: Director Community, Planning & Environment

Category: Strategic

Direction: 4. Our Social Vitality

1. STATEMENT OF INTENT

- 1.1 To provide clarity and direction to North Sydney Council and the community, on the equitable investment of resources and funds to strengthen the capacity of the community, to address identified social needs.
- 1.2 Council supports the provision of community services through financial assistance by way of small grants and subsidies to not for profit community organisations. Dollar allocations are determined according to a project review, the project's capacity to address areas of high priority social need and the organisation's financial capabilities.
- 1.3 Grants and subsidies will be seen as a contribution rather than a commitment to fund the entire service.
- 1.4 A key objective of Council's small grants and subsidies program is to support the provision of projects or services that are principally for the benefit of residents of the North Sydney local government area.

2. ELIGIBILITY

- 2.1 Grants will only be awarded to:
 - a) incorporated not for profit organisations based in and/or servicing the North Sydney local government area; or
 - b) community groups in the North Sydney local government area auspiced by an incorporated not-for-profit organisation.
- 2.2 The organisation must undertake the project for which the grant has been awarded within the specified time frame.
- 2.3 Previous grant funding gained through this program must have been acquitted.
- 2.4 One-Off Funding - one-off funds may be provided to service organisations experiencing financial difficulties or to assist funding of particular projects.

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COMMUNITY GRANTS AND SUBSIDIES POLICY

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- 2.5 Bulk Mail Requests - the General Manager, on delegated authority, will reply in the negative to bulk mail donation requests.
 - 2.6 Activities which promote or advance a specific religious or political belief system will not be considered for funding under this program.

3. DEFINITIONS

- 3.1 Grants - generally are cash grants from Council, though they may include services on which a dollar valuation is placed.
- 3.2 Small Grants Program - new and innovative projects which target defined needs aligned to the *North Sydney Community Strategic Plan*.
- 3.3 Subsidies - ongoing support to community services/organisations operating in the North Sydney local government area.

4. PROVISIONS

- 4.1 Determinations will be made annually (usually May) for the following financial year, as part of Council's budget process.
- 4.2 In accordance with Council's financial year (1 July to 30 June), applicant organisations will be asked to forward submissions by the first week in March each year.
- 4.3 Applications, using the specified Application Form, must be submitted to Council by the closing date to be eligible for consideration.
- 4.4 Applications will be assessed in accordance with the following assessment criteria:
 - a) the project/or service contributes to the goals within the *North Sydney Community Strategic Plan*;
 - b) the project outcomes are a priority for the community and are aligned with demonstrated community needs or aspirations;
 - c) the project fosters innovative, creative ideas and solutions to community need(s);
 - d) the project stimulates community or cultural development in North Sydney;
 - e) the project contributes to community connectedness, reduces social isolation or engages previously disengaged members of the community;
 - f) the project promotes social equity or justice;
 - g) the project enhances the quality of service delivery;
 - h) organisational capacity:

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COMMUNITY GRANTS AND SUBSIDIES POLICY

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- the applicant has the experience and expertise to deliver the activity effectively; and
 - a history of appropriate financial management.
- i) project budget - the proposed budget includes income and expenditure targets.
- 4.5 Council will determine the level of funding according to:
- a) The applicant's financial status:
- income and expenditure details for the preceding financial year;
 - previous, current and projected budget details;
 - monies in reserve;
 - services planned; and
 - impacts of previous funding.
- b) Service needs, as regards:
- maintenance of service viability;
 - alternative funding sources; and
 - financial difficulties for the service provider.
- c) Organisational management:
- soundness of structure;
 - legal status (incorporated, non-profit organisations);
 - provision of a statement of funds in the event of an organisation ceasing to function;
 - provision of award conditions for staff;
 - provision of equal employment opportunities, anti-discrimination and affirmative action policies in staffing matters; and
 - encouragement of (service) user participation.
- 4.6 An annual *Joint Strategic Plan* review applies to Community Centre subsidy allocation.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Requests will be referred to Council's Manager Community Development in the first instance, and in some cases may be referred to Council.
- 5.2 Recipient organisations will participate in community forums or interagencies, assist in service planning and continuously evaluate their service.
- 5.3 Recipient organisations will be able to nominate an identifiable outcome in the project/service program and organisations will be asked to provide expenditure information at the end of the project year.

Re-adopted by Council 10 October 2022

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Community, Cultural and Recreational Facilities Policy
- Community Strategic Plan
- Joint Strategic Plans (various)
- Long Term Financial Plan

The Policy should be read in conjunction with the following documents/legislation:

- Local Government Act 1993 (Section 356 Financial Assistance)

Version	Date Approved	Approved by	Resolution No.	Review Date
1	16 February 2009	Council	61	2012/13
2	18 February 2013	Council	61	2016/17
3	25 June 2018	Council	214	2020/21
4	10 October 2022	Council	324	2024/25

Re-adopted by Council 10 October 2022

GUIDELINES

Small Grants Program



About the Small Grants Program

North Sydney Council supports the provision of community services through financial assistance by way of small grants to not for profit community organisations. Dollar allocations are determined according to a project review, the project's capacity to address areas of high priority social need and the organisation's financial capabilities.

Small Grants are cash grants from Council, though they may include services on which a dollar value is placed. Funding amounts available are generally in the range of \$500 to \$2,000 with \$2,000 being the maximum awarded per project per year.

Grants should be seen as a contribution rather than a commitment to fund the entire project.

The objectives of the Small Grants Program are:

- Provision of projects or services that are principally for the benefit of residents of North Sydney local government area.
- Engage and connect communities and reduce social isolation.
- Celebrate a culturally diverse community by facilitating and supporting local community cultural activities.
- Facilitate and enhance arts and cultural programs and facilities.
- Enhanced community safety and accessibility including support for drug and alcohol abuse, domestic violence, safety at home.
- Promote health and wellbeing, including recreation and leisure activities for all ages and abilities.
- Facilitating access to affordable housing and low cost accommodation as well as assistance for people at risk of homelessness.
- Encourage lifelong learning and volunteering.
- Provision of community services, facilities and information for children, families, young people, older people and people with disabilities.

Small Grants Program Guidelines

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How to Apply

1. Refer to these guidelines to determine if your organisation and project is eligible to receive funding under this Grants Program.
2. Prepare information regarding your project proposal, budget information and supporting documents.
3. Go to the Online Application Form on Council's website to complete your application prior to the closing dates advertised. https://www.northsydney.nsw.gov.au/Community_Services/Other_Services/Community_Grants/Small_Grants_Program.

Who can apply?

Eligibility - Grants will only be awarded to:

- Incorporated not for profit organisations based in and/or servicing the North Sydney local government area; or community groups in the North Sydney local government area auspiced by an incorporated not-for-profit organisation (i.e. local Community Centres such as The Kirribilli Centre, North Sydney Community Centre or Crows Nest Centre. In these circumstances the funding is distributed to the auspice and the applicant will need to work with the auspice to deliver the project).
- The organisation must undertake the project for which the grant has been awarded within the specified time frame i.e. the financial year in which the grant is awarded. Applications for extensions will only be considered under extenuating circumstances and must be formally requested in writing, addressed to the General Manager. If an extension to complete the project is approved, the maximum time limit would be an additional six months.
- Previous funding gained through this Grants Program must have been acquitted.

Not Eligible - The following proposals are not eligible for funding:

- Activities which promote or advance a specific religious or political belief system.
- Fundraising appeals or general donations to charities.
- Funding for individuals.
- Funding for private property capital expenses.
- Projects that duplicate existing services.
- Applications for projects that will primarily service non-North Sydney local government area residents.
- Ongoing operational costs. Funds are not available for ongoing service delivery such as staff wages, rent, administration costs. The Small Grants Program is for one-off funding.

Small Grants Program Guidelines

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- State or federal government departments (including schools or tertiary institutions), or projects which fall under the responsibility of another tier of government. Parents and Citizens Associations can only apply for projects that can demonstrate the project is accessible and beneficial to the broader community (i.e. benefits reach beyond the school community).
- Applications for projects that will primarily benefit 'for profit' activities i.e. business organisations and networks.
- Projects that already receive funding from another type of Council funding (i.e. Food Grants, Green Schools or Renewable Grants programs).

Assessment Criteria - Applications will be assessed against the following criteria:

- Project/or service contributes to the goals within the North Sydney Community Strategic Plan.
- Project outcomes are a priority for the community and are aligned with demonstrated community needs or aspirations.
- Project fosters innovative, creative ideas and solutions to community need(s).
- Project stimulates community or cultural development in North Sydney.
- Project contributes to community connectedness, reduces social isolation or engages previously disengaged members of the community.
- Project promotes social equity or justice.
- Project enhances the quality of service delivery.
- Project recipients are socially or financially disadvantaged.
- Detailed project budget including all income and expenditure for your project must be included in your application as well as copies of your latest audited financial statements and Annual General Meeting (AGM) minutes.

Grants Administration - Application process

- Applications for funding from the Small Grants Program must be made in January/February prior to the financial year in which funding is required. The Online Application Form on Council's website must be used to apply and this will be available from mid January each year. Applications close in the first week in March each year - refer to advertised date. Late applications will not be considered.
- Applications will be reviewed by Council's Community Development Department. You may be contacted at this stage for additional information if required. The merit of your application is assessed in comparison to all other applications.
- After considering all applications, recommendations are submitted to Council for approval. Some projects may only be offered part funding.

Small Grants Program Guidelines

- Acquittal reports for any previous funding are due by the end of June each year. All acquittal reports must be received by Council prior to any new funds being distributed.

Timeline

Mid January:	Applications open on Council's Website.
March:	Grant round closes at the beginning of the month.
April:	Applications assessed by Council's Community Development Department and report submitted to the Council for approval.
June:	Acquittal report for funding received in the previous financial year must be received by Council.
July:	Applicants advised if their application has been successful or unsuccessful. Successful applicants will be requested to submit a valid tax invoice to Council.
August:	Funding distribution completed within one month of Council receiving your invoice.

Funding Conditions

Organisations receiving a grant are required to acknowledge Council's assistance on publicly available material associated with the project. Examples include any media releases, award submissions, brochures and posters, and television promotions.

Successful organisations will be advised by August and a valid tax invoice (plus GST if applicable) must be received at Council by the date advised on the successful funding letter.

Funds must be spent on and for the purposes of conducting the program as endorsed by Council.

The program must be completed in line with the details outlined in your grant application and an Acquittal Report on the expenditure of the grant must be completed and received at Council.

If you have leftover money after the completion of the project, or if your approved project does not go ahead, you must return the money (plus GST) to Council.

Related Documentation

These Guidelines should be read in conjunction with the following Council policies and documents/legislation, and are available on Council's website.

Community Grants and Subsidies Policy
 Community, Cultural and Recreational Facilities Policy
 North Sydney Community Strategic Plan
 North Sydney Council Long Term Financial Plan (component of the North Sydney Council Resourcing Strategy)
 Local Government Act 1993 (Section 356 Financial Assistance)

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2023/24 SMALL GRANTS RECOMMENDATIONS

Organisation	Project Name	Summary of Project	Amount Requested	Amount Awarded	Ranking
St Vincent de Paul Society, North Sydney Branch	Winter Wellness	This project is to enable the preparation of packages that would contain a warm blanket, a pair of slippers, a packet of facial masks, a beanie and a warm pair of socks.	\$2000	\$2000	H
Greenway Tenants Group Inc	Communication expenses for the Greenway Community Centre	The Grant will be used to operate the telephone and computer system in the Greenway Community Centre.	\$1500	\$1500	H
North Sydney Community Centre	Mental Health Programs	This funding will support two projects for Mental Health Awareness Month, featuring a mindful art session and a family-friendly sing-along	\$300	\$300	H
Mentoring Men Ltd	Supporting Men's Mental Health and Wellbeing in the North Sydney LGA	Funding will support Mentoring Men in engaging with at-risk men throughout the North Sydney LGA to promote mental wellbeing, improve help-seeking behavior and increase social connections. Through identifying local leaders, providing them with mentoring skills and facilitating the creation of effective partnerships, the community will equip itself with the skills to meet challenges into the future.	\$2000	\$2000	H
Lower North Shore Multicultural	What do you know about race & racism?"	The LNSMN will engage with North Sydney and Lower	\$2000	\$2000	H

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Network (Auspiced by Crows Nest Centre)		North Shore residents and services around the issue of racism. It will offer a 3-hour introductory workshop that develops empathy, understanding of race related issues and identities, and improve safety and support for people who have experienced racism.			
Lower North Shore Domestic Violence Network	Supply Mum's and Bub's Survival Kit for local DV services	Various local DV services have flagged the need for a pack of essential items for new mums and newborns/young babies who need to leave a violent home situation. Providing a pack of basic items for both mum and baby will ease their transition.	\$2000	\$2000	H
Mary's House Services	Telephone devices for Domestic Violence (DV) community outreach workers	The funding will be used for the purchase of two new Mobile phones for community outreach workers. Converting to a new telephone system and using Apple phones with better security and ensure business efficiencies with links to Microsoft Business.	\$1852.26	\$1852.26	H
The Kirribilli Neighbourhood Centre	North Shore Queers	North Shore Queers recognise the lack of dedicated LGBTQIA+ groups in the Sydney North Shore area. Therefore, this project aims to create inclusive spaces and organise events to foster community engagement. The funding will be used to kickstart the North Shore Queers group.	\$1485	\$1485	H

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Lifeline Harbour to Hawkesbury Sydney	Community Education	The funding will provide Start the Conversation and Creating a Personal Self Care Plan community workshops. Providing attendees the confidence to recognize distress in others, techniques to engage in conversations that truly matter and enhance attendees' productivity, relationships, and mental health.	\$2000	\$2000	H
North Sydney Community Service Ltd t/a Crows Nest Centre	Reach Your Potential: Employability Workshops for Skilled Migrants	Our project aims to build on 10+ years of successfully delivering employability workshops to skilled migrants so they can attain skilled employment, further their careers and contribute to Australian society.	\$2000	\$2000	H
The Kirribilli Neighbourhood Centre	The Feel-Good Photography Group	The Feel-Good Photography Group is inclusive, and brings our community together over creativity, discussion & fun. It helps reduce social isolation, encourages discussion, friendships, kindness and most importantly community, different cultures, views, lifestyles and wellbeing. This program is open to all.	\$2000	\$2000	M
The Waverton Hub	Healthy Ageing – Strength & Balance Class	Funds will be used to subsidise attendance costs for enrolled students.	\$3000	\$2000	M
Kayak Share Club	Improving safety equipment and	To improve paddling safety, KSC will purchase safety	\$1938.35	\$1938.35	M

	safety and rescue training	equipment and undertake extended paddling and safety/rescue training.			
Early Education (EarlyEd) Inc	Supporting inclusion in North Sydney early childhood education services	Playgroup leaders and early childhood educators from the North Sydney LGA will be provide 4 free Online training and coaching sessions to help support - the diverse needs of children in their services - inclusion of all children in their services - help identify children in need of support.	\$2000	\$2000	M
Taldumande Youth Services	Food vouchers for YP at risk of homelessness	The funding will be used to purchase grocery vouchers. The vouchers will enable the vulnerable children and young people experiencing financial hardship who are in the care or being assessed by Taldumande Youth Services to purchase essential items.	\$2000	\$2000	M
Neutral Bay Community Centre	Art in the Afternoons	The funding will be utilised to start an art group at Neutral Bay Community Centre on Thursday afternoons.	\$2000	\$2000	M
Gilbert & Sullivan Opera Sydney	Gilbert & Sullivan Opera Sydney's production of "HMS Pinafore	To produce a high-quality musical theatre presentation of Gilbert & Sullivan's classic HMS Pinafore.	\$2000	\$0	L
Kelly's Place Children's Centre	Music consultant	Kelly's Place Children's Centre will engage a weekly early childhood music consultant to support the professional development of the educators, enhancing the children's	\$2000	\$0	L

		educational curriculum.			
Royal Life Saving of Australia (NSW Branch)	Seniors Lifesaving Skills Refresher	Royal Life Saving NSW (RLNSW) will conduct three Lifesaving Skills Refresher workshops, engaging 90 people age 60+ in North Sydney.	\$2000	\$0	L
May Gibbs' Nutcote	Celebrating 30 years of the Nutcote Museum	In May 1994 May Gibbs Nutcote opened to the public as a house museum dedicated to the life and works of May Gibbs. This year marks the 30th anniversary of the opening. Funding would host a celebration to thank supporters and attract new visitors.	\$1500	\$0	Not identified as meeting key objective of the Small Grants policy
Parents for Climate	Sydney Climate Action Week in North Sydney	Funding would be used to hold an event in North Sydney during Climate Action Week to broaden families understanding of climate solutions in a welcoming and inclusive manner.	\$1900	\$0	Not identified as meeting key objective of the Small Grants policy
Zonta Club of North Sydney Inc	Domestic Violence Support Information - Framed posters in Women's/Unisex toilets	Zonta seeks funding to purchase and install protective, adhesive backed frames to house A4 posters providing information on support services for women/families experiencing domestic/family violence. Zonta will encase the posters in the frames and manage the installation in women's toilets in Council facilities and public amenities.	\$2000	\$0	No funding proposed as application seeks to instal and modify Council property in public amenities. Proposal concept referred to Councils Communication s team to be considered as part of broader Council communications strategy.

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Hindu Council of Australia	Stay Connected	Building Digital Skills grants program to support older Australians 50+ through free face-to-face contact (if safe to do so), either one-on-one or in small groups, to develop their digital skills and confidence, utilising the learning courses provided by Hindu Council of Australia.	\$2000	\$0	Not based in North Sydney LGA and no apparent connection to the LGA.
The Cottage Counselling Centre Inc.	Domestic Violence Intervention	An initiative to combat domestic violence using the DV Bystander Program, to empower those in the community to intervene safely and effectively when witnessing potential abuse.	\$1450	\$0	Private business and does not meet the eligibility of the Small Grants policy
Total			\$44,925.61	\$29075.61	