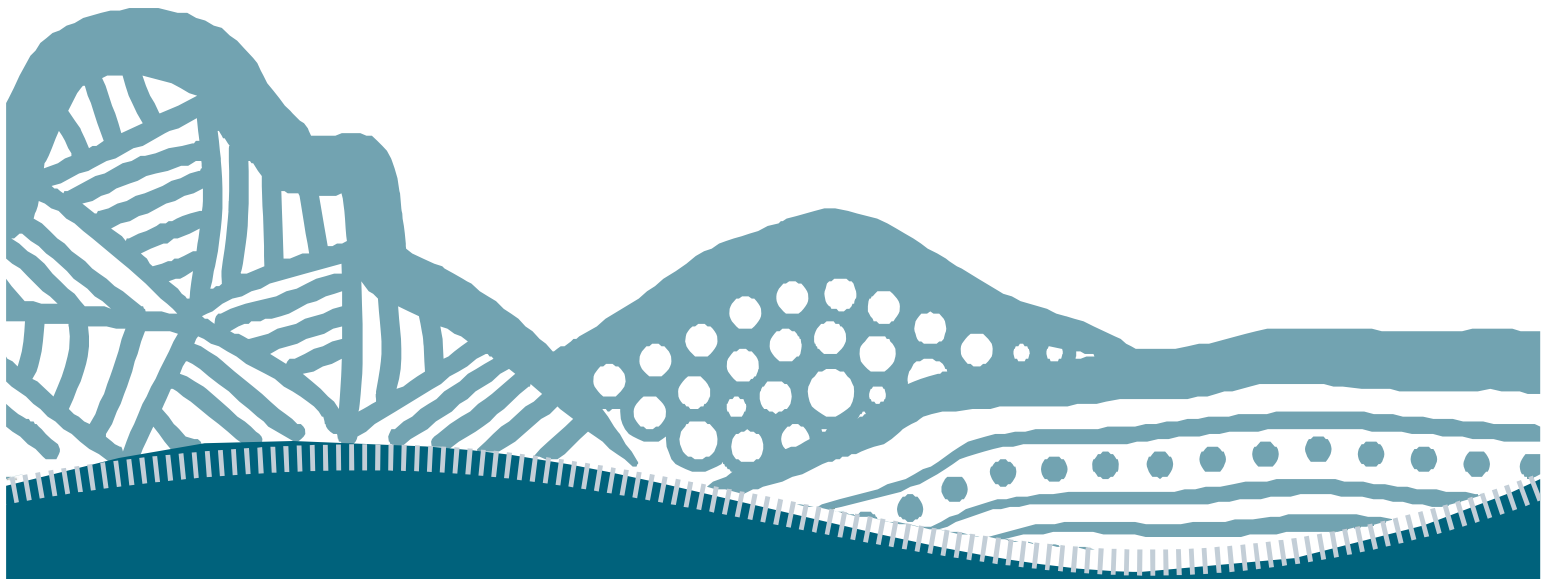


Kyogle Council Community Grant Program



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Purpose

Kyogle Council's Community Grant Program seeks to support not-for-profit organisations and individuals in the Kyogle local government area to deliver local activities and projects that provide benefit to the wider community and assist in achieving the objectives outlined in the *Kyogle Community Strategic Plan 2025 – 2035*. The Program is one of three programs through which Council seeks to support the community; the others being the Event Sponsorship Program and the Local Heritage Program.

Council will provide financial assistance for activities and projects that benefit communities in the Kyogle LGA annually, subject to budget allocation in Council's Delivery Program and Operation Plan. Support will be provided on a competitive basis and therefore a project or activity may receive full, partial or no support depending on the total amount of assistance available and alignment of the project or activity with Council objectives.

Program eligibility

To be eligible for assistance, applicants must:

- be a legally constituted not-for-profit organisation or an individual.
- operate within the Kyogle Local Government Area and/or be able to demonstrate benefits for Kyogle Local Government Area residents.
- have evidence of adequate public liability insurance (minimum \$20 million) and other relevant insurance cover.
- not have outstanding grants that have not been acquitted within required timeframes or not had grants that were not satisfactorily acquitted.
- have evidence of approvals required to deliver the project or activity if required (e.g. development consent) or demonstrate the capacity to obtain required approvals, as determined by Kyogle Council.

Applications are ineligible for support if they are:

- incomplete.
- not submitted by the due date.
- for a project or activity that will not occur in the Kyogle LGA or benefit communities in the Kyogle LGA.
- for a project or activity that has been completed or will have already been completed by the time grants are awarded.
- for a project or activity that has received funding to deliver the project or activity in its entirety from another source.
- submitted by State or Federal Government organisations. Council may consider applications that are supported by State or Federal Government organisations.
- submitted by an employee of Kyogle Council or Councillors of Kyogle Council. Note employees or Councillors may be members of community organisations or associations that apply, provided that the organisation is the applicant.

- for projects or activities with a religious, political or sectarian purpose, where that purpose may exclude members of the broader community.
- seeking funds for projects of a commercial nature that is for profit.
- from applicants who have an outstanding debt to Council or are seeking funds for debt repayment.
- duplicating a project or activity already existing within the same locality.
- for a project or activity which primarily benefits a single individual or business.

Support available

The provision of support is determined by Council's annual budget allocation as outlined in Council's Delivery Program and Operational Plan. Please note that full, partial or no funding may be provided.

There are two levels of support available:

LEVEL	REQUIREMENTS
Up to \$1000	Applicants must meet the eligibility and assessment criteria.
Up to \$5000	Applicants must meet the eligibility and assessment criteria. Applicants must be able to match the grant amount requested from Council with funding from the organisation.

The Community Grant Program will open for applications at least once per year. If the allocated amount of funding available under the Program is not exhausted in the first round, a subsequent round will be held. Approximate dates for each round of applications are outlined below:

ROUND	APPLICATIONS OPEN	APPLICATIONS CLOSE	DECISION
One	1 April	13 May	July Council Meeting
Two	1 September	13 October	December Council Meeting

Only one application per organisation, per round of the program, may be successful in obtaining funding.

Program guidelines

The Community Grant Program seeks to provide funding support for projects and activities that will help deliver the vision and objectives in the Kyogle Community Strategic Plan 2025-2035 ([link](#)). All applications must align with at least one objective listed in the Community Strategic Plan.

The following information provides guidance on the type of projects which are, and are not, eligible for funding under the Program.

Types of projects or activities which can be funded

Below is a list of the types of projects and activities you can apply for. This list is not exhaustive, and you are welcome to choose from this list or create your own project. The key is

to ensure the project or activity delivers on one or more of the objectives listed in the Community Strategic Plan.

- a) A program which seeks to provide activities for vulnerable or marginalised sectors of our community such as children, youth, the elderly, people living with a disability, women or first nations peoples.
- b) A program or activity which seeks to address a social issue affecting our community, for example, domestic violence, rural suicide, mental health, youth exposure to drugs and alcohol.
- c) A project to build the capacity of a community organisation to better serve the community.
- d) A project which seeks to document, share or celebrate local culture and history.
- e) A workshop, or series of workshops that help people to appreciate or care for the natural environment.
- f) A project which seeks to eradicate weeds on public lands.
- g) A project focused on building community resilience to natural disasters.
- h) A project to activate or make improvements to places where communities gather (for example, a community hall).
- i) A project which seeks to increase or enable ongoing community participation in sporting, social or cultural activities.

The following are the types of things that will not be funded through this program:

- a) Purchases or expenses related to items that are privately owned.
- b) Works or projects that do not have owner consent or are proposed on private property.
- c) Staff salaries.
- d) Day-to-day operational costs of running your organisation including utility bills, insurances, furniture, equipment, software, transport, petrol etc. unless genuine financial hardship is demonstrated.
- e) Purchase of goods or services to 'on-sell' or to use to raise additional funds.
- f) Requests for donations to charities or not-for-profit organisations.
- g) Requests for funding to subsidise costs incurred by individuals to participate in educational, sporting or social activities.

Assessment Criteria

In order for a project to be approved under the Program, the applicant must demonstrate that the project meets these principles:

- a) *Community benefit*: The project or activity maximises positive benefits for the community and is supported by the community.

- b) *Alignment with community priorities:* The project or activity is aligned with, and contributes to the achievement of, an objective as articulated in the Community Strategic Plan.
- c) *Capacity to Deliver:* The applicant demonstrates they have capacity to deliver a successful project or activity. The applicant has the required resources to deliver the project or activity (including personnel, funding, infrastructure).
- d) *Value for money:* The project or activity has a realistic budget that represents value for money for the Kyogle community considering the scale and nature of the project or activity and proposed benefits.
- e) *Hardship:* The applicant can demonstrate a genuine hardship and/or limited capacity to deliver the project or activity without Council support.

Assessment

All applications for the Program will be assessed against the criteria listed under the 'Assessment Criteria' heading in this document. Kyogle Council reserves the right to request further information in considering any application as well as the right to reject any application that does not, in the Council Officers' opinion, meet the criteria.

Applications that are assessed as best meeting the assessment criteria will be shortlisted and presented to a Councillor workshop. A final list of projects will subsequently be presented to Council for endorsement. Council reserves the right to award an amount less than that applied for.

All decisions of Kyogle Council are final, and no negotiations or appeal process will be entered into.

All applicants will be notified in writing by email of the outcome of their application following the Council decision.

Other terms and conditions

The Program is also subject to the following terms and conditions:

- (a) Council has financial constraints and limitations and will consider value for money when assessing applications. Value for money is the allocation of public resources in an efficient, effective, economical and ethical manner.
- (b) Applicants must identify and declare any conflicts of interest. A conflict of interest occurs when private interests interfere, or appear to interfere, with the performance of official duties. Private interests include personal, professional or business interests, as well as the interests of individuals that you associate with, such as family, dependants and friends. Conflicts of interest must be identified, disclosed and managed in a transparent and accountable manner and in the favour of public interest.
- (c) Applicants must identify and declare all funding received for the project or activity from other sources. The terms and conditions of the alternative funding must be disclosed to ensure there is no conflict between the terms and conditions of different funding programs.

- (d) Support provided is financial assistance to deliver the nominated project or activity, not a donation, therefore successful applicants must be aware that provision of support is subject to terms of conditions. Successful applicants will be required to enter into a funding agreement with Council.
- (e) Funds must be expended within the financial year they are allocated and used solely for the purpose for which they are given. Any variations in the use of funds must be approved by Kyogle Council in advance and confirmed in writing.

In the event that expenditure of funds is not/cannot be acquitted to the satisfaction of Kyogle Council, the total community assistance funding amount, will be required to be reimbursed to Kyogle Council.
- (f) In the event an organisation fails to meet the requirements and conditions set out in the funding agreement, support may be terminated and the applicant will be required to reimburse any funding already received from Council. The applicant will be notified prior to any action being taken.

Further information

This document has been prepared by the Planning and Community Development Department of Kyogle Council. Comments, feedback or corrections can be directed to:

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