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## **Community Assistance Scheme 2023/2024 Guidelines**

*Under section 356 of the local Government Act, Walgett Shire Council invites applications from eligible organisations in January and July each year for funding under the Community Assistance Scheme.*

### **Overview of the Scheme**

The aim of the Community Assistance Scheme is to increase the capacity of the Shires Community groups and organisations and assist in responding to identified community issues and priorities. The grants program aims to provide limited financial assistance in relation to the development of programs, projects and/or activities, and is not intended to be relied upon as a primary source of funding.

Applicants are required to demonstrate that they have investigated funding from other sources. Priority may be given to projects, programs and/or activities that have not received a grant in the preceding 12 months.

Applicants are eligible to receive up to a total value of \$3,000 in grants funds per financial year. Grants will not be provided for projects, programs and/or activities which are to be undertaken for the sole purpose of profit generation (there must be some other general community benefit /outcome from the activity). Council encourages co-funding from other external funding sources and reserves the right to part fund a grant application.

Generally, funding will not be provided to increase existing un-acquitted funds from Council for the same project, program and/or activity. In the event that the funded event does not occur, or the activity or program which was the subject of the funding is delivered, the grant recipient will be required to repay the full amount of the council funding awarded.

### **Applications**

#### **How to Apply**

In applying for assistance and grants from the above scheme, applicants need to:

- a) Obtain a copy of the Community Assistance Scheme Guidelines and Application Form from Council's website at [www.walgett.nsw.gov.au](http://www.walgett.nsw.gov.au) or from Walgett Shire Council Administration Office located at 77 Fox street, Walgett;
- b) Carefully read the guidelines information;
- c) Fill out the Community Assistance Scheme Application Form;
- d) Ensure that copies of all required support documents are attached;
- e) Complete and lodge Community Assistance Scheme application Form and documents by due date;

#### **Payment of Funds**

To the payment of funds; successful applicants are required to forward an invoice to Council for the granted amount plus GST (if applicable). The invoice must include bank details so funds can be remitted via EFT. Payment will be made within 21 days of receipt of an invoice.

Please note that payment requests (Invoice) for Council approved funding are required by 5pm on **30<sup>th</sup> June 2024**. Any unclaimed approved funding will be forfeited after this date to be offered in the next round of funding and a new application will be required.



**GST:** If the organisation applying under the scheme is registered for GST purposes, the invoice must include GST. If however it is not registered for GST purposes, please state this on the invoice, and no GST should be added to the invoice.

### **General Eligibility Criteria**

Community Groups and organisations must be based within the Walgett Shire and/or be able to demonstrate that the project, program and/or activity will directly benefit Walgett Shire residents.

You should be an incorporated 'not for profit' organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient. Unincorporated groups are eligible to apply, providing that their application is made through an appropriate incorporated body which supports the project, program and/or activity (Auspice).

The applicant must have successfully acquitted all previous Walgett Shire Council grants.

The applicants must have relevant insurance cover including public liability to the value of \$20m.

Applicants are required to demonstrate that they have investigated funding from other sources.

Projects that align with the responsibilities of the State or Federal Government are ineligible.

Projects that will have commenced prior to the receipt of council funding are ineligible.

### **Who cannot apply**

Commercial organisations

Government agencies

School (public and independent); unless sponsored by an eligible community organisation/group.

Churches; unless the proposed project, program and/or activity can be considered an addition to the core business of the church.

Community organisation operating more the 30 gaming machines.

Political groups.

### **Closing Date**

Completed application forms must be lodged by 5.00pm on the closing date being either in July or January depending on the application round.



### **Use of Grants**

Community Assistance Scheme grants are given on the strict basis that the funds are used for the activities outlined on the application form. Therefore once the activity has taken place, the acquittal form provided must be completed and returned to council to confirm the use of funds, if an acquitted is not received, Council reserves the right to re-claim grants

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PO Box 31  
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By Fax:                   (02) 6828 1608

By Email:                [admin@walgett.nsw.gov.au](mailto:admin@walgett.nsw.gov.au)

By Hand:                77 Fox Street, Walgett

### **For Further Information**

Contact Rebecca Wilson on (02) 6828 6100 or by email [admin@walgett.nsw.gov.au](mailto:admin@walgett.nsw.gov.au).