
Community Donations and Grant Funding Guidelines



1 Purpose

The City of Coffs Harbour (City) provides financial and non-financial assistance to not-for-profit organisations through Community Donations and grant funding. These guidelines are to be read in conjunction with the Community Donations and Grant Funding Policy.

The policy establishes a consistent, equitable and transparent response to funding requests.

2 Scope

The Program supports the MyCoffs Community Strategic Plan (CSP) 2030. It responds to the theme of *Community Wellbeing* and *Sustainable Community Leadership* and the following objectives and outcomes:

We foster a sense of community, belonging and diversity – more people in our community volunteer to help others, and volunteering is valued and recognised.

We support our community to lead healthy lives – we have facilities that support affordable options for people to be active through a wide range of sport and recreation activities.

We collaborate to achieve the best possible future for all the Coffs Harbour area – our limited resources are targeted to where they are needed most.

These guidelines apply to eligible not-for-profit organisations seeking funding from the City in alignment with the strategic objective as stated in the CSP.

Funding covered by these guidelines include:

- Donations
- Financial subsidies
- Value In-kind donations
- Contributions to Rates and Charges
- Low value asset donations
- Community Infrastructure renewal grants

3 Guideline Statement

This funding supports initiatives and projects that strengthen the social, cultural, economic and environmental life of the city. Through this program the City partners with the community to further the strategic directions of MyCoffs Community Strategic Plan 2023.

The City recognises and respects the vital contribution of community groups in developing and delivering projects that contribute to a vibrant, inclusive, resilient, innovative and sustainable city. Through this funding the City provides financial and value in-kind support to a diverse range of projects and events.

4 Procedures

4.1 Eligibility

All applicants must complete the prescribed application form for consideration for funding.

Applicants are eligible per the Community Donations & Grant Funding Policy which includes if they are:

- a) Based in the Coffs Harbour Local Government Area (LGA), or affiliated with or service clients within the LGA
- b) Either:
 - i. An incorporated not-for-profit organisation as defined, or
 - ii. Unincorporated not-for-profit organisation auspiced by an incorporated organisation
- c) Seeking funding for an activity or service which can be delivered within approved scope and completion within a 12-month period unless otherwise approved
- d) The approved applicant and use the funding for the purpose for which they were granted
- e) required to provide information and acquittals for the funding as requested by the City.

4.2 Assessment Criteria

Community Donations

- a) Funding must align with the CSP and result in direct benefits to the wider community.

Community Infrastructure Renewal Funding

- a) Projects must be undertaken on City owned or managed land
- b) Funding must align with the City's goals and strategic plans, including asset management plans
- c) Projects must target community needs and result in direct benefits to the wider community
- d) Assist in increasing participation, accessibility and range of community organisations for the residents of the City of Coffs Harbour LGA
- e) All projects will comply with the City's development consent requirements as applicable
- f) The infrastructure renewal project should be included in a long-term strategic plan for the facility
- g) Renewal projects will be prioritised over new capital works
- h) The asset should be included in the City's asset register
- i) Assets at the end of their lifecycles will be prioritised
- j) Co-Contributions from other partners will be viewed favourably including state and federal funding
- k) It is conditional upon receiving funding under this program, that the successful applicant will assume all normal commercial responsibility including public risk and/or any other appropriate insurance cover for the project. Council is to be noted as an interested party on all insurance certificates for the purposes of the grant.

4.3 Assessment Panel

All funding applications are assessed by at least three relevant City Staff. Recommendations are then made to Council for approval. Even though an application may meet the criteria, it may not be competitive against other applications. If an application is unsuccessful, the applicant can request feedback from the City's staff.

4.4 Available Funding

Each year, Council will resolve an allocation for each of the funding sources in the Operational Plan.

The City will allocate the funds in July of each year once resolved by Council. Should all the available funds not be allocated in the initial round, or funding allocations lapse, unallocated funds may be rolled forward to a future round.

Applicants can only receive funding from one funding program annually with the pool available dependent upon the budget allocated within the delivery program

Donations

- a) Financial donations, up to \$5,000 per applicant
- b) financial subsidies:
 - i. City building compliance fees, up to three-quarters of DA fees (excluding State Government levies and developer contributions), as determined by the City
 - ii. Direct subsidies – surf clubs, as determined by the City
- c) Value In-kind donations and low-value assets, as determined by the City

Community Infrastructure Renewal Program

- a) Funding up to 100% of the project cost, excludes any in kind labour
- b) The total amount approved by Council in the budget for this program will be included with an invitation to submit an application
- c) Projects may be part of a multi-stage project. If a project is part of a larger or multi-stage project, individual stages can be applied for, provided that details of all stages, including timelines and commitments are supplied.

A staged project must not be reliant on subsequent years funding.

Where a stage of a larger project is applied for the project must be at a suitable point where if no further funding (any source) was applied then that project would appear suitably complete.

4.5 Exclusions

In accordance with the Community Donations & Grants Funding Policy, the funding Program does not provide funding for:

- a) Organisations who fall outside of not-for-profit as defined
- b) Commercial groups or organisations
- c) Significant achievements which relate to ambassadorial roles in the community
- d) Organisations (e.g., Parents and Citizens organisations) which operate in conjunction with registered educational institutions that have already received a donation within the same financial year
- e) Refund of DA fees where the applicants is:
 - i. Providing a personalised service for fees (e.g., nursing homes, preschools or childcare centre)
 - ii. Operating licensed premises
- f) On-going operating expenses, such as rent, salaries, printing etc.
- g) Purchase of food and beverage.

4.6 Application Process

- a) The City will advertise applications for funding via the City's website and any other means considered appropriate in April/May of each financial year.
- b) The outcome of annual applications will be determined by Council Resolution after the adoption of the operational plan.
- c) Applications must be made via the on-line application form found on the City's Website. *Ensure you provide all necessary supporting documentation as the assessment panel will determine suitable projects solely upon what has been provided in the application.* Submitting an application does not guarantee funding and the assessment panel may recommend partial or no funding.
- d) The assessment panel will assess applications against the criteria specified in these guidelines and the Community Donations & Grant Funding Policy, and make a recommendation for consideration by the elected Council
- e) In some circumstances, additional information may be required by staff via phone or email.

4.7 Receiving Funding

- a) Once resolved by the elected Council, applicants will be notified of the outcome of their application via email. All successful applicants must provide an Acquittal Report or other information as requested, to the City about completed projects, outlining achievements/obligations met, benefits to the community, and where possible photos and media coverage if applicable
- b) All publicity and advertising material must acknowledge the City by displaying City of Coffs Harbour's logo and/or naming the City as the financial supporter/sponsor. Logo and Acknowledgement Procedures as well as electronic logo files will be provided to all successful applicants
- c) Artwork featuring the City's logo must be approved by the City's Communications team.
- d) Invitations to the project's public activities should be extended to the Mayor, Councillors and relevant City staff as appropriate. Information on how to do this will be provided to successful applicants.

5 Review and Evaluation

These procedures will be reviewed at the same time as any review of the Community Donations and Grant Funding Policy, or at least every two years. Evaluation will consider whether the procedures support desired outcomes of the program

6 Application Process

Applicants can only receive funding from one funding program annually with the pool available dependent upon the budget allocated within the delivery program

7 Definitions

Donation – a cash contribution that is associated with a particular purpose, event or project.

Financial subsidies – a direct or indirect payment given to an individual or business usually in the form of a cash payment from a government some examples include council fees for building service, excluding fees collected on behalf of the state government or developer contribution fees.

Funding - a contribution (cash or Value in-kind) that is associated with a particular purpose, event or project.

Grant – Cash support provided to applicants for a specified project.

In-kind Labour – Contribution of voluntary labour from community members.

Low value assets – grants for surplus goods and scrap materials with an estimated cumulative value under \$2,000.

Not-for-profit organisations – groups such as non-government organisations, peak bodies, membership organisations, chambers of commerce, community groups and community based sporting groups.

Value In-kind donations - this may include material and/or equipment, venue hire, Advertising/marketing or the City’s human resources support.

8 Application Support and further Information

The City has various resources to assist you with your application:

- **Online resources** on the City’s website. See <https://www.coffsharbour.nsw.gov.au/Community-and-recreation/Grants>
- The **Coffs Harbour Grants Finder** provides access to a comprehensive list of grant and funding opportunities available to all local business, community groups, not-for-profit organisations and individuals.
- **Plan my Event** - www.coffscostevents.com.au Helpful guide and tips for your event planning & document templates
- **Talk to a City Officer**
Ph: 02 6648 4000 or Email: coffs.council@chcc.nsw.gov.au

9 Details of Approval and revision

- **Approval date:** 28/11/2023
- **Responsible Group:** Financial Services
- **Responsible Section:** Financial Planning
- **Superseded policies/procedures:** N/A
- **Next review date:** 1/02/2025

Table of amendments

Amendment	Authoriser	Approval ref	Date
New Guideline	GLT	9.4	28/11/23