

**Community**

**INVESTMENT PROGRAM**

**Partnerships**



# Application and Funding Guidelines

# Contents

<b>1. Introduction</b>	<b>1</b>
1.1. Purpose	1
1.1. Background	1
1.2. Overview	1
<b>2. Application and Assessment</b>	<b>2</b>
2.1. Who can apply?	2
2.2. Funding priorities	2
2.3. Assessment criteria	2
2.4. Assessment Process	3
<b>3. Funding details</b>	<b>4</b>
3.1. Available funds	4
3.2. Conditions of funding	4
3.3. Funding rounds and key dates	5
<b>4. Enquiries</b>	<b>5</b>

# Community Partnerships

## 1. Introduction

### 1.1. Purpose

Randwick City Council is committed to empowering our local communities through investing in ideas, initiatives, programs, and services which are inclusive, needs-based, impactful and create a 'sense of community'.

### 1.2. Background

Randwick City Council has been delivering financial and in-kind support to the community through its grants, donations, and subsidies programs since 2009. In 2020, Council reviewed its grants program and developed a new 'investment' framework. The new scheme is called the *Community Investment Program* and accommodates a broader range of applicants and funding options. The Community Investment Program enhances Council's ability to capture the benefits and impact of community initiatives, programs and services, to report on its achievements, and provides diverse and flexible opportunities for the community to seek support.

The Community Investment Program has three funding streams and works towards Randwick City Council's vision to create 'a sense of community'.

Community Investment Program: Funding streams		
Community Connect	Community Creative	Community Partnerships
3x funding rounds annually		1x funding round annually

### 1.3. Overview

The Community Partnerships stream provides funding to not-for-profit organisations to undertake projects designed to achieve one or more of the following outcomes:

- To develop and implement relevant programs or services that address the social needs of residents within Randwick City
- To work in partnership with Council's Community Development team to encourage and foster the effective provision of community-based services.

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## 2. Application and Assessment

### 2.1. Who can apply?

Funding is awarded to not-for-profit organisations with professional qualifications to deliver support programs and services that improve the health and wellbeing of disadvantaged residents in Randwick City. Only **incorporated social service providers** are eligible to apply for funding under this program.

*Ineligible applicants include:*

- State or federal Government organisations/departments
- Political parties.

*General exclusions*

The Community Partnerships stream does not fund:

- Any activity that duplicates an existing program or service, unless there is a demonstrated need for the additional program or service
- Any activity that has already occurred (no retrospective funding)
- Any profit-making activity, or those which promote (directly or indirectly) profit-making ventures
- Requests to attend forums, events, workshops, and conferences with no returned benefit to the Randwick community
- Operational expenses such as rent, ongoing staff wages, insurance, utilities, day-to-day general office supplies not related to the program or service being funded
- The cost of holding deposits (bonds) for venue hire; and
- Any activity hosted by an organisation not covered by Public Liability Insurance to the value of \$20m.

### 2.2. Funding priorities

All applications will be assessed against Randwick City Council's Local Area Priorities. These priorities were identified through the [Randwick Social Study \(2021\)](#). Applicants must indicate in their application which key priority theme/s their program or service will address:

- Domestic and family violence
- Housing affordability and/or homelessness
- The needs of Aboriginal and Torres Strait Islander communities
- Targeted education, employment and engagement opportunities for young people
- In-home services for people with day-to-day support needs (eg., people with disability or who are frail aged)
- Mental health and social-emotional wellbeing.

### 2.3. Assessment criteria

Applications will be assessed against the following general criteria:

- The applicant's demonstrated history in the delivery of programs and services, with evidence of experience, skills, and time management.
- The project must clearly identify and address a 'Local Area Priority', as per s2.2. If not, the applicant will need to substantiate the reason for requesting funding for their

program or service. The application must show that the project will be of direct benefit to a specific group or groups within the Randwick community.

- The application must show a realistic budget for the project that is both cost-effective and achievable. A complete budget **must** be included. Applications with incomplete budget information will not be considered by the assessment panel.
- The funded project must provide a program or service to residents of the Randwick Local Government Area (LGA). The project must be conducted or located within the boundaries of Randwick LGA. Applicants can check this here: [Explore Randwick City Council - LGA Boundary Map](#).
- The application must clearly define the outcomes or goals of the project; i.e., what the project should achieve to be considered a success. These outcomes should be specific, measurable, attainable, relevant, and time-bound (SMART).
- The project must include a component of in-kind or cash contribution from the organisation applying.
- Applicants must demonstrate a degree of financial sustainability and should not be solely reliant on Council funding, particularly in relation to projects that are expected to continue beyond the initial funding period.
- The organisation must have properly acquitted any previous grant funding received from Randwick City Council.
- Applicants must hold current Public Liability Insurance to the value of \$20 million.
- All applicants must have an ABN and the ability to provide Council with a Tax Invoice.

## 2.4. Assessment Process

- Community Partnerships opens for applications once per year. Applications are made online through the SmartyGrants platform. A link to SmartyGrants will be posted on the Council website: [randwick.nsw.gov.au/CommunityPartnerships](http://randwick.nsw.gov.au/CommunityPartnerships).
- Eligible applications are assessed by an expert assessment panel. Due to high demand for the Community Investment Program, not all eligible applications will be awarded funding. Funding recommendations are made based on the relative strength of each application's eligibility, alignment with the assessment criteria and focus on Local Area Priorities, as outlined within these Guidelines.
- All recommended funding and its community impacts will be reported to Council at an Ordinary Meeting prior to final approval.
- All applicants will be advised of the outcome of their Community Partnerships application as soon as possible following final approval. Indicative dates can be found at [s3.3](#) of these Guidelines.
- The Community Partnerships assessment panel may include Councillors, Council staff with relevant expertise, an officer from a government agency (such as the Department of Communities and Justice or Housing NSW) or an officer from an adjoining Council.

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## 3. Funding details

### 3.1. Available funds

- Funding for a minimum of **one** and a maximum of **three** years is available through the program. The funding will apply to a single project only.
- An amount not exceeding **\$20,000** per year may be granted. Multi-year funding (for up to three years) must not exceed a total of **\$60,000**.
- Organisations may submit more than one application per funding round. However, only one program or service may be funded by Council from each round.
- Recurrent funding to continue with a previously funded project will not be considered under the terms of the Community Partnerships stream.
- Applicants seeking project funds of \$5,000 or over must complete a Project Plan detailing the work tasks and anticipated outcomes or performance indicators (**Part H** of the Application Form).
- Applicants seeking project funds of less than \$5,000 must complete an Activity Sheet (**Part I** of the Application Form).
- Organisations granted multi-year funding must submit an annual Progress Report, including a financial statement of expenditure and detailing the outcomes achieved against the contents of the Project Plan. This Progress Report will need to be completed before the next funding instalment is paid.
- Organisations successful in securing multi-year funding will be paid in annual instalments in advance of proposed expenditure. Annual payment during the approved period will be dependent upon the achievement of agreed milestones detailed in the organisation's submitted Project Plan.
- Applicants should be aware that there are always more requests for financial assistance than funds available through the Community Partnerships program. Not all eligible applications will be awarded funding in any given round.
- Randwick City Council cannot guarantee that the full amount requested by a successful applicant will be offered. If a lesser amount is to be offered, Council will contact the applicant for further discussion.

### 3.2. Conditions of Funding Agreement

- Randwick City Council reserves the right to require the successful organisation to enter a partnership or service arrangement. This is to ensure that identified Local Area Priorities are satisfactorily addressed.
- Where a service or partnership arrangement is entered into, it should be jointly developed and ratified by Council and the subject organisation prior to distribution of funds.
- Funds provided by Council must be deposited in an account in the organisation's name, and Council must be advised of the organisation's GST status.
- All publicity relating to the program or service, including any annual reporting, must acknowledge Randwick City Council's contribution.
- At the end of the funding period and as part of the grant acquittal process, organisations will be required to complete an End of Project Report.
- Should there be any concerns regarding completion of the funded project, the organisation is encouraged to discuss the situation with Council officers with a view to putting the project back on course.
- Any unspent monies are to be returned to Randwick City Council as soon as the project has been finalised.

### 3.3. Funding rounds and key dates: 2023

Description	Date
<b>Applications open</b>	23 June
<b>Information session/s</b>	<i>To be confirmed*</i>
<b>Applications close</b>	23 July
<b>Assessment period</b>	24 July – 4 August
<b>Council approval</b>	22 August
<b>Notification of outcome to all applicants</b>	23 – 25 August
<b>Mayor’s Presentation Morning Tea for Community Partnerships recipients</b>	September/October 2023*

\*Details will be posted on the Council website (**Community Partnerships page**) once confirmed.

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## 4. Enquiries

Enquiries should be directed to:

### **Susanna Susic**

Grants and Administration Officer

Ph: (02) 9093 6677

E: [Susanna.Susic@randwick.nsw.gov.au](mailto:Susanna.Susic@randwick.nsw.gov.au)

W: <https://www.randwick.nsw.gov.au/community/grants-and-awards/community-investment-program/funding-program>

Aboriginal and Torres Strait Islander people and organisations are also welcome to contact **Sharron Smith**, Community Engagement Officer - Aboriginal Partnerships & Programs for further discussion or for support to submit a verbal application.

Ph: 0418 401 624

E: [Sharron.Smith@randwick.nsw.gov.au](mailto:Sharron.Smith@randwick.nsw.gov.au).