KENDALL COMMUNITY OP SHOP INC.

Community Grants Program 2022

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I N T R O D U C T I O N

The Kendall Community Op Shop recognises a need to assist non-profit community groups and organisations that are interested in, and working towards, the enhancement and well being of the residents of **Kendall and district.** The Grants Program provides funding support to such community groups and organisations in their endeavours to establish, strengthen and/or implement projects, which would benefit residents of **Kendall and district.**

You must:
- be a **Kendall and district** based community group or organisation
- be not-for-profit,
- have an ABN; and
- be incorporated
or
- be auspiced by an organisation that has an ABN and incorporation status.

Grants of up to $20,000.00 will be considered.

O B J E C T I V E S

The Grants Program is an inclusive grants program, which aims to:

1.   Promote the development of a wide range of community organisations and projects within **Kendall and district.**

2.   Increase the participation, accessibility and range of quality community organisations and projects for the residents of **Kendall and district.**

3.   Assist in the provision of innovative community development projects in the areas of sport and recreation, community services and arts and culture.

4.   Facilitate the equitable distribution of Op Shop funds throughout **Kendall and district.**

GRANTS PROGRAM

ELIGIBILITY CRITERIA

To be eligible for funding under the Op Shop Grants Program, the organisation and project **must** meet the following criteria:

1. **Kendall and district based** - Projects will be located within Kendall and district to serve its residents.

2. **Not-for-Profit Community Organisations -** Only Incorporated not-for-profit community based organisations whose projects reflect their direct need and who are directly responsible for the intended project are eligible for funding under the Grants Program. Therefore individuals, for-profit companies and service clubs who intend to supplement their fund raising for a third party's project, are ineligible.

3. **Benefit to the Community** - The project must clearly identify and address a community need.

4. **Community Involvement** - The application must show how the community will be involved, both directly and indirectly, in the project. Priority will be given to those projects, which encourage the participation of the specific group and the community.

5. **ABN and Incorporation –** Organisation MUST provide:
- An Australian Business Number (ABN);
- A copy of the Certificate of Currency for Public Liability (minimum of $10 million);
- If the applying Organisation is more than one year old, financial statements for the previous two financial years. This includes Auspicing Agencies where applicable.

6. **Financial Accountability –** Organisations that have not fulfilled their financial or reporting accountability requirements (acquittals & evaluations) associated with previous Op Shop funding will not be considered. This includes Auspicing Agencies where applicable.

7. **Due Date –** Applications received after the closing date will not be eligible.

PRIORITY PROJECTS

All applications are considered on their merits.

PROJECT CATEGORIES

A cross section of sport and recreation, community services and arts and culture **projects will be considered**, with funding being provided for:

- One-off Projects;
- Small capital/equipment items;
- Facility development (eg sporting fields and facilities which are not fully funded through other agencies);
- Establishment costs where the project can demonstrate that it will be self-funding after the initial grant allocation.

INELIGIBLE PROJECTS

The Op Shop Grants Program **does not fund** projects that:

- Do not meet the Grant Program objectives;
- Have already commenced or are complete;
- Are of a commercial nature or personal profit;
- Are for, or include, ongoing operating costs, for example salaries, electricity, postage, telephone, stationary, cleaning, public liability insurance, rent;
- Are for your uniforms and newsletters;
- Are for works on private property.

PREPARING AN APPLICATION

1. **Application Form** – An application form is available at the Op Shop or maybe downloaded from the Op Shop website.

   A hard copy of the completed application form, which has been signed by two representatives, along with any supporting documents, should be submitted to **the Secretary, PO Box 60, Kendall. 2439**

   # The closing date for applications is 4pm, Friday 4th February 2022. Late applications will not be accepted.

   Those community organisations and groups wishing to discuss their proposals or seek advice in completing their applications should contract **the Secretary, or any Committee Member.**

2. **Project Outcomes** - The application must clearly define the outcomes or goals of the project, that is, what the project will achieve in order to be successful. These outcomes should be specific and not merely broad aims, address areas of need identified in the applications.

In describing the Project, Applicants should consider how their Project outputs and outcomes address the five W's:

WHO: Who is involved? (who in the Community benefits and who is going to run the Project?)
WHAT: What do I want to accomplish? (describe the outputs and outcome)
WHY: Specific reasons for the Project.
WHERE: Identify a location where the Project will take place.
WHEN: Start and end dates of the Project.

3. **Project Budget** - The application must include a budget for the project, which should be realistic and cost effective.

   The Budget should indicate the amount of Grant Funding being sought and a breakdown of expected expenditure and income, including any in-kind contributions. The Applicant's contribution maybe financial, in-kind materials and/or volunteer labour. For Projects that include volunteer labour the Grants Program currently rates voluntary labour at $37.17 per hour. It is important that a breakdown of how the Grant will be spent is provided.

   The upper limit for funding under the Program is $20,000. Applications that exceed the maximum limit will be considered ineligible.

4. **Grant Recipients, Australian Business Number and Incorporation**- Unless an organisation/artist can provide an ABN or a signed statement indicating that the payment is exempt from the withholding tax provision under the Pay-As-You-Go (PAYG) legislation, the Op Shop would be required to withhold 48.5% of the grant. This could adversely affect an organisations capacity to complete the project within the time frame required. **The Op Shop will require ABN and Incorporation Status, GST registration status or a GST exemption statement before making grant payments.** (Note - If your organisation is <u>not incorporated</u> you can still apply for funding under the banner of an auspicing organisation who will be responsible for the financial management of the project).

5. **Supporting Documentation**
   The application must include:

   - A full and transparent financial statement as at 31/12/2021
   - Where the applicant has it's own funds an explanation as to why
     additional funding is required (a grant is usually made to augment funds already held by the applicant)
   - 2 quotes for projects in excess of $500.00. One quote for projects   under $500.00.
   - 1 current letter supporting the application from a recognised agency
     or organisation.

- Projects that include building or minor capital works, and some
  events, may require a DA. Where required, a copy of the DA or Exemption must be attached to the Application. Applicants are advised to check DA requirements with the Port Macquarie Hastings Council prior to submitting an Application.

A CHECKLIST is attached for your assistance.

A S S E S S M E N T

The Op Shop will follow a ranking process to determine the degree to which the projects:

- Meet all the Eligibility Criteria;
- Relate to the Priority Areas;
- Conform with the overall Objects of the Op Shop.

Please note, satisfying the Assessment Criteria alone does not guarantee the receipt of funding. The proposed Project will also be assessed against the relative merit of other projects in meeting the Grant Criteria.

In addition, it is anticipated that the number of eligible applications and funds sought will exceed the funds available and therefore the Op Shop Committee does not guarantee Projects will be successful nor that successful Projects will receive the full amount of funding requested.

The Op Shop will be totally responsible for the allocation of funds for grants and an announcement of the grants will be made at a **Presentation Evening on Thursday 24th March 2022**. Both successful and unsuccessful applicants will be notified in writing of the outcome of their applications. Cheques will be presented to successful applicants as soon as practicable.

F U N D I N G   A G R E E M E N T

Grants allocated to community organisations and groups from the Op Shop Grants Program are made on the following conditions:

- Funds must be expended on the project as described on the successful application;
- All projects must be completed within 12 months of receiving the funds (unless an extension has been granted);
- Allocation of funds to a community organisation for any purpose in any year will not be taken as a commitment for funding in subsequent years;
- All funds allocated should be invested in an approved financial institution until such time that they are used for the specified purpose;

- Applicants are to arrange with the Secretary of the Op Shop for an on-site inspection of the project, where appropriate;
- Formal advice of unexpended funds is required and funds not expended for the purpose outlined in the application should be returned to the Op Shop unless agreement has been reached to use these funds for other approved purposes;
- Organisations and groups who receive funding must submit a financial statement and completed evaluation report to the Op Shop by 4th February 2023. See attached Evaluation Form.

CHECKLIST

[ ]   Incorporation status and ABN included

[ ]   Current letter of support

[ ]   2 Quotes for projects over $500
       1 Quote for projects under $500

[ ]   Full and transparent financial statements as at 31 December
       2021. Details of any other funding are to be provided as
       grants are normally only made to augment funds held by the
       applicant. Where sufficient funds are held by the applicant
       to complete the project, the application may be rejected.

[ ]   Development Approval (if applicable)

[ ]   Copy of Certificate of Currency for Public Liability Insurance