

Kendall Community Op Shop



2026

Community Grants
Guidelines

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SECTION 1 – GUIDELINES

1. Program Overview

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 wellbeing of the residents of **the Port Macquarie Hastings LGA with priority to be given to projects within the Kendall/Camden Haven area**. 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.

Applicant organisations must:

- be a community group or organisation in **the Port Macquarie Hastings LGA**
- 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 \$30,000.00 will be considered.

2. Objectives

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 the Port Macquarie Hastings LGA with priority to be given to projects within the Kendall/Camden Haven area.
2. Increase the participation, accessibility and range of quality community organisations and projects.
3. Assist in the provision of innovative community development projects in the areas of sport and recreation, community services, education and arts and culture.
4. Facilitate the equitable distribution of Op Shop funds

3. Key Dates

2026

2 February	Grant Applications Open
18 February	Application Workshop
6 March	Grant Application Close
23 April	Presentation of Grants

4. Eligibility Criteria

CRITERIA	ELIGIBILITY REQUIREMENTS
Eligible applicant types	Incorporated Association or not-for-profit operating in the local government area. Unincorporated groups may apply under the auspice of an Eligible Organisation. Not-for-profit Entity Registered with Australian Charities and Not-for-Profit Commission. Applicant types other than those listed above are not eligible, this includes individuals, businesses and political parties.
ABN	Mandatory for all eligible applicants. Organisations without an ABN must be auspiced by an Eligible Applicant.
Public Liability Insurance	Mandatory for all applicants. The Organisation must have a minimum cover of \$20 million.
Repeat Funding	After two (2) consecutive years of funding, applicants may be considered for repeat funding only if they show innovation or sustainability and if funds are available.
Landowners Consent	A letter of support for the project and landowner consent is mandatory for any works on land or community assets
Quotations	For projects under \$2000 one (1) quote is required. For projects in excess of \$2000 two (2) quotes are required.
Financial Report	Please refer to NSW Fair Trading Fact Sheet relating to financial reporting. See <i>following page</i> : Financial reports must meet all of the requirements under the Associations Incorporation Act.



NSW Fair Trading link: <https://www.nsw.gov.au/business-and-economy/incorporated-associations/running-an-incorporated-association/financial-reporting-requirements/tier-2-incorporated-associations-financial-reporting>

Tier 2 incorporated associations financial reporting

Understand financial reporting and AGM requirements for Tier 2 (small) incorporated associations in NSW, including exemptions for registered charities and extension of time applications.

Changes to financial reporting thresholds on 27 June 2025

On 27 June 2025, the financial reporting thresholds for incorporated associations increased in NSW. The revenue threshold increased from \$250,000 to \$500,000 and the assets threshold increased from \$500,000 to \$1 million. The new thresholds apply immediately.

Before the annual general meeting (AGM)

As soon as practical after the end of the incorporated association's financial year, the committee must:

- prepare financial statements that include:
 - an income and expenditure statement listed by category, and all income and expenses incurred from running the incorporated association
 - a balance sheet that sets out current and non-current assets and liabilities
 - a separate income and expenditure statement, and balance sheet which must be done for each trust where the incorporated association is the trustee
 - any mortgages, charges, or other securities on property owned by the incorporated association.
- check the financial statements. They should show an accurate and fair view of the incorporated association's financial performance. It is good practice to record this confirmation in the minutes of the committee meeting.
- ensure the AGM is held within 6 months of the end of the financial year.

4.1 Application Eligibility

Applications must be compliant with the following:

1. Must not provide a private benefit to the Applicant for example private use of the equipment
2. Must declare any other grants received in relation to project.
3. Must not be a direct request for donations or fundraising.
4. Must have acquitted all previous community grant funded projects.
5. Must not seek retrospective funding to cover any activities already in progress or completed.
6. Must be submitted by closing date and time.
7. Funded projects must be delivered within twelve (12) months.
8. Be a complete application with all required supporting documentation.
9. Funding will not be given to organisations who hold sufficient funds to complete the project unless a valid explanation is provided as to why the organisation's funds cannot be applied towards the project.

4.2 Ineligible Project Costs

- Works on private property
- Projects of commercial nature
- Direct requests for donation or fundraising
- Ongoing operating costs such as rent, wages, equipment maintenance, application fees, electricity, insurance, inspections, stationery, and cleaning
- Retrospective costs, including costs incurred by the applicant and / or third parties for work already undertaken, part completed or that will commence prior to funding decision being made
- Costs incurred in the preparation of an application, business case development or feasibility study
- Statutory fees and charges and any costs associated with obtaining regulatory and / or development approvals
- Activities conducted outside of the Port Macquarie Hastings local government area

This list is not exhaustive, and other costs may be ineligible where Kendall Community Op Shop determines the expenditure does not directly support the achievement of the planned outcomes of the project, or they are contrary to the objectives.

5. Assessment Criteria

All funding applications are assessed on merit through a competitive process. The Kendall Community Op Shop committee awards the funding for applications.

Applications must address all three (3) of the following criteria in their application. Kendall Community Op Shop Committee will evaluate Eligible Applications against merit criteria in order of relative importance as follows:

CRITERIA	DEMONSTRATED BY
Demonstrated organisational capacity and capability to deliver the project	<ul style="list-style-type: none">• Detailing your experience and skills in delivering similar activities• Risks for the project and appropriate mitigations• Established community connections and partnerships
Project has a clear impact, and outcomes	<ul style="list-style-type: none">• Outcomes and benefits that link to the activities proposed including detail on how success will be measured.

Represents value for money	<ul style="list-style-type: none">• Reasonable categories of expenditure• Quotes / cost estimates that are no older than six (6) months for major cost items.
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6. Application Process

Applications workshop

To assist applicant organisations in completing the form a workshop will be held at 10am on Wednesday 18th February 2026 at Kendall Services Club.

Submitting Applications

Applicants must submit their applications to **PO Box 60, Kendall, NSW, 2439 or**

deliver to the Kendall Community Op Shop at 1A Comboyne Street, Kendall

- Applications cannot be reopened or amended once lodged.
- Applications submitted after the advertised closing date will not be accepted.

7. Assessment Process

Assessment of Applications

The grants sub committee will conduct an initial eligibility and completeness assessment against the criteria outlined in these guidelines. Eligible applications will then undergo assessment against the three (3) criteria listed in these guidelines.

Application Approval

The decision of the Grants subcommittee will be final in all matters:

- The approval of the grant
- The grant funding amount to be awarded, and
- The terms and conditions of the grant

Unsuccessful Applicants

Unsuccessful applicants will be notified in writing of the outcome of their application. There is no appeal or review mechanism for decisions to approve or not approve a grant.

8. Successful Applicants

Funding agreement

The signing of the declaration on page 8 of the application shall bind the successful applicant to the terms and conditions attached to the grant.

Variations

Requests for variations or changes to a project timeline, output or budget must be requested in writing to Kendall Community Op Shop.

Unspent funds

Where a project is complete and there are unspent funds remaining from the grant allocation, Kendall Community Op Shop requires the grant recipient to return unspent funds.

Project Photos

Applicants are required to submit a minimum of two (2) high resolution photos of their project with their acquittal,

Grant Acquittals

Once a project is complete, the applicant is required to submit to Kendall Community Op Shop their grant outcomes report within thirty (30) days, attaching photos and copies of receipts.

Enquires

Community Grants Program

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