



INNER WEST COUNCIL

Guidelines – Resident Association Small Grants Program

Description

Inner West Council's *Resident Association Small Grants* program provides financial assistance to not-for-profit residents' associations who represent local residents on neighbourhood issues and provide opportunities for the local community to come together to discuss what's important to them.

The grants support achievement of community aspirations outlined in the Community Strategic Plan *Our Inner West 2036*:

- Outcome 4.1 Everyone feels welcome and connected to the community
- Strategy 4.1.1 Foster inclusive communities where everyone can participate in community life

All applications should aim to provide community benefits for the residents of the Inner West Council (IWC) area. This includes the suburbs of Annandale, Ashfield, Balmain (including Balmain East), Birchgrove, Dobroyd Point, Dulwich Hill, Enmore, Haberfield, Leichhardt, Lewisham, Lilyfield, Marrickville, South Marrickville, Petersham, Rozelle, Stanmore, St Peters, Summer Hill, Sydenham, Tempe. The IWC area also includes parts of Ashbury, Camperdown, Croydon, Croydon Park, Hurlstone Park and Newtown.

Resident association small grants of up to \$750 per association are available annually, up to a maximum of \$7,500 (i.e. a maximum of 10 associations at \$750 per association).

Timeframe

Resident Association Small Grants are available on an annual basis. Key dates will be published on Council's website.

Grant funding will open in late January and applications reported to Council for allocation in March. Funding will be awarded to successful applicants in April to assist associations' operational expenses for the following financial year.

Objectives

The *Resident Association Small Grants* objectives are to:

- Connect people to each other and place
- Develop community strengths and capabilities
- Foster an inclusive and diverse community
- Encourage participation in community life
- Encourage collaborations and partnerships.

Eligibility

- Applicants must be a not-for-profit resident association representing local communities in the IWC local government area
- Funds are intended to help residents' associations offset basic operational costs such as: venue hire for meetings, printing, promotional costs etc.
- Applicants must be able to demonstrate that the residents' association meets the above objectives.
- Residents' associations must be accessible to all members of the Inner West community. Residents must not be denied participation based on their ethnicity, culture, religion, gender and identity, age, disability or sexual preference.
- Applicants must have completed the Evaluation Report and Acquittal from previous grants (applicable for re-applying associations).

Not eligible

- Capital works such as renovations to buildings
- Salary costs for staffing
- Grants will not be provided to political parties or groups formally linked to a political party
- Activities that could be perceived as divisive within the community

Budget

The proposed budget you include in your grant application must clearly show how you arrived at the total grant amount requested. Please note; there is no guarantee that if successful in receiving a grant you will receive the full amount requested. Some applications may only receive partial grant funding.

The budget should:

- be GST exclusive
- include a breakdown of expected expenditure
- Include in-kind contributions/donations.

The table below provides an **example** of a suitable budget breakdown:

Income Description		Expenditure Description	
IWC Resident Association Grant	\$750	Venue hire (10 meetings x \$20)	\$200
		Printing	\$300
		Materials – banner production	\$250
TOTAL			\$750

Assessment criteria

The following criteria will be considered in the process of assessing applications:

- Grants Programs Objectives (outlined earlier in this document)
- Realistic budget
- Geographic area and breadth of membership covered by the Resident Association
- Merit of the application in comparison to the other applications

Grants Management

Council uses the Smarty Grants online application management system to administer grants programs. Smarty Grants provides a range of forms for applicants to use at various stages of the grants process.

Application process

The grants page on Council's website will provide further information regarding the application process, including opening and closing dates and a link to the Smarty Grants system.

Applications must be submitted using the Smarty Grants online application management system. The application form acts like a checklist for applicants. Applicants need to complete a Resident Association Small Grants Application Form and submit supporting documentation (including the Association's Constitution or Unincorporated Association Agreement).

Applications must meet the eligibility requirements and no late applications will be accepted. Hard copy applications cannot be accepted.

Applicants are encouraged to speak to Council's Community Services and Culture, and Engagement teams with any questions regarding the application process or for assistance to complete the online application form.

Approval

Submissions will be assessed against eligibility and assessment criteria by an expert panel. Recommendations for funding recipients will be reported to the elected Council for approval. Successful applicants will be advised in writing and will be required to enter into a formal funding agreement with IWC.

Funding agreements must be finalised before the grants are awarded. Grants cannot be used for anything other than the specified purposes outlined in the funding agreement. Any variation to the specified purposes must be sought from IWC and agreed to in writing.

Conditions for approval

- The awarding of a grant does not imply the provision of any additional resources or funding for associated activities from Council

Funding agreements and conditions

Funding agreements require applicants to agree to certain conditions before the money can be issued. These conditions are set out in the Smarty Grants agreement and condition form and can be summarised as requiring:

- Sign a funding agreement accepting the conditions of the grant
- Forward Council an invoice for the awarded sum
- Where funds are approved for the purchase of equipment, the organisation or individual will be required to provide receipts for equipment and the equipment is to be identified as an asset of the organisation. Should the organisation cease to exist or the individual no longer uses the equipment, the equipment must be returned to Council.

Evaluation and reporting

Grants recipients are required by Council to acquit their project on a Smarty Grants online evaluation and reporting form within two months of end-of-year. Any unexpended grant funds must be returned to Council.

Acquittals require a final evaluation report, identifying the Association's achievements in relation to the objectives as detailed in the application and receipts/statement showing how the funds were expended. The Smarty Grants form detailing the timeframe for completion of this acquittal will be uploaded for completion and an email sent to the contact person in the application. Extensions can be granted with permission given extenuating circumstances.

Review

Council resolved to review the program after one year of operation.

Further Information

For more information about the Inner West community visit:

<https://www.innerwest.nsw.gov.au>

Enquiries

For grant process information, please contact:

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