

# Frequently Asked Questions: Community Funding Program

This is a supporting document to the funding opportunities available as part of the Community Funding Program. It will assist with preparing applications and delivery of activities and events. This fact sheet contains definitions for key terms and frequently asked questions about Council's expectations of applicants and successful recipients.

## Definitions

### Community funding

Community Funding refers to funding administered and managed by Council's City Activation, Community and Place team to achieve social and/or cultural outcomes.

Community Funding is provided to eligible applicants for a specific purpose, which supports Council's strategic objectives, resident health and wellbeing, and builds stronger and more connected communities. This includes supporting and diversifying a range of social and cultural activities, programs, events and projects.

Funding recipients are selected on merit, funded for time limited activities and expenditure of funding must be able to be acquitted and reported against.

### Funding agreement

A formal, legally binding contract established with a funding recipient, which is then used as the primary legal instrument to monitor implementation of the funded activity or event through to its completion.

The funding agreement in the form of a Letter of Offer or Instrument of Agreement states the purpose of the funding, the financial amount, and the conditions of the funding including key deliverables. It also defines the rights and responsibilities of the parties. Once signed, parties are under a legal obligation to comply with the stated terms and conditions.

## Frequently Asked Questions

### How many applications can I submit?

Provided the applicant meets eligibility requirements, applicants can submit a maximum of two applications per grant per grant round except in the case of the Magnetic Places Grant in which applicants are only able to submit one grant application per grant round. Applicants may submit additional applications if they are acting as an auspice for another applicant.

Please note that applicants that possess the same ABN will be regarded as coming from the same organisation.

### What is an auspice organisation?

An auspice organisation is an organisation that provides support and guidance to another organisation or group. An auspice organisation might provide support by helping you with your grant application, assisting with insurance cover for activities, or managing the grant funds on your group's behalf. An auspice organisation may take a percentage of the grant funds you receive as an auspicings fee, which is important to account for when considering your activity or event budget.

### Do we need an auspice organisation?

If your organisation or group is not registered as a non-profit organisation with NSW Fair Trading or ASIC (Australian Securities and Investments Commission), you will need to partner with an auspice organisation. Registered non-profit organisations will need to have a bank account and public liability insurance – an auspice organisation may be able to help you with these aspects, whilst also offering local experience, networks and resources to support your activity or event.



*If you have a great idea for an activity or event but don't yet have an Auspice Organisation, contact us so we can help you. For contact information relevant to each funding opportunity, please view the Community Funding webpage or contact 4732 7777.*

### **We received funding last year – can we apply again this year?**

Yes, so long as you are applying for funding for a new activity or event and are not seeking funding for the same activity/event that was previously successful. Previous success with a grant is not a guarantee of future funding.

### **We can't apply online. Can we still apply?**

Yes, we can provide a hard copy application form which you can return once completed by post or in person to our office. Please be aware of the timeframes as applications received after the deadline will not be considered.

### **Whose bank account /ABN /GST details should we provide under payment details?**

Provide the details of the group or organisation who will be managing the funds.

### **Will GST be paid on grants?**

As per the Australian Taxation Office (ATO), GST is only provided on grants in cases where there is a supply. As such, under the Community Funding Program, GST will only be paid to applicants who are GST registered and receive the Magnetic Places grant, as a supply is made to Council based on the terms of the agreement. All other grants are ineligible to receive GST as Council is providing funds and not receiving a supply in return.

### **Can we use donations and other grants in addition to funding we receive if our application is successful?**

We encourage community organisations and groups to source other support for their activities, but it is not required. Other support may include donations from the community, sponsorship from local businesses or funds from other grant programs. If you have received other support to fund your activity or event, please ensure that it is itemised in your activity/event budget and specify whether the funding is confirmed.

### **How are applications assessed?**

Eligible applications are assessed by a panel, based on merit, against the assessment criteria detailed in the Guidelines.

The principles detailed in the [Community Funding Policy](#) are also used to guide decision making.

All community funding is one-off funding. Funding recipients are selected on merit, funded for time limited activities and expenditure of funding must be able to be acquitted and reported against, unless otherwise specified in the Guidelines.

### **What is an acquittal and how does it impact future funding applications?**

An acquittal is a written report submitted at the end of a funded activity or event, detailing how the funds were managed and whether the intended outcomes were achieved. An acquittal template and form will be provided by Council and must be returned to Council on finalisation of the funded activity/event, no later than the scheduled date on the funding agreement contract.

Council may also require recipients to provide further documentation and evidence of expenditure. Council may audit recipients at any time. No further funding will be granted to any group, organisation or individual who has failed

to meet reporting and acquittal requirements for previous funding from Council.

### **Will I be given the opportunity to receive feedback on my application?**

All applicants will be notified of the outcome of their application in writing and offered an opportunity to discuss.

### **What happens if I need to change an activity or event from what was in the successful application?**

Please notify Council in writing and obtain written approval from Council prior to making any changes. Changes to the scope of the funded activity or event may include amendments to the date, location, budget etc. Failure to notify Council may impact processing your acquittal and future funding applications with Council.