Community Grants Program
Information and Guidelines

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Information and Guidelines

Community Grants Program

The purpose of this guideline is to provide information on why Bega Valley Shire Council (BVSC) provides a Community Grant Program, what community grants are available to the community, who can access the funds, the criteria for accessing grants, donations and/or scholarships, the timeframes for submissions and applications and any other requirements.
Section 1
General Information

Overview

The BVSC provides financial support through grants, donations, scholarships and/or reimbursements to a range of individuals, community groups and organisations. It does this on the basis of supporting and adding to the work undertaken by community members and volunteers across the Shire and also to support those people in our community that on occasion need a helping hand. In partnership with the community BVSC can deliver outcomes that, on its own, may not otherwise be delivered.

Under the Local Government Act 1993 (NSW) local councils are able to provide funding and resources to groups or individuals to undertake activities that they may or could have otherwise done themselves.

Hence, it is important that any funds provided by BVSC to the community support the ultimate achievement of the BVSC Delivery Plan and/or Community Strategic Plan priorities and actions, or other adopted strategies and plans. These are accessible on the BVSC website at BVSC website www.begavalley.nsw.gov.au

BVSC has determined to provide a community grants program that aligns with the current Community Strategic Plan. Over time this may evolve as the Delivery Plan and Community Strategic Plan are amended or updated. BVSC also has specific partnerships with arts and sporting organisations where it provides financial support for the work they undertake in the Shire. That information has not been included here.
## Community grant programs and current budget allocations

<table>
<thead>
<tr>
<th>Community Grant Programs</th>
<th>Amount available per year</th>
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<tbody>
<tr>
<td><strong>Active and Healthy Communities</strong></td>
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<tr>
<td>Community Festivals and Events</td>
<td>$60,000</td>
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<tr>
<td>Access Improvement Grants in partnership with the Access and Inclusion Advisory Committee</td>
<td>$20,000</td>
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<tr>
<td>Seniors Festival</td>
<td>$10,000</td>
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<td>National Youth Week</td>
<td>$5,000</td>
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<tr>
<td>Sporting and cultural representation</td>
<td>$2,500</td>
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<tr>
<td><strong>Employment and Learning Opportunities</strong></td>
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<tr>
<td>Business and Economic Growth</td>
<td>$25,000</td>
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<tr>
<td>Tertiary Scholarship</td>
<td>$5,000</td>
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<td>Young Women’s Scholarship</td>
<td>$2,500</td>
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<td><strong>Sustainable Living</strong></td>
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<tr>
<td>Community Environmental Grants Program</td>
<td>$50,000</td>
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<tr>
<td>Waste Community Assistance Program</td>
<td>$30,000</td>
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<tr>
<td><strong>Liveable Places</strong></td>
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<tr>
<td>Local Heritage Assistance Fund in partnership with Office of Environment and Heritage</td>
<td>$20,000</td>
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<tr>
<td>Community group and individual fees and charges reimbursement</td>
<td>$12,000</td>
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Eligibility criteria

Before applying for a BVSC community grant it is important to understand whether you or your group are eligible.

The following eligibility criteria apply to all community grant programs:

- Organisations/individuals applying for grants/donation/scholarship must be based/live in the Shire, or have a strong association with the Shire;
- The program, service or activity must benefit the Shire community or an individual from the Shire;
- Organisations must be Not-For-Profit (including education institutions); some exclusions apply;
- Applications will be accepted from Committees of Council and Crown Reserve Committees;
- Applicants must have acquitted and met any conditions of previous BVSC grants; and
- All applications must be submitted using the current application form and completed in full.

Applications to the community grant programs may not be eligible if the:

- Proposed activity, program or service is considered primarily the responsibility of State or Federal Government or could be funded from other sources including fees and charges. For example core school curriculum activities;
- Activities take place outside the Shire, with the exception of scholarships and sporting and cultural representation;
- Activities replicate existing services or activities, except where it can be demonstrated that the activity is expanding and reaching new participants;
- Activities are for-profit or private gain; (some exclusions apply)
- Application is for ongoing staff salaries or administration costs;
- Activities would bring the reputation of the BVSC into disrepute;
- Application could be judged as promoting antisocial or illegal behaviour;
- Application is for faith based (religious) or political activities;
- Applicant has a ‘bad debt’ with BVSC, that is owes money outside of agreed payment terms; or
- Application is seeking retrospective funding.
Common assessment criteria

There are some common assessment criteria that are applied to all community grant programs and form part of the minimum requirements for all prospective applicants.

Applications will be assessed against following criteria\(^1\) and specific program criteria outlined in section 2:

- Meet the general eligibility criteria (listed above);
- Applications must comply with legislation, regulation and BVSC policy relevant to the activity;
- Applicants must agree and be legally able to enter into a funding agreement with BVSC;
- Alignment with BVSC strategies, plans and/or policies;
- Evidence of need;
- Demonstrated community support;
- Capacity of the applicant to deliver;
- Clearly outlined benefits and measures of success;
- Inclusion of a realistic and evidence based budget; and
- Adherence to the specific grant program requirements including submitting applications on time.

Submission of an application does not automatically guarantee a grant, donation, scholarship and/or reimbursement from BVSC.

A past level of grant, donation, scholarship, reimbursement and/or in-kind (non-cash) support does not guarantee a future level and should not be relied on or used to enter into other arrangements regarding your project/activity.

Successful application requirements

Successful applicants in the BVSC community grant programs will need to meet the following terms and conditions; however some grants may have additional requirements specific to that grant program:

- Accepting a BVSC Community Grant will create binding obligation between BVSC and the signatory;
- The grant, donation and/or scholarship must be used for the activity which it is provided;
- Any change to the proposed use of the grant, donation and/or scholarship must be agreed in writing by BVSC;
- If the grant is not spent in accordance with the agreement (or as amended with BVSC’s written agreement) the full amount of the grant is repayable to BVSC;

\(^1\) Not all the common assessment criteria apply to scholarships and individual support.
• The grant, donation and/or scholarship does not commit BVSC to future support for the activity or any other activity run by the applicant;
• Any unspent funds must be returned to BVSC;
• In-kind or non-cash support may be available, but will only be provided if resources and operational requirements allow;
• An acquittal of the grant, donation and/or scholarship will be required following the activity. Appropriate records including receipts and photos must be kept; and
• BVSC must be acknowledged on all promotional material.

In-kind (non-cash)

In-kind or non-cash support is where BVSC provide assistance to activity organisers in ways other than through a cash donation or grant. There is still a cost to provide the assistance, but these costs are borne by BVSC not the organiser. Non-cash support may include things such as extra cleaning or site preparation, rubbish removal, installation of barriers, assistance with promotion, advice on use of public space, legislative or other regulatory requirements and so on.

Some activities have minimal requirements and are easily absorbed as part of BVSC normal works through scheduling and programming, other activities have traditionally sought significant non-cash support, which comes at cost that can impact on other BVSC activities.

Non-cash support is assessed on an application by application basis, and is only available within operational and budgetary constraints. Past non-cash support levels may not be able to be provided into the future.

Goods and Services Tax (TBC)

GST may apply to your grant funding, depending upon your organisation’s tax status. For GST purposes your organisation, will be required to provide an Australian Business Number (ABN), or a declaration indicating a valid reason for not quoting an ABN.

If the successful grant applicant is GST registered, the successful applicant will need to provide Council with a tax invoice for the approved grant amount (plus 10% GST), once they have been notified of their success.

If a successful grant applicant is not GST registered, then GST does not apply to the grant funding.

For advice about GST issues, call the Australian Taxation Office on 13 28 66 (For businesses), 13 28 61 (For individuals) or visit their website at http://www.ato.gov.au

Help or further information

BVSC officers can be contacted to discuss ideas and proposals prior to lodging applications. See section 2 that identifies relevant officers.

If in doubt contact BVSC customer service on 6499 2222.
Dispute resolution

Grant/donation allocation decisions made by the Council of the Bega Valley Shire are final and will not be reviewed.

Decisions made by officers are open to the normal BVSC complaints process (Procedure 5.02.5 Compliments and Complaints including Unreasonable Correspondent/Complainant Conduct available on the BVSC website).

Other grant programs

The BVSC Community Grants Program may not be the grant program you or your group are looking for. There are other grant opportunities available that may be better aligned to what you are hoping to achieve. As other grant opportunities change from year to year, BVSC officers may be able to assist with other opportunities.

Other grant programs include:

- **NSW State Government grants** – Public Reserve Management Fund, volunteer grants, arts and cultural grants, environment and heritage grants etc. These are generally advertised through local media when available.
- **Commonwealth Government grants** – Include a range of small and large grants. These are generally advertised through local media when available
- **[http://www.ourcommunity.com.au/](http://www.ourcommunity.com.au/)** can also be a good source of grant opportunities, hints and tips and other useful information
Section 2
Specific Grant Information

The following section provides more detailed information on each community grant program available.

Community Grant Programs

Active and Healthy Communities
- Community Festivals and Events
- Access Improvement Grants in partnership with the Access and Inclusion Advisory Committee
- Seniors Festival
- National Youth Week
- Sporting and cultural representation

Employment and Learning Opportunities
- Business and Economic Development
- Tertiary Scholarship
- Young Women’s Scholarship

Sustainable Living
- Community Environmental Grants Program
- Waste Community Assistance Program

Liveable Places
- Local Heritage Assistance Fund in partnership with Office of Environment and Heritage
- Community group and individual fees and charges reimbursement
Active and Healthy Communities Grant
Active and Healthy Communities Grant

Community Festivals and Events

Festivals and Events

**BVSC Responsible Section**
Organisational Development and Governance

**BVSC contact officer and details**
Name: Tamara Whiting  
Phone: 02 6499 2394  
Email: twhiting@begavalley.nsw.gov.au

**Funds available**
- The BVSC has allocated $45,000 per calendar year.
- Grants are paid by electronic funds transfer, not in cash. Bank details must be provided.
- Grants are available in three categories: regional event; district event; and local event.

**Background**

Festivals and events are valuable community building activities that provide an opportunity for the community to come together and celebrate life on the far south coast, spend time with friends and family and to build social cohesion through attendance, organising and volunteering.

Festivals and events support a celebration of life, diversity, culture, and environmental sustainability in the Bega Valley Shire.

Events play an important role in activating the low/shoulder season periods on the tourism calendar by attracting people to the Bega Valley Shire, supporting local businesses, employment and tourism more broadly.

**Relevant strategic plans**

**Community Strategic Plan**

*Active and Healthy Communities – Outcome 1*

- Goal 1 - We are co-operative, caring and enjoy a culturally rich community life.
- Strategy 1 - Collaborate with partners to provide and support opportunities for social interaction, cultural industries, activities and events and care and services for disadvantaged people.
- Goal 2 - We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care.
• Strategy 4 - Collaborate with partners to provide facilities, activities and services that encourage more people to have active and healthy lifestyles.

Economic Development Strategy 2016

• Embracing business and a stronger economy: A Council that recognises the importance of a strong economy, and fosters a culture that is supportive of business and ensures the business development of the region is a central consideration in all its activities.
• Providing the foundations: To create a desirable and vibrant place through improved planning, infrastructure and services.
• Embracing opportunity: A region that embraces opportunities and attracts investment to create additional jobs and increase the wealth of the region and its residents.
• Partnering for success: A community that works together to provide the necessary skills to maximise meaningful employment opportunities.
• Enhancing visitor experiences: Providing opportunities for local residents and visitors to experience the unique social, cultural and natural attractions of the region.

Overall grant program objectives

The Festivals and Events Grant Program aims to:

• support a vibrant local festival and events calendar providing opportunities for visitors and residents;
• meet the diverse and changing interests of a community;
• positively promote the host community and organisers;
• provide an opportunity for fun and enjoyment;
• recognise and profile local artists and/or community members who make a substantial contribution to their community;
• provide opportunities for skill development through organising and/or participating;
• lead to economic benefits for local businesses and increased employment; and
• lead to the development of partnerships between community groups, local businesses, government and other agencies.

Grant specific criteria/information

• The program runs on a calendar year basis, subject to available funds.
• Submitting an application form does not guarantee funding.
• Applications are assessed on their merits based on the eligibility criteria and any specific criteria listed in this section.
• Grants are applied for annually in August with notification of the outcomes to applicants due in October.
• You will NOT be eligible to apply if your event generates a surplus and you donate those funds to other organisations at the cost of being financially sustainable.
• You are required to disclose alternative funding sources.
• Applications will be assessed by an internal working committee consisting of the Mayor, a Councillor and officers, with a recommendation being presented to Council for approval and resolution.
• Grant recipients are required to recognise BVSC on any promotional material as a partner/ sponsor/ supporter (depending on the category of funding, as listed below). Council’s logo can be supplied on request in various electronic file types.

• Reasonable in kind support may be available, subject to requirements and availability. For example:
  o advice in regards to event planning, risk management and sustainability;
  o legislative and regulatory requirements;
  o marketing and promotion; and
  o waste management.

**Grant program timelines**

• Festival and events grants run to a calendar year timetable.

<table>
<thead>
<tr>
<th>Grant steps</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
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<th>May</th>
<th>Jun</th>
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<td>Assessment Committee Review</td>
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**Events time frame**

Events are held between January and December

*Please note: At the time of applying, if your current approved grant has not been expended, you are still eligible to apply for the next grant round. However, if you are successful an acquittal process must be completed before future agreed funds are released*

**Project reports / acquittals**

Acquittals must be completed within 2 months of your event completion.

**Grant Categories**

<table>
<thead>
<tr>
<th>Program category</th>
<th>Funding amount</th>
<th>Description</th>
<th>Recognition of BVSC</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Event</td>
<td>Up to $10,000</td>
<td>• a significant event with a number of partners</td>
<td>Partner</td>
<td>1 per year Total available $10,000</td>
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<td></td>
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<td>• attracts people from outside the Shire as well as residents</td>
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<td>• generates significant value add to local businesses</td>
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<td>• attracts a large number of people</td>
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<td>• generates or self-funds a considerable portion of the event</td>
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<td>• may add to or leverage grants from another level of government</td>
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</tbody>
</table>
## Section 2 – Specific Grant Program Information

<table>
<thead>
<tr>
<th>Program category</th>
<th>Funding amount</th>
<th>Description</th>
<th>Recognition of BVSC</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District Event</strong></td>
<td>Up to $5,000</td>
<td>• a large event that attracts and provides a focal point for people from the Shire and people already visiting&lt;br&gt;• may have other supporters or organisations involved&lt;br&gt;• generates some funds but needs greater assistance due to legislative and/or regulatory requirements&lt;br&gt;• may have historical ‘roots’, or may be a start-up event needing assistance to become established, and&lt;br&gt;• considers sustainability and environmental impacts</td>
<td>Sponsor</td>
<td>5 per year&lt;br&gt;Total available $25,000</td>
</tr>
<tr>
<td><strong>Local Event</strong></td>
<td>Up to $1,000</td>
<td>• an important local event that provides a focal point for people of a particular area or community&lt;br&gt;• often held annually&lt;br&gt;• may be a start-up event needing assistance to become established and would otherwise struggle without BVSC support, and&lt;br&gt;• considers sustainability and environmental impacts</td>
<td>Supporter</td>
<td>10 per year&lt;br&gt;Total available $10,000</td>
</tr>
</tbody>
</table>
Active and Healthy Communities Grant

Access Improvement Grants in partnership with the Access and Inclusion Advisory Committee

Access Improvement Grants

BVSC Responsible Section
Community, Relations and Leisure in conjunction with the Bega Valley Shire Council Section 355 Access Advisory Committee

BVSC contact officer and details
Name: Katrina Berenguer
Phone: 6499 2358
Email: kberenguer@begavalley.nsw.gov.au

Funds available
- The BVSC has allocated $20,000 annually towards this program.
- Grants from $500 up to a maximum of $5,000 per application will be considered. Lower amounts than requested may be recommended by the assessment panel if there are more applications than available funds.
- Grants provided to for profit business must be matched on a dollar for dollar basis.
- Grants are paid by electronic funds transfer, not in cash.
- GST is applicable.

Background
BVSC has established an Access and Inclusion Advisory Committee (AIAC) under Section 355 of the Local Government Act 1993 (NSW) to advise Council on issues relating to access of public areas and Council facilities, inform Council policy development and raise awareness of access issues across the Shire. The Committee is made up of volunteer members who advise Council on issues related to access, and in particular, but not limited to, physical access to facilities and buildings. The AIAC have been instrumental in generating positive outcomes on access issues that improve. The key goal is to make Bega Valley Shire a better place for residents and/or visitors with a disability.
Relevant strategic plans

Community Strategic Plan

Active and Healthy Communities – Outcome 1

- Goal 2 - We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care.
- Strategy 3 - Improve the accessibility of the built environment, recreation spaces and facilities
- Strategy 4 - Collaborate with partners to provide facilities, activities and services that encourage more people to have active and healthy lifestyles.

Overall grant program objectives

The Access Improvement Grants aim to:

- support projects that improve physical access for residents and visitors within the Bega Valley Shire such as:
  - accessible paths of travel including ramps
  - modification / re-engineering of barriers like steps, curbs etc.
  - improve signage or interpretive information
  - retrofit amenities including toilets, BBQ’s shelters, picnic tables etc.
  - installation of handrails or grab bars
- generate measurable benefits/outcomes to access issues; and
- improve resident and visitor experience in the Bega Valley Shire.

Grant specific criteria/information

- The grant is open to not-for-profit organisations, community groups and for-profit businesses (extra conditions apply).
- There is one grant round per financial year.
- Access can be defined as – something that prevents a person’s participation in community life due to physical, social, economic or cultural barriers. i.e. broken footpath, steps to a premise, cost of service, location of a service, language etc.
- The project must be able to demonstrate an improvement to access for residents and/or visitors to the Shire.
- All applications are assessed on their merits based on the eligibility criteria (presented earlier in this document) and any criteria listed in this section.
- Recommendations are made by a sub-committee of the BVSC AIAC, ratified by the full AAC and presented to Council for final decision.
- Recipients are required to recognise BVSC on any promotional material. Council’s logo can be supplied on request in various electronic file types.
- An acquittal (how you spent the money) of the grant will be required. It is strongly recommended that appropriate records be kept including receipts, invoices, photographs, promotional material etc.
Section 2 – Specific Grant Program Information

- Projects that add value to other funding or grants, or utilise volunteers will be highly regarded.
- Innovative trials or initiatives that improve the lives of people living with a disability or impairment will also be highly regarded.

Grant program timelines

- The grant is subject to Council resolution and available funds.

<table>
<thead>
<tr>
<th>Grant steps</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
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<td><strong>Acquittals are due 2 months after project is completed</strong></td>
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Projects need to be completed within 12 months of allocation of funds
Active and Healthy Communities Grant

Seniors Festival

Seniors Festival

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<td>Community Development</td>
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**BVSC contact officer and details**

Name: Anne Cleverley  
Phone: 64992367  
Email: acleverley@begavalley.nsw.gov.au

**Background**

Grants are provided to partially fund activities that are held during Seniors Festival celebrations (formally known as Seniors Week)

Seniors Festival is held annually across Australia. It is an opportunity for people of all ages to join together and celebrate the valuable contributions of older Australians. The grants assist not for profit community organisations and community groups to run free events and activities as part of Seniors Festival.

**Relevant strategic plans**

**Community Strategic Plan**

*Active and Healthy Communities – Outcome 1*

- Goal 1 – We are co-operative, caring and enjoy a culturally rich community life.  
- Strategy 1 – Collaborate with partners to provide and support opportunities for social interaction, cultural industries, activities and events and care and services for disadvantaged people.

**Overall grant program objectives**

Seniors Festival grants aim to:

- Provide seniors with an opportunity to participate in creative, sporting, recreational, and/or cultural activities;
Section 2 – Specific Grant Program Information

- Encourage seniors to embrace and enhance their skills;
- Promote communities that are age-friendly, and where seniors participate in social and economic life;
- Encourage healthy and active ageing of the body and mind;
- Recognise and encourage the contribution of seniors in their community;
- Promote the self-expression of seniors; and
- Promote the diversity and unique experience of seniors

**Grant specific criteria/information**

- Grants of up to $500 are provided to support Seniors Festival activities to not-for-profit organisations and community groups
- Seniors are to be actively involved in the planning and delivery of Seniors Festival activities.
- Activities should be free to all participants and encourage diverse participation.

**Grant program timelines**

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18 | Bega Valley Shire Council Community Grants Program: Information and Guidelines
Active and Healthy Communities Grant

**National Youth Week**

**Youth Week**

**BVSC Responsible Section**
Community Development

**Funds available**
- $5,000

**BVSC contact officer and details**
Name: Anne Cleverley
Phone: 6499 2367
Email: annecleverley@begavalley.nsw.gov.au

**Background**

Grants are provided to partially fund youth focused activities that are held during National Youth Week. National Youth Week is Australia’s largest celebration of young people (12–25 years). It recognises the valuable contribution that young people make to the community. These grants assist not for profit community organisations and groups to work alongside young people to run free events and activities, and to celebrate the positive contribution of young people in our communities. Council receives a small contribution from the NSW Government towards Youth Week activities ($1200 in 2016).

**Relevant strategic plans**

**Community Strategic Plan**

**Active and Healthy Communities – Outcome 1**
- Goal 1 – We are co-operative, caring and enjoy a culturally rich community life.
- Strategy 1 – Collaborate with partners to provide and support opportunities for social interaction, cultural industries, activities and events and care and services for disadvantaged people.

**Overall grant program objectives**

Youth Week grants aim to:
- promote positive images of young people to the wider community;
Section 2 – Specific Grant Program Information

- encourage the involvement of young people in the planning and delivery of activities;
- provide access to activities from a broad range of young people;
- Increase community awareness of young people and the issues that are important to them;
- Identify opportunities and develop strategies that nurture the ideas and aspirations of young people.

**Grant specific criteria/information**

- Grants of up to $1,000 are provided to not for profit organisations and community groups to support activities held during National Youth Week
- Young People are to be actively involved in the planning and delivery of Youth Week activities.
- Activities should be free to all participants and encourage diverse participation.

**Grant program timelines**

- The program is available all year around, subject to available funds.

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Active and Healthy Communities Grant

Sporting and cultural representation

Sporting and Cultural Support Donation

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<td>Leisure and Recreation</td>
<td>• The BVSC has allocated $2,500 annually towards this program.</td>
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<tr>
<th>BVSC contact officer and details</th>
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<tr>
<td>Name: Justin Welsford</td>
<td>• Donations are up to a maximum of $250. Lower amounts than requested may be allocated if there are more applications than available funds.</td>
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<td>Phone: 6499 2155</td>
<td>• Donations are paid by electronic funds transfer, not in cash.</td>
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<tr>
<td>Email: <a href="mailto:jwelsford@begavalley.nsw.gov.au">jwelsford@begavalley.nsw.gov.au</a></td>
<td>• GST is not applicable.</td>
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Background

Despite a relatively small population, the Bega Valley Shire has a proud history of having many people represent the Shire at State, National and International events and activities. BVSC is acutely aware of the level of financial pressure that being a high performance athlete or performer can take on a family’s limited finances. The purpose of this grant program is to provide a small, but real, contribution towards the journey to excellence.

Relevant strategic plans

Community Strategic Plan

Active and Healthy Communities – Outcome 1

- Goal 2 - We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care.
- Strategy 4 - Collaborate with partners to provide facilities, activities and services that encourage more people to have active and healthy lifestyles.
Overall grant program objectives

The Sporting and Cultural Support Donation aims to:

- Support residents, through a small donation, towards the costs associated with representing the Shire, State and Country in a sporting or cultural activity and is not intended to cover all costs; and
- Activities that promote the Bega Valley Shire and its residents in a positive light.

Grant specific criteria/information

- The program is generally for young people aged less than 25 years, although consideration will be given to older people who are not employed or require additional assistance due to a disability or impairment.
- Selection or participation in a sport or cultural activity does not automatically guarantee a donation from BVSC.
- All applications are assessed on their merits based on the eligibility criteria (presented earlier in this document) and any criteria listed in this section.
- Donations and can only be accessed once for the same activity or event.
- Applications from the same person will not be considered in consecutive years.
- Documentation demonstrating selection or participation will be required.
- Decisions are made by BVSC officers against criteria outlined, with allocations being reported to Council on a quarterly basis for noting.
- Recipients are asked to recognise BVSC on any promotional material as a sponsor. Council’s logo can be supplied on request in various electronic file types.
- Photographs or results of participation are welcomed so BVSC can promote and celebrate your participation.

Grant program timelines

- The program is available all year around, subject to available funds.

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Employment and Learning Opportunities Grants
Employment and Learning Opportunities Grant

**Business and Economic Growth**

**BVSC Responsible Section**
Strategy and Business Services

**BVSC contact officer and details**
Phone: 02 602 6499 2222
Email: council@begavalley.nsw.gov.au

**Funds available**
- The BVSC has allocated $25,000 towards the program for 2016/17
- Grants from $2,000 up to a maximum of $5,000 per application will be considered. Lower amounts than requested may be recommended by the assessment panel if there are more applications than available funds
- Grants provided to for profit businesses may be required to be matched on a dollar for dollar basis

**Background**
The establishment of a grants program (financial support or seed funds) is an activity highlighted for action in the BVSC Economic Development Strategy (2015)

**Relevant strategic plans**

**Community Strategic Plan**

*Employment and Learning Opportunities – Outcome 2*

- Goal 3: Our economy is prosperous, diverse and supported by innovative and creative businesses.
- Strategy 7: Collaborate with relevant parties to promote opportunities that will grow and diversify our economy and provide employment including research and education initiatives, micro industries and other innovative creative and sustainable industries.
- Goal 4: We have meaningful employment and learning opportunities for people in all stages of life.
• Strategy 9: Collaborate with the education sector and industry partners to support initiatives that create employment opportunities and choices.

Economic Development Strategy 2016

• Embracing business and a stronger economy: A Council that recognises the importance of a strong economy, and fosters a culture that is supportive of business and ensures the business development of the region is a central consideration in all its activities.
• Providing the foundations: To create a desirable and vibrant place through improved planning, infrastructure and services.
• Embracing opportunity: A region that embraces opportunities and attracts investment to create additional jobs and increase the wealth of the region and its residents.
• Partnering for success: A community that works together to provide the necessary skills to maximise meaningful employment opportunities.
• Enhancing visitor experiences: Providing opportunities for local residents and visitors to experience the unique social, cultural and natural attractions of the region.

Overall grant program objectives

The Business and Economic Growth Grants Program aims to:

• Support enterprising initiatives that contribute to the strategic objectives that are the foundation of the focus areas of the BVSC Economic Development Strategy. This includes innovation, entrepreneurs, education, skills, technology, visitation and business support
• Generate measurable benefits/results to business and economic growth

Grant specific criteria/information

• The grant is open to for-profit businesses; community groups; education institutions; and not-for-profit organisations
• There is one grant round per financial year
• Business and Economic Growth can be defined as an enterprising initiative or project; research; promotion; case study; event or an approved activity that demonstrably aligns with and measurably advances the strategies or the achievement of an objective of the BVSC Economic Development Strategy
• The proponent / submission must demonstrate a legacy of business and economic growth for the Bega Valley Shire Council
• Targeted sectors of interest will be highlighted at the time of the grant program being advertised
• Recommendations are made by a subcommittee of the BVSC LEG and ED management, ratified by the BVSC Economic sub-committee and presented to Council for a final decision
• Recipients will be required to recognise the BVSC commensurate with the level of support provided
• An acquittal of all granted monies will be required
• All intellectual property generated under the grant conditions will belong to the BVSC
Section 2 – Specific Grant Program Information

- Innovation will be highly regarded

**Grant program timelines**

- Ongoing (open ended)

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Employment and Learning Opportunities Grant

Tertiary Scholarship

Tertiary Scholarship

BVSC Responsible Section
Community Development

Funds available
- $5,000

BVSC contact officer and details
Name: Anne Cleverley
Phone: 6499 2367
Email: annecleverley@begavalley.nsw.gov.au

Background

The Scholarships provides the Bega Valley Shire Council an opportunity to recognise and support young people undertaking further education in the Bega Valley Shire and assisting in the development of skills and abilities of local young students that can have far reaching economic and social benefits for the Shire. The Scholarships will raise the profile of successful young students and promote further education for young people in the Bega Valley Shire.

Bega Valley Shire Council understands the importance that education plays in the lives of young people. In recognition of this Council will award 7 Annual Tertiary Scholarships. The Tertiary Scholarships are available to students 25 years or under, studying full time in the Bega Valley Shire.

The Scholarships being awarded are:
- 3 x $1,000 scholarships for University Students in the Bega Valley Shire
- 4 x $500 Scholarship for TAFE Students in the Bega Valley Shire

Relevant strategic plans

Community Strategic Plan

Employment and Learning Opportunities – Outcome 2
- Goal 4 - We have meaningful employment and learning opportunities for all people in all stages of life.
- Strategy 8 - Collaborate with partners and advocate for the development of local education, training and lifelong learning opportunities.
Overall grant program objectives

- Retention of young people in the Bega Valley Shire
- To raise the profile of young students
- To promote further education options for young people in the Bega Valley Shire.

Grant specific criteria/information

- Three scholarships of $1,000 are available for University students
- Four scholarships of $500 are available for students of vocational education

To be eligible for a scholarship the applicants must

- Be aged between 18 to 25 years;
- Reside within the Bega Valley Shire LGA;
- Be enrolled in either a university or higher education course; and
- Not be in receipt of any other scholarship

Preference is given to applicants who can demonstrate financial hardship

Grant program timelines

- The program is available all year around, subject to available funds.

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Employment and Learning Opportunities Grant

**Young Women’s Scholarship**

**Young Women’s Scholarship**

**BVSC Responsible Section**
Community Development

**BVSC contact officer and details**
Name: Anne Cleverley
Phone: 6499 2367
Email: anne.cleverley@begavalley.nsw.gov.au

**Funds available**
- $2,500

**Background**
International Women’s Day celebrates the social, economic, cultural and political achievement of women. Bega Valley Shire Council received grant funding for IWD for several years until the NSW Government closed this funding stream in 2011.

**Relevant strategic plans**

**Community Strategic Plan**

*Employment and Learning Opportunities – Outcome 2*
- Goal 4 – We have meaningful employment and learning opportunities for people in all stages in life.
- Strategy 8 – Collaborate with partners and advocate for the development of local education, training and lifelong learning opportunities.

**Overall grant program objectives**

IWD scholarship is offered to encourage young women to reach for their goals, whatever they may be and to recognise and celebrate the valuable contribution that young women make in our community.
Grant specific criteria/information

To be eligible young women must

- be living in the Bega Valley Shire;
- be aged between 12 to 25 years;
- actively contribute to the vibrancy of local community.

Grant program timelines

- The program is available all year around, subject to available funds.

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Sustainable Living Grants
A Sustainable Place Grant

Community Environmental Grants

Community environmental grants

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**BVSC contact officer and details**

Name: Michael Fiedler, Environmental Management Officer  
Phone: w.02 6499 2222  
M. 0427102733  
Email: mfiedler@begavalley.nsw.gov.au

**Background**

Bega Valley Shire Council recognizes the importance and significance of supporting non-profit organisations and community groups which seek to improve the uniqueness of the far south coast environment. Non-profit organisations and community groups play an increasingly significant role in not only for environmental protection, enhancement and education but also through benefiting residents throughout the Shire. The Community Environment Grants Program provides funding support to such organisations and community groups in achieving environmental goals that will benefit Bega Valley Shire environment and residents.

**Relevant strategic plans**

**Community Strategic Plan**

*Sustainable Living – Outcome 3*

- Goal 5 – Our air and water is pristine and our natural environment and rural landscapes are protected.
- Strategy 10 – Support innovative land use policies, government and community/business partnerships, and community engagement activities that care for and enhance the natural environment.
Overall grant program objectives

The CEG aims to:

- Support community groups and organisations to enhance, protect and restore the natural environmental assets of the Shire.
- Encourage and foster environmental ethic and behaviour change amongst the community.
- Increase community awareness and understanding of environmental assets.
- Support conservation strategies currently undertaken by Council.
- Assist in the provision of innovative environmental management projects.

Grant specific criteria/information

Eligibility Criteria

To be eligible for funding under Council’s Community Environment Grants Program, the community group or organisation and project must meet the following criteria.

- Projects need to be located within the Shire and be for the benefit of the local community.
- Only non-profit incorporated community groups or organisations are eligible for funding.
- Projects involving on-ground works must be undertaken on Council owned or managed lands or on sites providing important environmental benefits to the wider community.
- Project applications should include a Certificate of Currency in respect to public liability insurance.
- Project applications received after the closing date will not be considered.
- Project applications should be supported by 2 letters of support.
- Projects need to be completed by 30 June 2017 with a final report completed within 3 months of this date.
- Projects need to be SMART – specific, measureable, achievable, realistic and able to be delivered in accordance with a time line.

Projects not eligible for grants

Funding will not be provided for:

- Purchase of land
- Day-to-day running costs of the organisation
- Engaging on-going permanent employees (contract labour or consultant for the project may be engaged with Council approval)
- Purchase of tools and equipment which do not remain in place for community benefit at the end of the project unless on-going community benefit can be demonstrated
- Motorised hand tools that would require specialised training
- Projects where the bulk of works have already been completed prior to the grant closing date
Section 2 – Specific Grant Program Information

- Normal property management
- Commercial enhancement of a property

**Eligible Projects**

- **Habitat enhancement and extension**
  These projects cover natural areas of Council-owned or managed bushland including dunes. Projects may include environmental weed control, regeneration and revegetation, stock exclusion/controlled grazing fencing, tree planting, erosion control and environmental infrastructure (e.g., interpretive trail, signage). Select areas would need to be protected from various threats such as grazing, weeds, and fire. Sustainability of the project after the completion date must also be demonstrated.

- **Riparian restoration**
  Riparian areas (wetlands and creek buffers) form major habitat corridors for wildlife. They also protect water quality. Projects that enhance or expand these areas would be supported. Activities may include environmental weed removal, erosion control, tree planting, bank stabilisation, stock exclusion or water quality monitoring.

- **Wetlands habitat enhancement**
  Wetlands on flood plains are of high strategic importance. Projects that increase wetlands habitat would be considered. Projects would need to demonstrate ongoing sustainability and be located strategically in the landscape.

- **Waterway protection and enhancement**
  There are 27 estuaries within the Bega Valley Shire. These waterways provide important environmental, social and economic values. Projects enhancing waterway protection or aquatic habitat are encouraged.

- **Species recovery activities for Rare and Threatened species**
  Many properties contain habitat that may contain or support listed Rare and Threatened species. Projects that target these species with specific initiatives would be considered. Activities need to align with any current Recovery Plans and comply with State Government legislation.

- **Environmental awareness campaigns to the community**
  These projects would cover special initiatives to deliver an environment or conservation message to the community. Campaigns might focus on specific fauna or flora species, general conservation, special climate change initiatives or ecological sustainability.

- **Conservation of environmental areas of cultural significance**
  Projects within this category may seek to restore or protect culturally significant resources in the region such as indigenous sites, historical and early settlements, man-made structures, trees or other natural features that have significant value to the local and or wider community. Projects would be restricted to the environmental aspects only.

**In-kind contribution**

Applicants are expected to contribute to the project through in-kind use of labour or materials. Labour hours provided by project participants should be estimated and costed at $37 / hour (Centre for Volunteering) (with specialist resources to be agreed in consultation with Council). As the grants program is competitive, the higher the level of in-kind contribution, the more competitive the application will be.
Section 2 – Specific Grant Program Information

Grant Fund Conditions

- The source of funding for the Community Environment Grants Program is the Bega Valley Shire Environment Levy and $50,000 has been allocated to the fund.
- A maximum funding limit of $6,000 has been established for each project.
- Each organisation approved for funding must comply with the terms and conditions set out in this Guide.
- Further conditions may be set by Council as part of any grant offer.
- Unless otherwise specified in writing, grants are paid in advance and in full to the body with legal and financial responsibility for the project.
- Grantees will sign a Confirmation of Acceptance agreement sent out with an offer, prior to receiving funds.
- Grants must be spent by 30 June 2017 unless otherwise specified. All funding expenditure must be reported to Council, with copies of appropriate receipts. Any surplus funds must be returned to Council within one month of completion of the project. Grants must be used for the purpose stated in the submitted application.
- Written approval is required from Council to change the purpose, amount or time for expenditure of grants.
- If your organisation does not meet all the requirements, your organisation may be asked to repay the grant.
- Groups and individuals must provide details of public liability insurance cover, if projects involve public land or volunteers.
- Appropriate Risk Management must be undertaken by the grant recipient, sponsoring organisation, their contractors and volunteers to ensure safety.

Educational requirements and grant conditions

Successful applications may be required to display a grant sign (provided by Council) adjacent to the project site.

Every project funded will be identified by the Council in press releases and on Council’s website.

It is a condition of grant that each project be available for a possible field trip by interested residents or the subject of a case study to highlight any educational aspects.

Letters of support for community projects

Community groups proposing to seek funding are recommended to obtain appropriate letters of support for their project. Letters of support strengthen your application because they show you have support from the broader community for your project and also emphasise the benefit your project will create. They are also critical if your group proposes to conduct work on any public or private land. Letters of support may be written by:

- Office bearers from community groups who use or know of your service.
- Those who will receive some benefit from your project.
- School teacher or principal.
Sponsoring organisations

Informal community groups (unincorporated) are required to be sponsored by an incorporated body to ensure appropriate insurances are covered and work health safety obligations are fulfilled. Responsibilities of the sponsoring organisation can include the following:

1. **Work Health Safety (WHS)** – ensuring the supported community group is aware of and trained in WHS Act and its requirements. WHS responsibilities of the sponsored organisation will include training for volunteers, on-site WHS management and inductions for volunteers (e.g. working bees) and sub-contractors
2. **insurance** – Public Liability and Personal Accident
3. **financial and other reporting** – (dependent on capacity of the group and their agreement with the sponsor)
4. **administration of money for groups**
5. **general group support** – site visits, meetings, advice

BVSC will allow up to 10% charge (of total grant value) for administration costs by the sponsoring organisations to a maximum of $500.

BVSC expects a minimum level of service by the sponsoring organisation in regards to covering insurances including Public Liability and Personal Accident, financial reporting and having appropriate processes in place to meet obligations under the WHS legislation for the sponsored group as listed above in point 1.

Grant program timelines

- The program is available all year around, subject to available funds.

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A Sustainable Place Grant

Waste Community Assistance

Bega Valley Shire Council recognizes the importance and significance of supporting volunteers, non-profit organisations, community groups and education providers in delivering programmes, events and projects that have clear community benefit and align with Councils waste minimisation strategies.

**Waste Community Assistance**

**BVSC Responsible Section**

Waste Management

**BVSC contact officer and details**

Name: Joley Vidau  
Phone: 64992284  
Email: jvidau@begavalley.nsw.gov.au

**Funds available**

- $30,000 p.a
- Category A – Waste minimisation and waste education at community events or education centres (maximum of $5000)
- Category B – Community support (maximum of $5000)
- Category C – Waiver of Disposal fees (maximum of $200)

**Background**

**Relevant strategic plans**

**Community Strategic Plan**

**Sustainable Living – Outcome 3**

- Goal 6 – We are leaders in sustainable living and support innovative approaches to resource recovery and the production of renewable energy and food.
- Strategy 12 – Collaborate with partners and our community to support innovative approaches to waste minimisation, and increase reuse and recycling opportunities.

**Overall grant program objectives**

The Program aims to encourage and assist community involvement in the management of waste minimisation and education for the benefit of the whole region.
Grant specific criteria/information

- The grants program is competitive.
- Projects that support and demonstrate in detail, a combination of waste minimisation and waste education will rate more highly during the application review process.
- At a minimum Category A applicants must have a combination of both general waste & recycling bins if the application is for an event.
- There are many tools available to use while planning and running a successful event including the Waste Wise tool available from the EPA website. These tools may be included in your application.
- Applicants are expected to contribute to the project through in-kind use of labour or materials.
- Successful project will need to be available for a possible field trip by interested residents or the subject of a case study to highlight any educational aspects.

There are three categories of support.

Category A

- Support community groups, organisations & educators on minimising waste to landfill, and to promote the reduce, reuse and recycle message;
- Encourage and foster sustainable waste management behaviour amongst the community;
- Increase community awareness of our waste facilities and their role;
- Support waste strategies undertaken by Council; and
- Support innovative waste management projects.

Category B

- Support charitable organisations on the prevention of illegal dumping – this may include installation of CCTV, secure fencing, education and associated costs; and
- Support charitable organisations on educating the community on waste minimisation.

Category C

- Support organisations that are actively assisting in the clean-up of public areas. (There is no application form for Category C applications; an email or letter briefly detailing your request is required two weeks prior to the project. Please attn. to: Waste Services) c/o council@begavalley.nsw.gov.au

Grant program timelines

- Continuous, not advertised
Liveable Places Grants
A Liveable Places Grants

Local Heritage Assistance Fund in partnership with Office of Environment and Heritage

Local Heritage Assistance Fund

BVSC Responsible Section
Strategic Planning

BVSC contact officer and details
Name: Erin Kluit
Planning Services Officer
Phone: 64 992222
Mobile: 0427 207 158
Email: tcorby@begavalley.nsw.gov.au

Funds available
There is currently a total of $20,000 available each year which is distributed throughout the Shire. Types of grants available:

- dollar for dollar grant up to $5,000 for owners and managers of heritage items, or
- one grant of up to $2,500 for a senior over 65-years-of-age who is a pensioner or self-funded retiree

Note: where the owner intends to do the work themselves the fund may assist with 50% of the cost of materials, but does not fund the owner’s labour cost.

Background
The Local Heritage Assistance Fund has been established by Council and the NSW Office of Environment and Heritage to provide funding support to owners of heritage listed properties throughout the Shire. The funding is provided on a dollar for dollar basis and is provided to assist heritage property owners in carrying out works which support the ongoing conservation of these important parts of the Bega Valley Shires character.
Relevant strategic plans

Community Strategic Plan

*Liveable Places – Outcome 4*

- Goal 7 – Our Shire continues to be a vibrant, enjoyable, safe and affordable place to live.
- Strategy 17 – Improve the presentation, maintenance and physical accessibility of existing facilities and towns.

Overall grant program objectives

The Local Heritage Assistance Fund aims to:

- To encourage the conservation, restoration and presentation of heritage buildings, sites and heritage conservation areas throughout the Shire.

Grant specific criteria/information

Eligibility Criteria

To be eligible you must be:

- Owners/managers of heritage items or items in a heritage conservation area listed in the Bega Valley Local Environmental Plan 2013.
- Owners of non-listed items may apply when supported by Council’s heritage advisor or other heritage specialists as being of heritage significance.
- State government agencies may only be involved as a project partner.

The following projects are not eligible:

- new buildings, new commemorative monuments or retrospective works
- routine maintenance, e.g. lawn mowing or gutter cleaning
- purchase of heritage buildings or equipment
- relocation of buildings or works to relocate buildings

Selection Criteria

Funding is targeted to projects:

- where the project partners have the capacity and commitment to undertake the project
- with sustainable long-term heritage benefits
- that are for public benefit and enjoyment
- that show innovation and leadership
- that demonstrate funding equity and cost effectiveness.
Section 2 – Specific Grant Program Information

**Funding priorities**

Priority will generally be given to projects that:

- are for urgent maintenance works to avert deterioration or demolition
- protect a building through repairs to roof, gutters, downpipes and stormwater drainage
- prevent or repair decay of structural fabric including base plates, lintels, restumping etc.
- enhance heritage streetscapes or conservation areas
- involve the ongoing or adaptive re-use of a heritage item
- have not received funds under this grant program in the last 5 years

**Applying for funding**

To apply for funding for a project:

- Read the application form so that you know the specific information you need to submit and if your project fits the types of funding offered.
- Talk with Council’s heritage officer or heritage advisor about your project
- Do some background research on your heritage item so that you can include all relevant information in your project proposal
- Prepare a list of project tasks to be completed within the grant funding timeframe
- Get at least two quotes for each of the projects tasks
- Ensure you have relevant plans and sketches – depending on the size of the project you may need to include these in your application
- Take ‘before the project’ photographs
- Complete the application form and keep a copy for your records

**Assessment Process**

- Council will acknowledge receipt of your application.
- Recommendations will then be sought from Council’s Heritage Advisor.
- Applications will be assessed on merit by Council’s Heritage Committee and Planning Services staff.
- Council then resolves to allocate the funding at a full Council meeting.

NOTE: In assessing your application, the quality and clarity of information provided will be taken into account as well as the merits of the project.

- A funding offer and contract will be sent to successful applicants and Council will advise unsuccessful applicants.
- Funding agreements need to be signed and returned prior to commencing works.

The Local Heritage Assistance Fund is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, Council reserves the right to recommend funding for projects that may not fully meet these requirements.
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Liveable Places Grants

Community group and individual fees and charges reimbursement

Reimbursement Grants (Council fees and charges)

**BVSC Responsible Section**
Community Culture and Information

**BVSC contact officer and details**
Name: Simon Schweitzer
Phone: 6499 2248 / 0427 263 830
Email: sschweitzer@begavalley.nsw.gov.au

**Funds available**
- The BVSC has allocated $12,000 annually towards this program.
- Reimbursement Grants up to a maximum of $1,000 per application will be considered.
- Reimbursement Grants are paid by electronic funds transfer, not in cash.

**Background**
Bega Valley Shire Council is committed to supporting unincorporated not for profit community groups and, in certain circumstances, individuals that have difficulty affording Council fees and charges.

Reimbursement Grants are designed to part fund community organisations and individuals, the cost of Council fees and charges up to a maximum of 50%. May need to split these out to cover DA, cemetery and hire fees.

**Relevant strategic plans**

**Community Strategic Plan**

*Liveable Places – Outcome 4*

- Goal 8: Our places retain their character and scale, development is well planned, and a range of goods and services are available with our Shire that meets local needs.
- Strategy 19: Advocate for decision makers to provide social services that meet the needs of all our community including families, children, youth and the aged.
Overall grant program objectives

The Reimbursement Grants aims to:

- Support community initiatives
- Assist community members that have genuine financial difficulty

Grant specific criteria/information

TBC

Grant program timelines

- Ongoing (open ended)

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Funds need to be used within 12 months of allocation

Acquittals are due 2 months after funds are used