

Community Grants Program Applicant Guidelines



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Cover Image: Australian Dance Party, Escape from Plastika, Waste Minimisation Grant 2024-25

Bega Valley Shire Council acknowledges and pays our respects to the traditional custodians of the lands, waterways and airspace of the shire.

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What is the Community Grants Program?

Bega Valley Shire Council provides financial support through grants, donations and/or reimbursements to a range of individuals, community groups and organisations.

Funding enhances the efforts of community members and volunteers as they work across the shire to deliver projects, activities and events which benefit the community. Partnerships with the community help deliver outcomes which Council alone could not deliver. Grant funded activities encourage the community to provide activities, programs and solutions to issues that matter most to them.

Under the *Local Government Act 1993 (NSW)*, local councils can provide funding and resources to groups or individuals to undertake activities they may or could have otherwise done themselves. It is important any funds provided by Council to the community support the ultimate achievement of our Community Strategic Plan and Delivery Program priorities and actions, or other adopted strategies and plans. [Relevant strategies and plans](https://begavalley.nsw.gov.au/council/plans-and-strategies) are linked within these guidelines, and you can find them on Council's website at <https://begavalley.nsw.gov.au/council/plans-and-strategies>



Image: Wallaga Lake Heights Care (auspiced by the Far South Coast Landcare Association), Wallaga Lake Heights Environmental Recovery Program, Community Environment Grant 2024-25

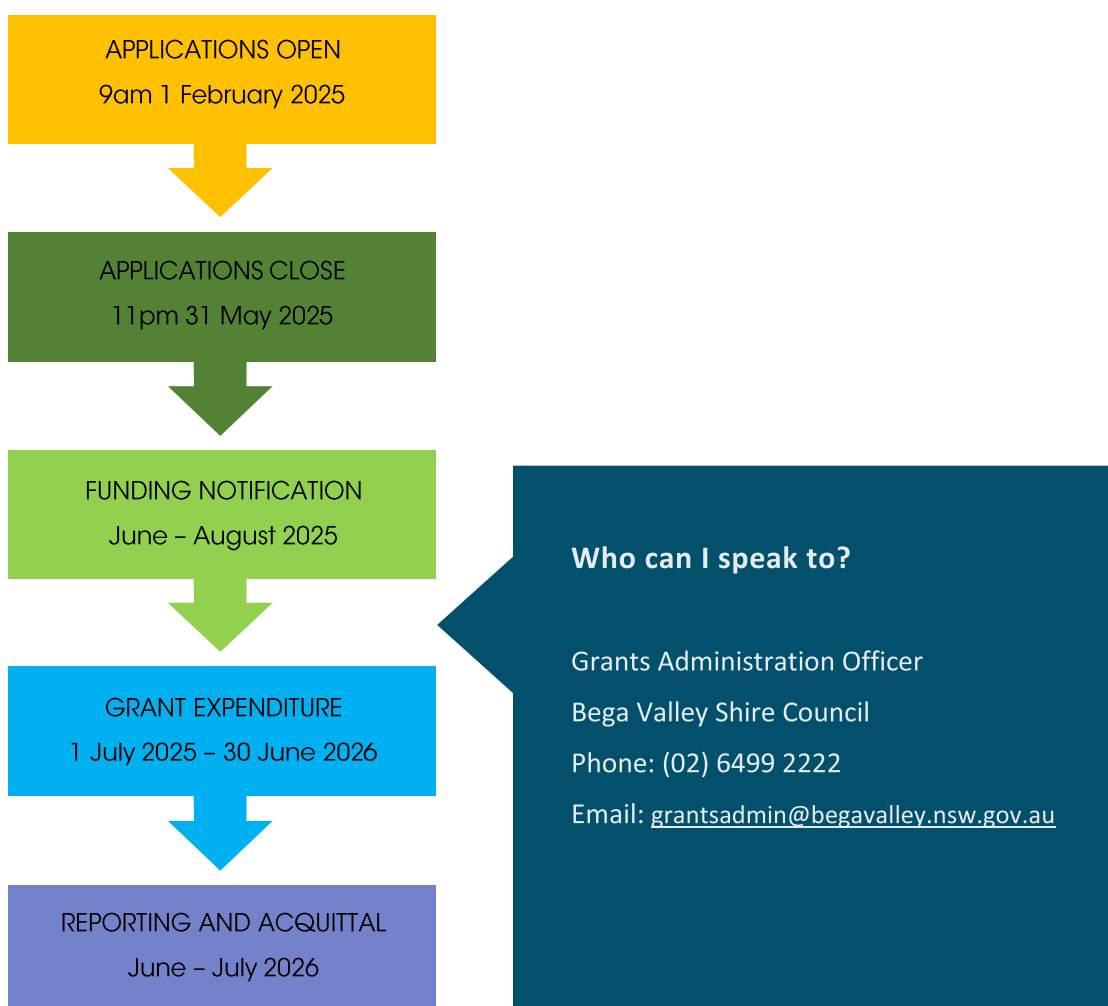
Key dates

Community Grants Program 2025-26

All grants within the Community Grants Program will now open at the same time, making it easier for applicants to keep track of when grant rounds are open and plan their future projects.

For a range of other information, and to apply online, please visit:

<https://begavalley.nsw.gov.au/grants>



Community Grants Program

Applications open 1 February – 31 May 2025

2025-26		
Theme	Grant Program	Funding Available Per Applicant
Our Community	ClubGRANTS – (administration of) funding provided by Merimbula RSL, Club Sapphire, Eden Sports and Recreation Club, Club Bega, Tura Beach Country Club and Bermagui Country Club	Up to \$10,000
Our Environment	Community Environment Grants	Up to \$6,000
	Waste Prevention and Innovation Grants	Up to \$5,000
	Clean Up Grant (always open)	Up to \$575

For more information on specific grant programs click on the grant name above or go to <http://www.begavalley.nsw.gov.au/grants>



Image: Tura Beach Flora Reserve, Threatened Species Habitat Enrichment and Silvicultural Treatment of the Tura Beach Flora Reserve, Community Environment Grant 2024-25

Eligibility criteria

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

Who is eligible to apply?

The following eligibility criteria apply to the Community Grants Program

- Organisations/individuals applying for a grant/donation 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.
- Applications will be accepted from Committees of Council and Crown Reserve Committees.
- Applicants must have acquitted and met any conditions of previous Council grants.
- All applications must be submitted on time using the current application form.

What activities are not eligible?

Applications to the Community Grants Program 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 e.g. core school curriculum activities
- activities take place outside the shire
- activities replicate existing services or activities, except where it can be demonstrated the activity is expanding and reaching new participants
- activities are for-profit or private gain
- application is for ongoing staff salaries or administration costs
- activities would bring the reputation of Council 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 Council, i.e. owes money outside of agreed payment terms, or
- application is seeking retrospective funding.

For specific grant program eligibility, go to www.begavalley.nsw.gov.au/grants

Assessment criteria

There are common assessment criteria and specific program outcomes that applicants are assessed against under the Community Grants Program.

Applicants must:

- meet the eligibility criteria (listed above)
- comply with legislation, regulation and Council policies relevant to the activity
- agree to, and be legally able to enter into a funding agreement with Council
- adhere to the specific grant program requirements.

There are four criteria that need to be addressed by all applicants:

1. **Alignment with Council strategies, plans and/or policies**
How does your project align with the relevant Council Strategies/Plans?
2. **Evidence of need/community benefit**
Is there clear and identified need/community benefit/community support?
3. **Planning and delivery**
Do you have resources and relevant experience to support the delivery of the proposed activities?
4. **Finances and budget**
Do you have a realistic and evidence-based budget to demonstrate how you will spend the grant funding?

Please note: Submission of an application does not automatically guarantee a grant, donation and/or reimbursement from Council. 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 other arrangements regarding your project/activity.

Grant recipient requirements

Successful Community Grants Program applicants will need to meet the following terms and conditions, and some grants may have additional requirements specific to that grant program.

- Accepting a Community Grant will create a binding obligation between Council and the signatory.
- The grant and/or donation must be used for the activity to which it is provided.
- Any change to the proposed use of the grant and/or donation must be agreed in writing by Council – variations can be applied for online at:
<https://begavalley.nsw.gov.au/community/community-grants-program-variation-request>
- If the grant is not spent in accordance with the agreement (or as amended with Council's written agreement), the full amount of the grant is repayable to Council.
- The grant and/or donation does not commit Council to future support for the activity or any other activity run by the applicant.
- Any unspent funds must be returned to Council.
- In-kind or non-cash support from Council may be available but will only be provided if resources and operational requirements allow.
- An acquittal of the grant and/or donation will be required following the activity. Appropriate records including receipts and photos must be kept and copies included with the final report.
- Council must be acknowledged on all promotional material.

In-kind support

In-kind support is where individuals or organisations (including Council) provide goods or services other than cash contributions to support a project. This includes donated goods, voluntary and un-paid work, time, services and/or skills. When applying for grant funding, you are encouraged to include details of any co-contributions and in-kind support.

Requests for in-kind support from Council will be assessed through the application process and are only available within operational and budgetary constraints. Council may provide in-kind support such as waiving waste disposal fees, extra cleaning or site preparation, assistance with promotion, advice on use of public space, legislative or other regulatory requirements. There is still a cost to provide the assistance, but these costs are covered by Council and not the applicant. Past in-kind support levels may not be able to be provided in the future.

Goods and Services Tax

Goods and Services Tax (GST) may apply to your grant funding, depending on your organisation's tax status. In your application, your organisation will be required to provide an Australian Business Number (ABN), or a declaration indicating a valid reason for not quoting an ABN.

Do I need to add GST when invoicing Council for grant funding?

There is no GST applicable to any eligible Council or ClubGRANTS funding. Therefore, when providing a tax invoice for payment by Council, the invoice is to be provided for the approved grant amount only (no GST added or subtracted) and is considered GST exempt for BAS purposes.

Can I claim the GST suppliers include in their quotes?

This will depend on whether your organisation is registered for GST.

GST-registered applicants

GST is not an eligible expense for GST registered applicants as GST can be claimed back through the tax system. Do not include the GST component of expenses in your application budget.

Non-GST-registered applicants

If you are not registered for GST, grant funds can be used to pay GST incurred in carrying out the grant project. You can include the GST component of expenses in your application budget.

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

Grant determination

Grant/donation allocation decisions made by Council are final and will not be reviewed.

Relevant Strategic Plans

Council welcomes applications from eligible organisations for initiatives that align with our Community Strategic Plan, or other adopted strategies and plans.

Community Strategic Plan 2042

This plan identifies our community's main priorities and aspirations for the future and outlines strategies to achieve them. To read the plan visit <https://begavalley.nsw.gov.au/council/bega-valley-community-strategic-plan>

Our Community

- **ClubGRANTS** – funding provided by Merimbula RSL, Club Sapphire, Eden Sports and Recreation Club, Club Bega, Tura Beach Country Club and Bermagui Country Club.

Community Strategic Plan 2042	
Strategic Objectives	Strategies
We are a vibrant, respectful, inclusive and connected community that enjoys a culturally rich community life.	A.1. Provide and support opportunities for social interaction, arts and culture, activities and events.
We are a resilient and caring community that supports the health and wellbeing of our residents.	A.3. Provide and support aged, disability and community services that enhance people's quality of life.

Our Environment

- **Community Environment Grants Program**
- **Waste Programs**
 - i. [Waste Prevention and Innovation Grants](#)
 - ii. [Clean Up Grant](#)

Community Strategic Plan 2042	
Strategic Objectives	Strategies
Our air and water are clean, and our natural environment and rural landscapes are protected.	C.2. Ensure land use planning and resource use supports sustainable growth whilst protecting the quality of the natural environment and our rural landscapes.
We are leaders in sustainable living and support innovative approaches to resource recovery and the production of renewable energy and food.	C.3. Support innovative approaches to waste minimisation and increase reuse and recycling opportunities.




Waste Management and Resource Recovery Strategy 2018-2028 'Recycling the Future'

The Waste Management and Resource Recovery Strategy (2018-2028) '**Recycling the Future**' delivers the community's vision for the future as outlined in [Council's Community Strategic Plan](#):

Greater investment in innovative waste management technologies and processes, a focus on public litter, greater recycling and harnessing the benefits of local waste transformation.

This Strategy focusses on addressing the increasing pressure on our landfill from disposal of waste generated by households, business and the construction sector.

To read the strategy visit <https://begavalley.nsw.gov.au/services/waste-strategy>

Waste Management and Resource Recovery Strategy 2018-2028	
 <p>Theme 1. Avoid and reduce waste generation</p>	 <p>Theme 2. Increase recycling</p>
 <p>Theme 3. Divert more waste from landfill</p>	 <p>Theme 4. Manage problem wastes better</p>
 <p>Theme 5. Reduce litter</p>	 <p>Theme 6. Reduce illegal dumping</p>

How to apply

All applications must be submitted online at www.begavalley.nsw.gov.au/grants using the relevant application form for the grant you are applying for.

Applications for the 2025-26 Community Grants Program will be open between:

9am Saturday 1 February 2025 and

11pm Saturday 31 May 2025

Late applications will be deemed ineligible and will not be considered.

Help or further information

For specific grant information including program objectives, funding amounts, application dates, eligibility and timelines, go to www.begavalley.nsw.gov.au/grants

The Grants Administration Officer can be contacted to discuss ideas and proposals prior to lodging applications on 02 6499 2222.



Image: Burragate Rural Fire Brigade, Tool Kit for Burragate Rural Fire Brigade, ClubGRANTS 2023-24

Other grant programs

Council's Community Grants Program may not suit what you or your group are looking for. There are many other grant opportunities available that may be better aligned to what you are hoping to achieve.

Other grant programs include:

- **NSW Club Grants** – Three categories are available with two categories (Category 1 and 2) being managed locally (Category 3 is managed by NSW Government)
<https://www.clubgrants.com.au/how-to-apply>
- **Foundation for Rural Regional Renewal (FRRR)** – funding to support broad community needs <https://frrr.org.au>
- **Bendigo Bank** – Partnership and sponsorship opportunities
<https://www.bendigobank.com.au/community/foundation/community-grants>
- **IMB Bank** – Annual grants program and sponsorship <https://www.imb.com.au/community>
- Council provides a one-stop funding search engine that represents all grants, including government and non-government grants
<https://begavalley.nsw.gov.au/community/funding-finder>
- <http://www.ourcommunity.com.au/> can also be a good source of grant opportunities, hints and tips and other useful information.

Revisions

Revision number	Revision date	Reviewed by	Approved by
Revision 3	December 2024	Louise Kuit	Kalieggh Smerdon
Revision 4	November 2024	Skye Owen	Kalieggh Smerdon
Revision 5	January 2025	Jayde Rankin	Kaleigh Smerdon