



Burwood Community Grants Program Guidelines 2024/2025

GRANTS OPEN: Monday 6 January 2025
GRANTS CLOSE: Monday 24 March 2025

Applications for Community Grants will be accepted online from 6 January 2025 to 24 March 2025, 4pm.

1. Introduction

Burwood Council's annual Community Grants Program provides funding for projects that address identified need and deliver social, cultural, recreational and/or environmental benefits to residents of the Burwood Local Government Area (LGA).

The Community Grants Program assists Council to achieve strategic objectives outlined in the Community Strategic Plan, Burwood2036, and other related community strategies and plans.

Council encourages projects that:

- promote the social inclusion, connection and capacity of Burwood's diverse community including people of all ages and abilities
- are collaborative and community-led.

2. Funding Available

The total annual funding pool available in 2024/25 is \$60,000.

The maximum amount per application is \$5,000.

3. Who is eligible to apply?

To be eligible for funding, applicants must:

- Be a legally registered, incorporated not-for-profit organisation (or group).
- Unincorporated groups may be sponsored (auspiced) by an incorporated not-for-profit organisation.
- Have a current registered Australian Business Number (ABN).
- Be currently located or delivering services/projects in the Burwood Local Government Area.
- Be able to provide proof of public liability insurance (minimum of \$20 million cover).
- Be able to demonstrate they have acquitted any previous grants from Council.

Note:

- Individuals are not eligible to apply.
- Funded projects must be carried out in the 12 months after payment is made unless an extension is pre-approved by Council.
- Recipients that do not submit an acquittal form may not be eligible for future Council grants.

4. Assessment Criteria

DESCRIPTION	WEIGHTING
<p>PROJECT</p> <ul style="list-style-type: none"> • Project has clear aims • Project has clearly identified project activities • Evidence of community need for project • Addresses at least one of the funding priorities (see next page) • Project provides a clear benefit to the local community and residents of Burwood LGA are the primary beneficiaries • Project does not duplicate existing programs or services 	40%
<p>OUTCOMES</p> <ul style="list-style-type: none"> • Project outcomes are identified • Project outcomes are achievable and link to project activities • Degree to which the project benefits the residents of the Burwood LGA • Project promotes community development and partnership opportunities 	20%
<p>BUDGET</p> <ul style="list-style-type: none"> • Budget has clear costings, is realistic and cost-effective to achieve identified outcomes 	15%
<p>CAPACITY</p> <p>Demonstrated ability of applicant to:</p> <ul style="list-style-type: none"> • Manage funds • Deliver projects • Engage capable workers, volunteers and/or partners • Engage community members targeted in application 	25%

5. Funding Priorities

STRATEGIC GOALS	PRIORITY AREAS FOR FUNDING
<p>A welcoming community that cares and looks after each other</p>	<p>SOCIAL INCLUSION AND PARTICIPATION, including projects that:</p> <ul style="list-style-type: none"> • improve access to services and/or increased participation in community life especially by isolated, marginalised or vulnerable community members • support and increase participation in volunteering • support the participation of children and families, seniors, people with disability and their carers in local activities/services • increase the participation of women and girls • improve access to services that address homelessness and the drivers of homelessness • improve employment and education outcomes for young people and other priority groups <p>COMMUNITY COHESION AND CONNECTION, including projects that:</p> <ul style="list-style-type: none"> • strengthen cross-cultural or intercultural understanding and connection • acknowledge, respect and engage First Nations peoples, their culture and heritage • use arts and cultural activities for community development outcomes • strengthen the capacity of local organisations to work collaboratively to address issues affecting our local communities
<p>A healthy and active lifestyle where people experience a sense of connection and wellbeing</p>	<p>COMMUNITY SAFETY:</p> <ul style="list-style-type: none"> • Projects that improve community safety outcomes, including domestic and family violence prevention/support or online safety <p>HEALTH AND WELLBEING, including projects that:</p> <ul style="list-style-type: none"> • prevent and raise awareness of mental health • promote physical activity, health and wellbeing • use sport and recreation activities for community development outcomes • engage the community in local environmental initiatives and sustainability principles and practices for community development outcomes

6. Relevant Council Plans and Strategies

- Burwood2036, Community Strategic Plan: bit.ly/4f95rGu
- Multicultural Burwood 2024 - 2028 and Culturally Diverse Communities of Burwood Research Paper: bit.ly/3ZsyJKf
- Safer Burwood 2023 – 2027: bit.ly/3ZrHsN2
- Burwood Youth Action Plan 2024 – 2027: bit.ly/3ZJwcNi
- Burwood Disability Inclusion Action Plan 2022 – 2026: bit.ly/4gc4kHy
- Burwood Community Engagement Strategy 2023 - 2026: bit.ly/4g1fVZI

7. What is not eligible?

Grants will NOT be provided for:

- Recurrent salary costs or contributions to salary costs of existing positions in an organisation.
- Political purposes or religious instruction.
- Money that has already been spent or projects already undertaken.
- Projects being conducted by individual persons, commercial enterprises or government agencies.
- A core service that is funded by another source e.g. Federal or State Government.
- Projects that require ongoing funding from Burwood Council beyond the current year.

(Note: Grants are designed to provide one-off funding and there will be no commitment from Council for ongoing funding for the same project in the future.)

8. How to apply?

Applications must be:

- Made through Council's online grant system
<https://burwood.smartygrants.com.au/BCG25>
- Completed in full and received by Council by the closing date - late applications will not be considered.

For applications requiring an Auspice, a letter of agreement / endorsement must be submitted with the application. Alternatively, the application can be made by the auspicings organisation.

9. Assessment and Notification Process

1. All applications will be assessed by an Internal Assessment Panel made up of Council staff with subject matter expertise.
2. Recommendations of the Internal Assessment Panel will be made with reference to the eligibility and Assessment Criteria. Priority of applications will be determined by the following:
 - Alignment with one of the priority areas for funding.
 - Innovative or new programs that address an identified community need.
 - Partnership projects that strengthen the capacity of organisations to work collaboratively to address issues affecting the community or that enhance the capacity of the local community to address local issues.
 - Projects and activities that will have medium to longer-term benefits.
3. Recommendations for funding allocations will be reported to a Council Meeting for determination in the fourth quarter of the financial year (March to June). Council has the final decision-making authority for the determination of funding allocations.
4. Following the decision at a Council meeting, all applicants will be notified of the outcome of their application. The decision will also be included in the Council Meeting Minutes.
5. Grant recipients must enter into a funding agreement with Council and meet all requirements of project delivery, any funding conditions and acquittal.

10. Timeframes

6 January 2025	Applications open (@ 9am)
24 March 2025	Applications close (@ 4pm)
March - April 2025	Assessment of applications
May 2025	Funding Recommendations reported to Council
May - June 2025	Funding applicants notified
June 2025	Grants Presentation and funding received by successful applicants
1 July 2025 – 30 June 2026	Projects implemented
30 July 2026	Funding acquittal reports due (or within 4 weeks of completion)

11. Grants Support Program

The following supports are available to assist applicants with preparing their application, using the online grants portal, discuss their project idea, budget or any questions.

Places are limited and pre-booking is essential.

If you require an interpreter at a session please let us know when you register.

GRANT SUPPORT PROGRAM	DATES	TIMES
Information Sessions: IN PERSON ONLINE Bookings: bit.ly/3ZISa2V	Wed, 5 February 2025 Tues, 18 February 2025	2 - 3.30 pm 6 - 7:00 pm
Grant Writing Workshop IN PERSON Bookings: bit.ly/3BuDfzV	Thurs, 27 February 2025	5 - 8:00 pm
1:1 Feedback/Advisory Desk: IN PERSON BY PHONE/ONLINE Bookings: bit.ly/3BxLz1T	Wed, 5 March 2025 Tues, 18 March 2025	11am - 4 pm 2 - 6:30 pm

Enquiries

Phone: 9911 9943

or Council Switch: 9911 9911 and ask for Community and Culture team

Email: grants@burwood.nsw.gov.au

Or contact us via these free services:

Telephone Interpreting Service (TIS): 13 14 50 - ask them to call Council on (02) 9911 9943 or (02) 9911 9911

Voice Relay: 1300 555 727

Text to Speech: 133 677