



Grant Guidelines

Category A Funding

**General Assistance -
Community Activity Grants**

1. OVERVIEW

Council may make donations to eligible local community groups that are not-for-profit community organisations, incorporated or unincorporated, and in some cases, to individuals. The aim is to support a wide range of activities that build community capacity, foster social networks and information exchange, facilitate cooperation and build on existing community strengths.

For any given year, Council may determine that the Annual Grants Program will be directed towards particular outcomes, but the emphasis will always be on supporting the community's aspirations as articulated in the QPRC Community Strategic Plan.

Council's grants and donations are administered in compliance with the Queanbeyan-Palerang Regional Council QPRC) Donations Policy 2023 [available on the QPRC website](#).

2. ADMINISTRATION

- 2.1 Applications will only be considered for one-off expenditure in the financial year in which the costs occur.
- 2.2 When making requests, applicants need to clearly outline benefits to the Queanbeyan-Palerang community.
- 2.3 Council may consider applications outside the funding round if the applicants are able to demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the Annual Grants Program round.
- 2.4 Consideration of the applications will be dependent on any funds being available following allocation from the current round and will require a resolution from Council regarding the assessment of the applications.
- 2.5 Privacy Management - Personal information provided in this form is required in order to process the application. Provision of the information is voluntary; however, if insufficient information is provided, support for the application will be difficult when considering competing requests. Your personal information will not be used without your prior written permission.

3. CRITERIA

- 3.1 In allocating funds, Council will give consideration to the nature of the request, the proposed beneficiaries, equality of access, any recent donations to each applicant, whether previous funds have been acquitted, alternative funding sources and equity of support across the local government area. The following criteria will be considered in assessing these requests:
 - the purpose of the donation
 - the alignment with Council's Community Strategic Plan and Delivery Plan
 - previous donations and support provided to the applicant by Council
 - the amount requested
 - the applicant's access to alternative sources of funding, including the ability to raise general income from usage of the facility,
 - Council's annual budget allowance.

An assessment grid follows.

4. LODGEMENT

Please complete the online form at <https://www.qprc.nsw.gov.au/Community/Grants-Donations>. If you are unable to complete the form on-line, please contact Council's Grant Officer at liz.mirowski@qprc.nsw.gov.au or via phone on **02 6285 6044**

5. ASSESSMENT GRID

CRITERIA	TYPE 1 <i>(each answer is worth 4 points)</i>	TYPE 2 <i>(each answer is worth 3 points)</i>	TYPE 3 <i>(each answer is worth 2 points)</i>	TYPE 4 <i>(each answer worth 1 point)</i>
Purpose of donation - Social and community benefit for the local community.	Function is unique and specific and meets high level of need OR Service meets identified social / community needs, with most service users from low socio-economic backgrounds	Function or service meets identified social / community needs, with service users from a range of socio-economic backgrounds	Function or service meets a broad social / community need	Function or service is valued by the community, but is not focused on meeting an identified social /community need
Alignment with Community Strategic Plan and Delivery Plan	Project fully aligns with the Strategic Plan and addresses its identified objectives	Project partly aligns with the Strategic Plan and partly addresses its identified objectives	Project has minimal alignment with the Strategic Plan.	Project has no alignment with the Strategic Plan.
Support provided by Council in the last two financial years	The organisation received no support from Council last financial year.	The organisation received support worth \$1,000 or less, from Council last year	The organisation received support of \$1,500 or less from Council last year.	The organisation received between \$1,500 and \$3,000 from Council last financial year.
The amount requested	Request is for less than \$900	Request is for between \$900 and \$1,500	Request is for more than \$1,500 but less than upper limit of \$3,000	\$3,000 upper limit per applicant organisation is requested
Applicant's access to alternative sources of funding	The organisation relies entirely on donations from the community	The organisation has limited access to other sources of funding and has limited fundraising activities funding-raising activities and grants	The organisation has access to a number of sources of funding, including fundraising activities	The organisation raises income from multiple sources such as member subscriptions, participant fees, donations, regular funding-raising activities and grants
Organisational status and structure	The organisation is locally based, stand-alone and locally managed, servicing only the QPRC community	The organisation is a locally based, stand-alone service, has a regional focus, and undertakes local and regional activities or services	The organisation is a local branch of a regional umbrella organisation	The organisation is a local or regional branch of a state or national umbrella organisation
Extent of accessibility to the community	Function or service is accessible to the entire QPRC community	Function or service is generally accessible to the community	Function or service has limited accessibility to the community	Function is limited to a specific target group