



WAVERLEY  
COUNCIL

# Community Services and Cultural Grants Program

**Program Guidelines**  
**March 2020**

These guidelines accompany Council's Community Grants Policy.

### **Goals**

The Community Services and Cultural Grants Program aims to provide targeted, sustained support to organisations providing identified social, cultural and recreational benefits to Waverley's community that align with Waverley's Community Strategic Plan, and complement the services provided directly by Council. The plan drives the delivery of projects and programs to address identified needs and aspirations in the community. Its strategies are underpinned by the social justice principles of equity, access, rights, and participation for everyone in the community.

The vision expressed in Waverley's Community Strategic Plan is that of a cohesive, caring and compassionate community that values diversity and creativity, and has capacity to support its members. Community prosperity can only be achieved when there is strong social support so nobody is left behind. Waverley Council is committed to strengthening the health and wellbeing of all its community members and fostering social connectedness.

### **The goals in the Waverley Community Strategic Plan 2018-2029 include:**

- Facilitate opportunities that recognise Waverley's unique place in the Australian contemporary cultural landscape
- Preserve and interpret the unique cultural heritage of Waverley
- Create a resilient, caring and cohesive community
- Nurture a safe, healthy and well-connected community that embraces challenges and has the resilience to adapt to change
- Strengthen people's inclusion in community life, promote diversity and celebrate Aboriginal and Torres Strait Islander culture past, present and future
- Improve health and quality of life through a range of recreational opportunities.

Grants play an important role in stimulating community development initiatives and facilitating community engagement with the development of programs, services, and activities. Grants provision works from the ground up to enable the community to take the lead on addressing issues and creating outcomes that are important to them.

### **Program Objectives**

- Provide sustained funding to support the provision of services in Waverley to address identified community needs in line with Council's community strategic plan and other social plans
- Enhance participation, visibility and recognition of community cultural events and activities
- Facilitate strong local networks that involve Waverley communities in service delivery and planning
- Facilitate collaboration and partnerships in the provision of social services, community cultural programs, and community capacity building activities.

### **Who is eligible to apply**

Not-for-profit organisations that can demonstrate significant local connections, compliance with legislative requirements and quality standards relevant to their sector, the employment of appropriately qualified practitioners, a track record of successful service or program delivery, and relevant insurances. Applicants must also demonstrate sound governance practices, and financial sustainability.

### *Exclusions*

Applicants that have not acquitted previous grants, or who have outstanding debts of any kind to Waverley Council

### *Nominated Organisations*

On the basis of their local inception, and their longstanding record of community managed service delivery to the people of Waverley, complementary to services delivered directly by Council, certain nominated organisations have access by invitation.

For the time being, the following organisation are nominated organisations: WAYS Youth and Family, Beaches Outreach Program, Wayside Chapel (Norman Andrews House), Bondi Toy Library, The Junction Neighbourhood Centre, Holdsworth Community, Eastern Area Tenants Service, Bondi Beach Cottage, Bondi Beach Playgroup, Waverley Bondi Beach Band, Waverley Philharmonic Society, and the Australian Kiteflyers Society.

An organisation will retain its nominated status, unless it:

- Ceases to operate, or significantly changes its operation
- Cannot demonstrate evidence of community need or opportunity in relation to the service/ activity proposed, consistent with the goals described in the Waverley Community Strategic Plan
- Cannot or does not meet Council's grant conditions, or assessment criteria for the activity proposed.

### **Funding available**

The budget allocated to this program is published with Council's annual Operating Plan. The published amount may include funds available to nominated organisations, commitments to multi-year agreements, and funds allocated to EOI processes for new services/ activities or enhancements to existing services/ activities.

Funds may become available when:

- New funds are allocated
- A nomination ceases or ends.

### **Assessment Criteria**

#### **For community programs proposals**

Applications are assessed using the information provided against the following criteria:

- Clarity of the description of the service proposed for the people of Waverley, including its aims, objectives and projected outcomes, and plan for delivery
- Alignment of the proposal with the goals in Waverley Council's Community Strategic Plan, and the Program objectives
- Evidence of social planning processes indicating community need or opportunity in relation to the proposed service. This may include needs assessment, community consultation, service evaluation, sector planning information, etc.
- Evidence of capacity to deliver the planned service
- Evidence that the proposed service is based on best practice and social justice principles of equity, rights, access and participation for all.

Criteria used to determine priority and level of funding:

- Evidence of need for financial support
- Extent of the organisation's capacity to raise funds for delivery of the service/ activity proposed
- Evidence of capacity for cost effective delivery of the planned service.

#### **For cultural activities and programs proposals**

Applications are assessed using the information provided against the following criteria:

- Clarity of the description of the activity proposed for the people of Waverley, including its aims, objectives and projected outcomes, and plan for delivery
- Alignment of the proposal with the goals in Waverley Council's Community Strategic Plan
- Evidence of cultural planning processes indicating the value of the opportunity provided to the community through the proposed activity or program
- Evidence of capacity to deliver the planned activity or program
- Evidence that the proposed activity is based on best practice and social justice principles of equity, rights, access and participation for all.

Criteria used to determine priority and level of funding:

- Evidence of need for financial support
- Extent of the organisation's capacity to raise funds for delivery of the activity proposed
- Evidence of capacity for cost effective delivery of the planned activity.

#### **Grants are not available for:**

- Services programs or activities that duplicate existing services activities or programs
- Services programs or activities that contravene Council policies
- Services, programs or activities for which the Waverley community is not clearly the principal beneficiary.

#### **Responsibilities of Grant Recipients**

Before funds are released, successful applicants are required to enter into an agreement with Council. The agreement is negotiated with the grantee, and will include:

- The description of the service/ activity for which funding is being provided
- The term of the agreement
- The annual grant amount approved by Council and a schedule for payments
- Specific performance criteria for the service/ activity – applicants are encouraged to provide these in their application. They will be negotiated with Council officers when finalising the agreement
- A reporting schedule
- Requirements for the end of term acquittal.

#### **Application Process**

Applicants must complete and submit the Community Services and Cultural Programs application form by the date specified in the invitation or EOI, together with the supporting documentation required.

Applications must provide the detail required to enable assessment of their proposal against the grant criteria. This includes detail about the evidence gathered indicating a need for the service/ activity, what is planned, who will be involved in the delivery of the service/ activity and who will benefit from it, when and

where the service will be delivered, how the proposal has value for the community and how the grant funding will support delivery, what outcomes the service is expected to deliver, and how success will be measured.

**Assessment Process**

Council officers will assess project proposals against the assessment criteria. A report with recommendations for funding will be submitted to Council for consideration and approval. The report will include summary information about applicants and their proposals, and officers' recommendations following assessment. After Council has made a decision, an officer will contact applicants about the outcome of their application.

**Amendments**

These guidelines are reviewed annually and may be amended at any time to reflect changes in the list of nominated organisations, or endorsed Council plans and strategies.