

15 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES

15.1 Grants and donations - Round 1 funding

CSP Objective: Outcome 1.1: We want a strong sense of community and belonging, where social and cultural life can flourish; and our families, friends and visitors feel welcome and included.

CSP Strategy: 1.1.1 Provide spaces, services and initiatives that foster a proud, inclusive, and connected community for all.

Delivery Program: 1.1.1.2 Partner with the community, other levels of government and key stakeholders to provide support to community and cultural engagement sectors, community groups and organisations.

Item 15.1

Summary

Kiama Municipal Council (Council) values the contributions of community groups, interest groups, artists, event professionals and businesses to the community. The contributions significantly enhance the wellbeing and economy of our community.

Council’s Grants and Donations Program aim to support initiatives, events and activities that address identified community needs and interests; and promote and foster a vibrant, inclusive, resilient, innovative, and sustainable community within the Kiama Local Government Area (LGA).

This report presents the recommendations for funding from Round 1 of the Signature Community Events Grant, Cultural Grant and Health and Sustainability Grant. It also provides an update on the Small Community Grants Program.

Financial implication

Costs associated with the recommendations in this report are included in Council’s budget for the current financial year. A full breakdown of the funds under the Grants Program available this financial year; and the recommended amounts within this report are included in the table below.

SIGNATURE COMMUNITY EVENTS			
Budget	Balance	<i>Recommended for funding in this report</i>	Remaining
\$40,000	\$40,000	\$23,950 (\$21,000 Cash/ \$2,950 In Kind)	\$16,050
SMALL COMMUNITY GRANTS AND DONATION			
Budget	Balance	<i>Total approved to date under CEO delegation (amounts less than \$1,000)</i>	Remaining
\$15,000	\$13,545	\$1,455	\$13,455

CULTURAL GRANTS			
Budget	Balance	<i>Recommended funding in this report</i>	Remaining
\$15,000	\$15,000	\$7,690 (\$5,860 Cash/ \$1,830 In Kind)	\$7,310
HEALTH AND SUSTAINABLE GRANTS			
Budget	Balance	<i>Recommended funding in this report</i>	Remaining
\$15,000	\$15,000	\$0	\$15,000
COMBINED FUNDING BALANCE			
Combined Budget	Combined Balance	<i>Total recommended funding in this report</i>	Remaining
\$85,000	\$83,545	\$31,490	\$50,450

Risk implication

There is no risk associated with this report.

Policy

Kiama Council’s Grants and Donation Policy and Guidelines 2024 (see attached)

Consultation (internal)

In accordance with section 4.2 of the Grants and Donations Policy, all applications were referred to the internal Grants Assessment Panel for assessment. Three Panels were convened for the three funding programs open this round. The Panels comprised of council staff with expertise relevant to the specific grant program. There were four council staff on each of the three (Signature Community Events Grants, Cultural Grants, Health and Sustainability Grants) Panels.

Applications were assessed against five criteria:

1. Benefit to the community;
2. Alignment with Kiama Council’s Community Strategic Plan;
3. Value for money/financial justification;
4. Capacity and capability to deliver the project;
5. Contributes to being an accessible, sustainable, and inclusive event for the community.

Communication/Community engagement

Council’s Grant Programs were promoted via Council’s communication channels (website, media release, newsletters, and social media) and through various community networks. The Community Hubs team delivered information sessions for each of the grant programs to inform and educate the community about the new Grants and Donations Policy and the Guidelines.

Report of the Director Planning, Environment and Communities

15.1 Grants and donations - Round 1 funding (cont)

The team further offered 1:1 meetings with potential applicants to discuss project ideas, eligibility criteria, budgeting and the new application form. These engagement activities were received positively by potential applicants, having the opportunity to discuss changes to the grants program and new policy prior to applying and provide feedback to Council.

Based on feedback and questions regarding the Round 1 of the funding, staff will modify future promotional campaigns and the process to ensure smooth process and positive experience for applicants, and an effective and efficient process for Council staff managing the Grants Program.

Attachments

- 1 Grants-and-Donations-Policy 2024 [↓](#)
- 2 Grants-and-donations-guidelines-for-applicants 2024 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council endorse recommended applications for funding:

1. Gerringong Lions Club, Gerringong Christmas Street Parade, \$7,000.
2. Gerringong Lions Club, Gerringong Car Show 2025, \$2,950.
3. KiamaSala PTY LTD, KiamaSala Festival 2024, \$7,000.
4. Kiama Jazz Club Incorporated, Kiama Jazz and Blues Festival, \$7,000.
5. The creative Business Hub, The Creative Business Summit, \$2,500.
6. Kiama Lions Clubs, Festive Art Day, \$2,260.
7. Charlie D'Amico, Music in the Park, \$2,500.
8. Olivia Dean, Sitting in the Sun, the Light and the Sea, \$430.

Background

In March 2024, Council endorsed the new Grants and Donations Policy and Guidelines for Applicants (attached). The Grant and Donations Policy (the Policy) provides the framework for managing Council's Grants Program, its expenditure and accountability processes. The Policy provides the framework for Council to manage the allocated funds to the Grants Program in an effective, efficient and equitable manner and in compliance with the Section 356 of the *Local Government Act 1993* for use of public funds. The Guideline assists applicants when applying for Council grants and ensure they understand their obligations.

This report presents the outcomes of the three-fundings program that were open for funding this round. Details are outlined in the following tables.

Signature Community Event Grant Program Round 1

Council received seven applications for funding this round. Of the seven, four applications were found to be eligible and are recommended for funding.

Item 15.1

Applicant	Gerringong Lions Club		
Project title	Gerringong Christmas Street Parade 2024		
Amount Requested	\$7,000	Total Project Cost	\$11,600
Location	Gerringong	Date	December 2024
About the Applicant	The main focus of Gerringong Lions Club is to deliver local community projects, assist local residents in need and raise money for worthy causes. According to the organisation, 100% of all funds raised by Lions Clubs are used for charitable purposes.		
About the Project/ Event	The Gerringong Christmas Street Parade has been running since 1988. All of Gerringong and surrounding communities are invited to attend the parade. Local community groups and businesses participate in this event. Local residents and visitors line the streets to enjoy the entertainment. Local businesses are all engaged in and support the Parade as they see a financial benefit from the day.		
Beneficiaries	Gerringong Community/ Kiama LGA residents/ local Business.		
Assessment	<p>Recommended for Funding - \$7,000</p> <p>The assessment panel found the project eligible, as it aligns with the objectives of the Grants Program and is considered to have significant community benefit.</p>		

Applicant	Gerringong Lions Club		
Project title	Gerringong Car Show 2025		
Amount Requested	\$2,950 (\$2000 cash/ \$950 in kind)	Total Project Cost	\$2,950

15.1 Grants and donations - Round 1 funding (cont)

Location	Gerringong	Date	March 2025
About the Applicant	The main focus of Gerringong Lions Club is to deliver local community projects, assist local residents in need and raise money for worthy causes. According to the organisation, 100% of all funds raised by Lions Clubs are used for charitable purposes.		
About the Project/ Event	The annual Gerringong Car Show has been running since 2017, raising funds for registered charitable causes. Approximately 380 members of car enthusiasts' clubs register to exhibit their " historic, restored or classic" vehicles in the car show, and pay a \$10 registration fee. Visitors to the car show pay a \$5 entry fee to inspect and admire the vehicles displayed on Michael Cronin Oval and the adjacent hockey field. 100% of all monies raised are donated to registered charitable causes.		
Beneficiaries	Local business, Gerringong community, and Tourists to the area.		
Assessment	<p>Recommended for Funding - \$2,950</p> <p>The assessment panel found this project to be eligible, as it aligns with the objectives of the Grants Program with significant social/economic benefit, and is considered to be good value for money.</p>		

Item 15.1

Applicant	KiamaSala PTY LTD		
Project title	KiamaSala Festival		
Amount Requested	\$7,000 (\$5,000 cash/ \$2,000 in kind)	Total Project Cost	\$18,000
Location	Kiama	Date	February 2025
About the Applicant	KiamaSala was born from a desire to reach out and to celebrate the contribution the South Indian community makes within our region and beyond. It aims to acknowledge the diverse range of professional skills and business acumen they bring to the local economy across industries such as healthcare, hospitality and professional services.		

About the Project/ Event	Kiama’s new Hindmarsh Park harbour stage will be transformed into an aromatic 'Regional Street food Alley', a market stall bazaar and a vibrant performance space where a mixture of classic and contemporary Music and performances will be presented, celebrating and create awareness of the rich culture and food.
Beneficiaries	Kiama LGA community, diverse communities.
Assessment	Recommended for Funding - \$7,000 The assessment panel found this project eligible, as it aligns with the objectives of the Grants Program, bringing significant social/cultural benefit to the community, and is good value for money.

Applicant	Kiama Jazz Club Incorporated		
Project title	Kiama Jazz and Blues Festival		
Amount Requested	\$7,000	Total Project Cost	\$189,000
Location	Kiama	Date	March 2025
About the Applicant	A local team of experienced event planners, marketing professionals, and logistics managers who have proven creative expertise in organising events. A one of the few festivals in Australia to operate continuously during recent challenging years, working with local businesses and sponsors, to ensure smooth planning and delivery.		
About the Project/ Event	Kama Jazz and Blues Festival is a three-day music festival celebrating its 38th year, dedicated to showcasing original contemporary music influenced by the genres of Jazz & Blues. This iconic event draws both locals and visitors, offering a platform for established and emerging musicians to perform live in a variety of venues throughout the LGA.		
Beneficiaries	Tourism, Kiama LGA community.		
Assessment	Recommended for Funding - \$7,000		

	The assessment panel found this project eligible, as it aligns with the objectives of the Grants Program with significant social/cultural benefit, and is considered to be good value for money.
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Cultural Grants

Council received six applications under Cultural grants, of which four applications were found to be eligible and are recommended for funding (3 for full amount, 1 for partial funding).

Applicant	The Creative Business Hub		
Project title	The Creative Business Summit		
Amount Requested	\$2,500 (\$1,420 cash, \$1,080 in kind)	Total Project Cost	\$5,680
Location	Kiama	Date	March 2025
About the Applicant	An artist, designer & creative business mentor and advocate for creative lifestyle, with 26 years' experience running art & design businesses, with a focus to empower artists, designers, photographers & makers to build a joyous & profitable business from their talents.		
About the Project/ Event	The Creative Business Summit will be a one-day event held in Kiama, to educate & inspire artists on how to start, run & grow their businesses or side hustles. The event will feature a day of workshops, talks & networking opportunities with lunch & afternoon tea provided.		
Beneficiaries	Artists, creative businesses.		
Assessment	<p>Recommended for Funding - \$2,500</p> <p>The assessment panel found the project eligible, as it aligns with the objectives of the Grants Program and will be a professional development opportunity for creatives in the Kiama LGA.</p>		

Applicant	Kiama Lions Club
Project title	Festive Art Day - Creating for Christmas

Amount Requested	\$2,260 (\$2,110 cash, \$150 in kind)	Total Project Cost	\$2,260
Location	Kiama	Date	December 2024
About the Applicant	Lions club members strive to make a difference in their local community as well as in communities worldwide. The volunteer efforts aim at addressing unmet health and education needs worldwide. The Kiama Lions Club works with the community by assisting to run projects that boost community engagement, skill development, and wellbeing.		
About the Project/ Event	This free community event will teach participants a range of creative arts. Professional artists from the local area will be engaged to run stations/workshops where participants can create a functional piece of art to take home such as wrapping paper, gift tags, decoration, and some edible treats.		
Beneficiaries	Families, children, Kiama LGA residents.		
Assessment	<p>Recommended for Funding - \$2,260</p> <p>The assessment panel found the project eligible, as it aligns with the objectives of the Grants Program and will be of benefit to the Kiama LGA residents.</p>		

Applicant	Charlie D'Amico		
Project title	Music in the Park		
Amount Requested	\$2,500 (\$2,330 cash, \$170 in kind)	Total Project Cost	\$2,500
Location	Kiama	Date	November 2024
About the Applicant	Professional live sound & lighting operator. Licensed electrical contractor.		
About the Project/ Event	A free community concert in Hindmarsh Park activating the new stage. The concert will feature performance opportunities for		

	various local artists and performers including musicians, singers and dancers.
Beneficiaries	Kiama LGA community, families
Assessment	Recommended for Funding - \$2,500 The assessment panel found this project eligible, as it aligns with the objectives of the Grants Program and will provide an opportunity to activate Hindmarsh Park.

Applicant	Olivia Deans		
Project title	Sitting with the Sun, the Light, and the Sea		
Amount Requested	\$2,500 (\$2,160 cash, \$540 in kind)	Total Project Cost	\$2,500
Location	Kiama	Date	2025
About the Applicant	A self-taught artist from Kiama with around 15 years of experience in painting and running workshops.		
About the Project/ Event	The first Solo Exhibition of a body of artworks for exhibition. This project comes at the end of a year of research with other local artists on how to create realistic seascapes to be exhibited at the Old Fire Station.		
Beneficiaries	The artist and local community attended the exhibition.		
Assessment	Recommended for Funding - \$430 The assessment panel found the project eligible for in-kind support of two weeks hire across Kiama and Gerringong Council-owned exhibition spaces.		

Health and Sustainability Grants

Council received two applications under the Health and Sustainability Grants. The assessment panel found both applications to be ineligible under the Policy and Guidelines. Both applications fall outside the eligibility criteria, one requesting funds

Report of the Director Planning, Environment and Communities

15.1 Grants and donations - Round 1 funding (cont)

for core operational expenses and maintenance of equipment, the other requesting funds for hire of venue and not able to match the grant.

Along with other unsuccessful applicants, staff provides feedback and offer support to applicants to understand and apply for the Council grants in future rounds.

Item 15.1



Policy Owner	Manager Community Hubs
Department	Planning, Environment and Communities
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Contents

Policy statement and objectives 2

Scope 2

References 3

Consultations 3

Definitions 3

Variation and review 5

POLICY..... 5

1. Grants overview 5

 1.1. Summary of the Grants Program 5

2. In-kind support 6

3. General funding conditions 6

 3.1. General eligibility 6

 3.2. General ineligibility..... 7

 3.3. Further conditions 8

 3.4. Ethics Framework 8

 3.5. Conflict of Interest..... 8

4. Grants procedures..... 8

 4.1. Application process..... 8

 4.2. Assessment process..... 9

 4.3. Approval 9

 4.4. Funding agreement..... 10

 4.5. Reporting and acquittal 10

Related forms and documents 10

Attachments..... 11

Authorisation..... 11

RESPECT • INTEGRITY • INNOVATION • TEAMWORK • EXCELLENCE •

Policy statement and objectives

Kiama Municipal Council (Council) recognises the vital contributions that community members, interest groups, event professionals and businesses make to the wellbeing of our community. One way of this recognition is to provide financial assistance in the forms of grants and donations to address identified needs and foster community development. Council supports programs and projects that contribute to a vibrant, inclusive, resilient, innovative and sustainable goals across the Kiama Local Government Area (LGA).

Through the provision of the Grants and Donations Program (Grants Program), Council supports the implementation of community led initiatives that align with the Kiama Community Strategic Plan (CSP), corporate priorities and that meet the funding criteria.

Council grants and donations are allocated through a competitive process. Council reserves the right to consider and prioritise allocation of funds to projects and program on discretionary and non-discretionary basis as follows:

- a. Discretionary – applications that address strategic objectives, are high impact in nature and respond to existing and emerging needs and gaps.
- b. Non-discretionary – applications that meet the eligibility criteria of the Grants Program, are low impact in nature, and support strategic objectives and general community needs and aspirations.

The **strategic objectives** of Council’s Grants Program are to support and invest in initiatives that:

- Align with at least one Pillar¹ of Council’s **Community Strategic Plan (CSP)** and other key social, cultural, economic, and environmental policies and plans.
- Facilitate and maintain **partnerships and collaboration** between Council, community as well as those with propositions that bring positive social or economic outcomes to the community (in the case of Destination Event Funding).
- Develop and enhance **resilience and capacity building** among community groups.
- Contribute to the **economic growth, a sustainable environment and/or the social and cultural wellbeing** of Kiama communities.
- Ensure **good governance** of public funds, demonstrate integrity, professionalism and transparency in decision making and have strong procedures in place to support this.
- Contribute to the **enhancement of the reputation and brand** of the Kiama Municipality in accordance with the CSP.

Scope

The Grant and Donations Policy (the Policy) provides the framework for managing Council’s Grants Program, its expenditure and accountability processes. The Policy guides the administration of the Grants Program in a manner that is aligned to the above strategic objectives and in accordance with the Local Government Act 1993, Section 356 (the Act). It

- ¹ Belong and contribute
- Thrive in a sustainable environment
- Create a strong and diverse economy
- Are part of a connected and liveable community
- Expect accountable and transparent leadership, a financially sustainable Council

acts as a tool to ensure an equitable, open and transparent process for community organisations and groups to seek financial and in-kind assistance from Council.

Additionally, it will guide Kiama Council employees and Councillors during application assessment and grading, endorsement of funds, reporting and acquittal requirements and evaluation processes.

References

- Local Government Act 1993
- Kiama Municipal Council Strategies and Plans:
 - Code of Conduct
 - Community Strategic Plan
 - Disclosure of Conflict of Interest
 - Donations Policy 2012
 - Gifts and Benefits Policy
 - Tourism and Events Strategic Plan 2022-2026
- Internal Audit of Community Grants and Sponsorship-2021 Report

Consultations

This policy was developed in consultation with relevant departments across Council including:

- Community Hubs
- Library and Cultural Hubs
- Tourism and Events
- Office of CEO
- Health and Compliance
- Governance
- Chief Financial Officer

Definitions

For the purpose of this document the following definitions apply:

Term	Definition
Acquittal	The process by which a recipient demonstrates in writing to Council that it has expended the funds in accordance with the outcomes in the funding application and/or terms and conditions of the agreement. This could include providing a written outcome report, evidence of activities and how the funds were expended.

Term	Definition
Auspice	An agreement where an incorporated organisation agree to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicating organisation then administers the grant on behalf of the applicant and is legally responsible for ensuring that the terms of the agreement are met.
Charity	Listed on the Australian Charities and website as a registered charity.
Community Capacity building	Relates to the provision of programs and services that contribute to developing skills, knowledge, capabilities and resources that enable communities to manage their own affairs.
Community Group	A community or a not-for-profit run and managed group that does not have a status as a legal entity.
Community Strategic Plan (CSP)	A high level 10 year plan developed collaboratively by Council with the Kiama Municipality. It identifies the community's vision and objectives for the Municipality and strategies to achieve them.
Donation	A one-off financial contribution or in-kind support where funds are provided to recipient through a formal process for a specific purpose that contribute to achieving goals and objectives consistent with Council policy. The donations is subject to a delivery of a direct or indirect benefit to community.
Funding Agreement	A formally negotiated agreement between Council and an organisation, individual or community group that details the nature, quality and scope of how funds will be used. The purpose of a funding agreement is to formalise the expectations of Council and outline the responsibilities of both Council and the grant recipient.
Grant	A one-off or recurring financial contribution where funds are provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with Council policy, where the recipient is selected on merit against a set of criteria. The funding is subject to a funding agreement and an acquittal and acknowledgement of Council support is required.
Incorporated Association	A legal entity (organisation) that provides legal protection to its members in legal transactions. Council verifies this using the ABN register and ASIC databases.
Not-for-profit Organisation	A not-for-profit organisation is a registered incorporated association, including a charitable organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to implement the organisation's purpose and must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up.

Term	Definition
Sponsorship	A one-off or recurring contribution can be financial or in-kind support. The sponsorship funds are subject to formal application process for a specific program that generate benefits to culture, economic and tourism outcomes. Council's expects negotiated benefits such as positive recognition by way of logo, banners or otherwise, in exchange.

Variation and review

Council reserves the right to review, vary or revoke this policy.

That Council authorises the CEO to make minor changes to this policy to reflect changes in legislation, expiry of or changes to grant programs, and changes in Council structure.

Review history:

Date reviewed	Date adopted / endorsed	Brief detail of amendments
	xx/xx/2024	New policy

POLICY

1. Grants overview

The Grants Program demonstrates Council's commitment to building a strong and resilient community socially, culturally, economically and environmentally. Eligible community-based groups, not-for-profit organisations, event professionals, services and individuals living and based in the Kiama Local Government Area (LGA) may be provided with a grant for a project, program, service and or an activity that benefits the Kiama residents. Council's Grants Program provides funds to the following programs:

1. Small Community Grants and Donations
2. Signature Community Events Grant
3. Destination Events Funding
4. Cultural Grant
5. Health and Sustainability Grant
6. Community Sponsorship Grant

1.1. Summary of the Grants Program

Funding Program	Amount	Provided for:	Application timeframe	Responsible Department
Small Community Grants and Donations	Maximum \$500 per application Total budget: \$15,000	Small community event or a program that demonstrate	Open all year via SmartyGrants portal	Community Hubs

Funding Program	Amount	Provided for:	Application timeframe	Responsible Department
		direct benefit to residents		
Destination Events Funding	Maximum \$20,000 per application Total budget: \$130,000	Destination/Major Events	Two rounds annually via SmartyGrants portal	Tourism and Events
Signature Community Events Funding	Maximum \$7,000 per application Total budget: \$40,000	Community events that demonstrate significant benefit to residents	Two rounds annually via SmartyGrants portal	Community Hubs
Cultural Grant	Maximum \$2,500 per applications Total budget: \$15,000	Local artist or a creative project that develops the arts sector in Kiama.	Two rounds annually via Smarty Grants portal	Community Hubs
Health & Sustainability Grant	Maximum \$2,000 per application: Total budget: \$15,000	Small projects that promote local health & environmental sustainability	Two rounds annually via SmartyGrants portal	Community Hubs
Regional Arts Development Office - Contribution	Council resolution June 2022: \$19,500 recurrent funding + 3.5% increase	Supports administration, programming and activity by the RADO in the region.	Standing Council resolution - annually	Community Hubs
Total grants per annum	\$234,500 (allocated amount subject to annual budget planning)			

2. In-kind support

Applicants must identify requests for in-kind support, inclusive of Council related services such as waste, venue hire and field lighting. Requests for in-kind support will be assessed in accordance with the eligibility criteria outlined in this policy and will be costed as per Council's fees and charges.

3. General funding conditions

3.1. General eligibility

Applications for the Grants Program must:

- Be an incorporated not-for-profit (or under auspice of an incorporated organisation) or charitable organisations and hold a current ABN. *(In some instances funding for-profit organisations who have demonstrated they are best placed to deliver a public benefit and meet the relevant grant program's outcomes will be considered).* Exempt from this criterion are Destination Event Grants applicants, which may be commercial in nature.
- Operate within the Kiama Local Government Area (LGA) or can demonstrate that the project or program will benefit residents of the Kiama community.
- Have or will obtain appropriate insurance and adhere to sound Workplace Health and Safety practices or be under the auspice of another organisation.
- Demonstrate meeting at least one of the strategic outcomes outlined in the policy and at least one of the CSP Pillars.
- Have no debt to Council and have met and successfully complied with all Council funding, reporting and acquittal conditions for previous Council grants.
- Not be the recipient of any other financial or other type of assistance from Council for the same event or project.
- Meet the eligibility criteria and terms/conditions set out in the specific funding program as set out below.
- Complete each mandatory application questions and submit all required documents.
- Build and enhance the reputation and brand of Kiama Municipal Council in accordance with Kiama CSP.
- Work collaboratively and respectfully with Council and staff representatives.

3.2. General ineligibility

- Projects that do not meet Kiama's Community Strategic Plan outcomes.
- Projects that have already commenced or have been completed.
- Applications from government agencies, political parties/activities, clubs that profit from gaming machines.
- Commercial and profit making entities and private organisations (not applicable to applicants to the Destination Event Grant).
- Projects that directly contravene existing Council policies.
- Projects that duplicate existing Council services or programs.
- Applications to cover funding shortfall from other government programs.
- Applications that do not demonstrate a direct benefit to Kiama residents.
- Requests for funding toward salaries/wages and operational expenditure including administration, insurance, office equipment, transport, travel, IT equipment.
- Applications for development of privately-owned facilities.
- Applications to pay off a debt.
- Applications for funding toward core operational costs i.e. day to day operations of a community group or organisation.

- Individual requests for funds to attend national or international sports events.

3.3. Further conditions

Council will not:

- Provide in-house design, print or distribution services.
- Provide cleansing and waste service for events. If required, the cash value must be clearly identified under in-kind contributions from Council.
- Support political activities or activities that could be perceived as benefiting a political party or a political campaign.
- Support religious activities or projects exclusive to religious based groups.
- Support activities that deliberately exclude any individuals or groups from participating or attending.

3.4. Ethics Framework

Council will not provide funding support to projects or activities that:

- Pollute land, air or water, or destroy or waste non-recurring resources.
- Market or promote products/services in a misleading or deceitful manner.
- Produce, promote, or distribute products/services likely to be harmful to the community.
- Entice people into financial over-commitment.
- Exploit people through the payment of below award wages or poor working conditions.
- Discriminate by way of race, religion, or sex in employment, marketing, or advertising.

3.5. Conflict of Interest

- Council staff assessing applications must declare and document any conflict or perceived conflict of interest across all stages of the process in accordance with Council's Code of Conduct and Disclosure of Conflict of Interest Form.
- Council staff and Councillors must ensure that any affiliation with an applicant is declared and appropriately included in the register.
- Applicants must declare any actual, potential or perceived conflict of interest in line with Council's Code of Conduct.

4. Grants procedures

4.1. Application process

All applicants must register with Council's online grants management system, the SmartyGrants Portal before applying. Once registered, applicants must use the online application form on the portal when applying for any form of financial assistance/grants from Council. Hard copy and emailed requests for funding or late applications will not be considered.

4.2. Assessment process

- All applications submitted will be referred to the internal Grants Assessment Panel for review and to make recommendations to Council. The Internal Grants Assessment Panel will comprise of staff with expert knowledge relevant to specific grants program. The Panel members are to adhere to the Terms of Reference.
- An exception to the above, the Small Community Grants and Donations Program, which is open all year round, will be assessed and recommendations will be submitted to the CEO (as per Council delegation of approving grants under \$1,000) to approve, and reported to Council for their information at the first cycle of the grants report.
- Recommendations for the bi-annual grants will be submitted to Council within two months of the closing date.
- Due to the competitive nature of the grants program, some eligible applications might not be successful in securing a grant during certain rounds.
- Due to the competitive nature of the grants program, some eligible applications might only receive partial funding, therefore applicants are highly encouraged to consider and identify in-kind and cash contributions in their applications, and clearly demonstrate the value and benefits of the request.
- Council uses the Australian Business Number (ABN) to confirm an applicant's status as an incorporated not-for-profit (or under auspice) or charitable organisation.
- The following criteria will apply to all applications:
 - Contribute to sustainability practices
 - Offer value for money
 - Demonstrated track record of sound project and financial management
 - Detail how the project/event/program is responding to a need/ gap in the community
 - Provide an estimate of the number of people in the LGA that benefit from the program/project/event
 - Additional sources of money received to fund the project/event/program
- Council's Advisory Committees will be informed and consulted on local priority issues and gaps ahead of grants opening round. Feedback from the Advisory Committees will be used to encourage grant applications for initiatives that respond to identified local needs.

4.3. Approval

- Recommendations for funding of \$1,000 or less may be approved by the CEO or their delegate, provided the funding is in accordance with sections 3562 (3), 3773 (1A) of the Local Government Act 1993. All funded projects will be documented

² Section 356 of the Local Government Act 1993 is a legislation that allows councils to provide financial assistance to other for the purpose of exercising their functions.

³ Section 377 of the Local Government Act 1993 gives the council the general power to delegate any of its functions to the general manager or any other person or body, except for some specified functions such as rate setting, borrowing money or adopting a management plan.

and reported at the first Grant Report to Council, details to be made available on the website through Council agenda papers.

- Recommendations for funding over \$1,000 will be submitted to Council for consideration and endorsement in accordance with Section 356 of Local Government Act 1993.
- Only the elected Council has authority to approve applications to a grant and donation program, except for specific delegation given to the CEO.
- Approval of a grant, donation or sponsorship does not imply that Council has given any other consent. Applicants are advised to obtain relevant information and consent from Council, NSW Police, and other state government agencies in advance for the project they are seeking grant.

4.4. Funding agreement

- All successful applicants will be notified by an email.
- All successful applicants are required to enter into a funding agreement before funds are released and before a project can commence.
- Council's grant or sponsorship must be acknowledged on all promotional material. The Council logo should be used with the text "This project is proudly supported by Kiama Municipal Council".
- All promotional material where Council logo is used must be approved by Council prior to publication.
- Council reserves the right to receive the following for Destination Event Funding and Signature Community Events Funding: joint media release opportunities, opportunity for the Mayor (and/or the Mayor's delegate) to speak at the event or occasion, space at the event (table/stall), and tickets to attend the event or occasion.
- Council will not be responsible for shortfalls in event budgets if the successful applicant is unable to meet event costs. All unspent funds in excess of \$100 are to be returned to Council.

4.5. Reporting and acquittal

- All grant recipients are required to acquit their project as per the funding guidelines and unless stated otherwise, within 12 months of receiving the fund.
- Reports are to be submitted through the SmartyGrants portal. Reports should include information on the agreed project outputs and outcomes, relevant data, and any lessons learnt.
- All reports must be accompanied by a detailed financial report. Grant recipients may be requested to provide further documentation and evidence of expenditure. Council may audit recipients at any time.
- All grant recipients must submit reports and acquit funds prior to applying for new funding from Council.

Related forms and documents

Grants and Donation Guidelines.

Attachments

Nil.

Authorisation

Name: Council Resolution 24/145OC

Date: 21/05/2024



Grants and donations guidelines for applicants

1. Introduction

The Grants and Donations Guidelines is developed to assist applicants when applying for funding from Kiama Municipal Council (Council). The Guidelines must be read and applied in conjunction with Council's Grants Donations and Sponsorship Policy. The Guidelines provide detailed information of each grant or donation program, aiming to be easy to understand and follow. The Guidelines must be read prior to applying for a Council grant to ensure you are eligible and applying to the appropriate grant relevant to the program, event or initiative you are seeking funding.

Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to Council's Community Strategic Plan to enhance social, cultural, and economic outcomes.

Grants and donations could:

- Play an important role in community development and support active participation in civic life. They empower the community to address issues that matter to them and take the lead on projects to enhance community life.
- Help stimulate business, tourism and economic activity. They encourage partnerships with other organisations and assist groups and individuals to work together for the collective benefit.
- Be a valuable method of supporting artistic and creative endeavour, helping foster initiative, experimentation and enterprise by creative workers and providing new opportunities for audiences to engage in our community's cultural life.

2. Guiding principles

Council's assessment and decision-making processes are guided by the following strategic alignment and principles. Applicants are required to demonstrate how their program, project or event aligns to one or more of the following areas.

Community Strategic Plan 2022-20232 – Council's Community Strategic Plan (CSP) is an overarching plan that represents community vision for the municipality of Kiama. This vision is outlined through five directions, referenced as the following Pillars:

- We belong and contribute
- We thrive in a sustainable environment
- We create a strong and diverse economy
- We are part of a connected and liveable community
- We expect accountable and transparent leadership, a financially sustainable Council.

All applications must demonstrate how their project, program or event address at least one of the above pillars.

Partnership and Collaboration – Council partners with a variety of organisations to deliver on its objectives. This includes not-for-profit community organisations who deliver on program and initiatives that build and maintain respectful, transparent and collaborative relationships in the community and with Council are. Your application should outline how your project is contributing to develop and maintain partnerships between Council and the community.

RESPECT • INTEGRITY • INNOVATION • TEAMWORK • EXCELLENCE •

Commitment to local – Council is committed to supporting local projects, local people and local business in order to achieve economic, social, environmental and community outcomes. This will be achieved through engagement with local community groups and organisations who are also committed to these outcomes.

Access, diversity and inclusion – Council values the identities, perspectives, and experiences of the communities that live, work, and visit our local area and believe this diversity strengthens our community. Kiama is a diverse community – from culturally, linguistically, age, sexuality and ability perspectives. Kiama is located on the Dharawal country, the home of our First Nations people who have resided on the South Coast of NSW for tens of thousands of years. Council acknowledges the richness of First Nations culture that underpins our community.

Council is committed to ensuring that our grant program is inclusive and accessible to our diverse communities. Applications from our diverse communities including First Nations people, young people, older people, people with disability, culturally and linguistically diverse communities, women and LGBTIQ+ communities are highly encouraged.

Value for money – The Grants Program seeks to obtain the best mix of applications to meet the needs of the community and maximise outcomes for the local government area. Projects that represent good value for the level of cash or value-in-kind support requested are supported.

Sustainability – Council is committed to economic, social and environmental sustainability and welcomes projects that have these principles at their core, including:

- Economic sustainability - projects are either one off in nature or able to self-fund future iterations.
- Social sustainability – projects that enable medium to long term benefits for participants.
- Environmental sustainability - all aspects of the project consider and take into account processes for inclusion of resources that are healthy and supportive of our environment.

Good governance and stewardship – Council is committed to rigor, efficient and effective decision making in the best interest of the public. The Grants Program Policy, Guidelines, Application, Assessment and Acquittal processes are developed to meet equitable access, accountability and reporting requirements of public funds.

Council employees involved in assessing or performing administration duties associated with grant and funding agreements must comply with the requirements of Council's Code of Conduct for staff, contractors and volunteers, and relevant internal procedures.

Transparency – Council will ensure that grant processes are transparent and fair. Applications are assessed objectively against the eligibility criteria as per the Grants Program Guidelines, using the assessment matrix. All conflicts of interests are addressed and declared as part of this process. Council will keep a register of all grants and funding available on the Council's website. All applications for grants will be reported and documented through Council meeting business papers.

Reflect and learn – Council is committed to continues improvement. Mechanisms for evaluation and community feedback are applied and applicants are invited to contribute to improving Council's grants procedure.

Communication – The Grant Program will be promoted on Council's grants management portal, the SmartyGrants, and news and information about grants will be promoted through:

- Council's website and social media channels; and/or
- Media releases; and/or
- Council newsletters and other Council publications; and/or

- Community information sessions; and/or
- Direct email or phone contact.

Acknowledgement of Council funds – Council’s funding support must be acknowledged by successful applicants for the specified programs, and where applicable as per section 7.3 of the Policy.

3. Funding round schedule

Funding program	Application timeframe
Small Community Grants and Donations	Open all year via SmartyGrants portal
Destination Events Funding	Two rounds annually via SmartyGrants portal
Signature Community Events Funding	Two rounds annually via SmartyGrants portal
Cultural Grant	Two rounds annually via SmartyGrants portal
Health and Sustainability Grant	Two rounds annually via SmartyGrants portal

4. General eligibility criteria

4.1. General eligibility

Applications for the Grants Program must:

- Be an incorporated not-for-profit (or under auspice of an incorporated organisation) or charitable organisations and hold a current ABN. *(In some instances funding for-profit organisations who have demonstrated they are best placed to deliver a public benefit and meet the relevant grant program’s outcomes will be considered).* Exempt from this criterion are Destination Event Grants applicants, which may be commercial in nature.
- Operate within the Kiama Local Government Area (LGA) or can demonstrate that the project or program will benefit residents of the Kiama community.
- Have or will obtain appropriate insurance and adhere to sound Workplace Health and Safety practices or be under the auspice of another organisation.
- Demonstrate meeting at least one of the strategic outcomes outlined in the policy and at least one of the CSP Pillars.
- Have no debt to Council and have met and successfully complied with all Council funding, reporting and acquittal conditions for previous Council grants.
- Not be the recipient of any other financial or other type of assistance from Council for the same event or project.
- Meet the eligibility criteria and terms/conditions set out in the specific funding program as set out below.

- Complete each mandatory application questions and submit all required documents.
- Build and enhance the reputation and brand of Kiama Municipal Council in accordance with Kiama CSP.
- Work collaboratively and respectfully with Council and staff representatives.

4.2. General ineligibility

- Projects that do not meet Kiama’s Community Strategic Plan outcomes.
- Projects that have already commenced or have been completed.
- Applications from government agencies, political parties/activities, clubs that profit from gaming machines.
- Commercial and profit making entities and private organisations (not applicable if you are applying for the Destination Event Grant).
- Projects that directly contravene existing Council policies.
- Projects that duplicate existing Council services or programs.
- Applications to cover funding shortfall from other government programs.
- Applications that do not demonstrate a direct benefit to Kiama residents.
- Requests for funding toward salaries/wages and operational expenditure including administration, insurance, office equipment, transport, travel, IT equipment.
- Applications for development of privately-owned facilities.
- Applications to pay off a debt.
- Applications for funding toward core operational costs i.e. day to day operations of a community group or organisation.
- Individual requests for funds to attend national or international sports events.

5. The funding program

Council’s Grants Program provides funds to the following programs:

1. Small Community Grants and Donations
2. Signature Community Events Grant
3. Destination Events Grant
4. Cultural Grant
5. Health and Sustainability Grant

5.1. Small Community Grants and Donations

Objective

- Develop and or support community capacity building and community education and awareness.
- Facilitate community participation in local initiatives.
- Enhance social, cultural or sustainable outcomes for local communities.
- Improve the quality of life for individuals and community groups from diverse backgrounds.

Examples of projects previously funded through this program

- Christmas Carols
- Sporting competitions
- Photographic Exhibitions
- Healthy lifestyle programs

Eligibility criteria

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- Be incorporated or auspiced by an incorporated organisation
- Be not-for-profit (Council may request the submission of the most recent annual financial report)
- Demonstrate how the grant and donation will benefit the Municipality of Kiama, strengthen the Kiama community and contribute to Council's goal of a socially just and inclusive community.
- Demonstrate that any monies raised through programs or activities associated with the donation will be used or distributed to benefit the Kiama community.
- Not be raising funds on behalf of another group which itself is a recipient of financial assistance from Council, State or Federal Government.

Opening round – All year round

Total allocation: \$15,000 (Maximum \$500 per application).

5.2. Signature Community Events Funding

Objective

- Develop and or support community capacity building and community education and awareness
- Facilitate community participation in local initiatives.
- Enhance social, cultural or sustainable outcomes for local communities.
- Improve the quality of life for individuals and community groups from diverse backgrounds.
- Support eligible event organisers to plan and deliver successful community events that; provide a significant benefit to the Kiama Municipality's residents, demonstrate value for money and align with Council's strategic goals and identified key initiatives.

Examples of projects previously funded through this program

- Kiama Jazz and Blues Festival
- The Kazador – Mini Spiegeltent Season
- Significant art gallery exhibitions

Eligibility criteria

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- The event is based within the Kiama Local Government Areas.

- Community events that operates in and/or shows a direct benefit to the residents of Kiama LGA, aligning with Council’s Community Strategic Plan.
- Applications received before the deadline, and at least three (3) months prior to the proposed event start date.
- A current Kiama Council issued Development Consent or Permit for the event or is agreeable to working with Council to obtain one (if applicable).
- Current public liability insurance of at least \$20 million.
- Agree to proactively engage with local businesses and community groups in the planning and delivery of the event.
- Ability to present strong financial management i.e. financially solvent / event not entirely reliant on Council funding.
- Not have received funding support/grant from another department of Council for the same event (i.e. Destination Event Grant).
- Not be a frequently re-occurring event e.g. a weekly or monthly scheduled market.

What the funding can be used for

Eligible items for funding may include but are not limited to:

- Expenses related to hire of equipment, temporary structures, professional services (including artist fees).
- Traffic management plans including traffic control services.
- Promotion and advertising of the events.
- Access and inclusion measures at events and functions.

What the funding cannot be used for

Ineligible items for funding include but are not limited to:

- Event costs already funded by Kiama Council
- Consumables such as stationery, printing, fuel, vehicle / plant / equipment repairs
- Travel expenses
- Mobile phone costs
- Alcoholic beverages
- Items costed from another government grant.

Opening round – 2 rounds annually

Total allocation - \$40,000 (Maximum \$7,000 per application).

5.3. Destination Events Grant

Objective

- Support Major and Destination Events withing the Kiama LGA which attract a significant number of overnight intra and interstate visitation.
- Provide financial and/or in-kind support to events identified as having the potential to develop and maintain an ongoing major or destination events status.

- Support Major and Destination Events that occur out of peak visitor periods and assist in balancing the local event calendar and ease seasonal pressures.
- Support events with a long-term vision for growth and sustainability.
- That deliver objectives within Kiama Council's Tourism and Events Strategic Plan.

Examples of projects previously funded through this program

- Gerringong SurfLife Music Festival
- Kiama Rugby Sevens
- Changing Tides Music Festival

Eligibility criteria

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- Considered a Major or Destination Event (see event categories) or demonstrate ability to adequately justify why the event otherwise meets the purpose of the Funding Program.
- Application received at least three (3) months prior to the proposed event start date.
- Event must be based in the Kiama LGA (or at least 60% if an event that spans over more than one Council area).
- Event attracts overnight visitation from outside our area and have an objective to grow this aspect.
- Proactively engage with local businesses in the event planning and/or delivery of the event.
- Present strong financial management i.e. financially solvent / self-sustainable and the event itself not entirely reliant on council funding.
- Be held at a desirable time of year (outside peak visitation periods).
- Event undertaken within 12 months of receiving approval of funding.
- Not have received funding support/grant from another department of Council for the same event (i.e. Kiama Cultural Grants).
- Not be a regularly re-occurring event e.g. a weekly or monthly scheduled market
- Have met and complied with all Council funding, reporting and acquittal obligations for any previous funding.

We strongly encourage event organisers to be a Destination Kiama partner.

Reporting

In addition to the reporting requirements outlined in the Policy and Guidelines, the following additional requirements applies to this program:

- Post Event Report is required to be submitted within four weeks of the event conclusion, and must entail:
 - An overall report demonstrating how the event was planned to be run against how it actually performed and any key learnings.
 - Tourism and event evaluation data including event attendee numbers, attendee demographics (age, gender, location), if they stayed overnight

(details such as these are best achieved through a post event survey or questions asked through a ticketing system).

- Results from marketing efforts (digital analytics eg. clicks, reach and shares, specific marketing efforts)
- Evidence of how Council and Destination Kiama were acknowledged (eg. screen shots, photos, posters etc.)

Opening round – 2 rounds annually.

Total allocation: \$130,000 (Maximum \$20,000 per application).

5.4. Cultural Grant

Objective

- Enhance social, cultural or sustainable outcomes for local communities.
- Explore innovative arts practices and interdisciplinary collaboration that advances Kiama’s arts profile in the wider community.
- Expand the understanding and utilise the power of the arts, cultural, social, educational, economic, and psychological benefits, for the overall health and wellbeing of the Kiama community and its visitors.
- Advance the professional learning and educational outcomes for artists.
- Improve the collaborative and mentoring opportunities for artists.
- Push the boundaries for community engagement with the arts through interactive, immersive and cutting-edge art experiences.
- Demonstrate inclusive practices that actively engage our diverse community ie gender, sexual and cultural diversity, ability and age.

Examples of projects previously funded through this program

- Art exhibitions
- Festivals
- Book launches
- Album releases

Eligibility criteria

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- Applicants must live, and/or deliver their project, in the Kiama local government area and be one of the following;
 - An individual artist – amateur, emerging semi-professional or professional
 - A not-for-profit community organisation or group
 - An arts based for profit business (*In some instances funding for-profit organisations who have demonstrated they are best placed to deliver a public benefit and meet the relevant grant program’s outcomes will be considered*).
- The project must not have been previously funded through the Kiama Council’s Cultural Grants.

- Apply for one year of funding only (recurrent projects ie. annual events, that are considered will receive a one-off seed funding only if successful). Any funds provided must not lead to the applicant becoming dependent on ongoing financial support from Kiama Council).
- Applicants must demonstrate financial need for grant support.
- Projects must have a realistic timeframe or completion within the grant period.
- Applicants must agree to participate in program evaluation and submit project reports.

Opening round – 2 rounds annually

Total grant allocation - \$15,000 (Maximum \$2,500 per application).

5.5. Health and Sustainability Grant

Objective

- Enhance health and environmental sustainability outcomes for local communities.
- Provide and promote opportunities for the community to:
 - engage in regular physical activity
 - develop skills in sustainable practices
 - develop knowledge and skills in healthy eating and active living principles
 - improve the health of the natural environment
 - improve the mental health and wellbeing.
- To partner with and support community groups in the development and delivery of projects that improve the health, wellbeing and quality of life for all residents and visitors in the Kiama Municipality.

Examples of projects previously funded through this program

- Kiama Community Garden
- Landcare Illawarra
- Public School P&C Association
- Parkinsons Kiama.

Eligibility Criteria

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to this program:

- Be a not-for-profit incorporated community organisation (or under auspice of an incorporated organisation) or be an incorporated school P&C and have relevant insurances. Where partnerships are proposed, a letter identifying the lead organisation will be required, and all organisations will need to sign the application form.
- If a proposed project's governance is to be auspiced by another organisation, written confirmation of the auspice arrangement must be submitted with the grant application and an officer of the auspice organisation with appropriate delegated authority must co-sign the application.

- Must have fully completed the application form, paying careful attention to budget breakdown, project description, work plan and timeframe.
- Must ensure that the project is not for the purposes of charitable fund raising.
- Must be able to match dollar for dollar funding amounts for projects either in cash or in-kind.
- Must submit new and innovative projects (rather than previously funded projects) to be considered.
- The project must not have been previously funded through the Kiama Council's Health and Sustainability Grants.
- Apply for one year of funding only (recurrent projects ie. annual events that are considered will receive a one-off seed funding only, if successful. Any funds provided must not lead to the applicant becoming dependent on ongoing financial support from Kiama Council.

Opening round – 2 rounds annually

Maximum amount per application - \$15,000 (Maximum \$2,000 per application).

6. Tips to assist your application

- Register your organisation/ group on SmartyGrant Portal
- If in doubt about any aspects of your application, speak to Council's Community Development team for advice and directions before submitting your application.
- Read relevant Council plans and strategies noted in the policy which are available on the Council website.
- Review the Guiding Principles and how they can assist with preparation of your application.
- Set clear, achievable and measurable outcomes relevant for the grant you are seeking.
- Include evidence of need/ demand for your program including statistical data, research reports, community consultation data.
- Ensure your budget is accurate by obtaining quotes for your project.
- Use plain English.

7. The grants procedures - summary

Making an application – complete your application through the online portal – SmartyGrants. *Note that hard copy or emailed applications are not accepted.*
<https://kiama.smartygrants.com.au/>

Assessment and decision making – all applications that are submitted through the SmartyGrants portal are assessed by the Internal Grants Assessment Panel. Applications that are recommended for funding will be submitted to Council for endorsement. Applications for grants under \$1000 are approved by the CEO as per Council delegation.

Applications Outcomes – All applicants are notified of the outcome of their applications by email.

- Successful applicants will be provided with a Funding Agreement to complete, including the requirements to report and acquit their project.
- Unsuccessful applicants will be provided with feedback on request.

- Details of successful applications will be published on the Council website.

Payment Arrangements – Payment will be made by Council to the nominated bank account by electronic funds transfer. The payee will need to be set up as a supplier on the Council system.

Acquittal – Financial acquittal is required for all Council grants. A financial acquittal report must be submitted:

- Via the SmartyGrants portal or on the form provided by Council, before the agreed date in the funding agreement.
- Inclusion of supporting documents such as receipts or other documentation that shows expenditure of Council grant funds.
- Any unspent Council grant money must be returned to Council.

Failure to meet the above criteria may result in an applicant being:

- Required to return allocated funding to Council ; and/or
- Becoming ineligible for future Council grants.
- Applicants who have not provided adequate grant acquittal documentation within 6 months (four weeks for Destination Events Grant) of the original grant approval date will be referred to Council's Finance Department for debt retrieval.

Failure to meet Funding Agreement – Applicants who fail to deliver on aspects of their funding agreement within the agreed timeframe may be eligible for one of the alternative options:

- **Variation requests** – submit a variation request to the approved project in writing. A written response to such requests will be provided by Council. Variations to project details are expected to deliver on outcomes that were initially approved by Council.
- **Extension requests** – submit an extensions request in writing. A written response to such requests will be provided by Council. Extensions will not be accepted beyond a twelve-month period from the original acquittal date in the Funding Agreement, unless extenuating circumstances can be demonstrated.

In the event that an applicant can no longer complete any or all of the approved project, unspent grant funds will be returned to Council and any partial expenditure must be acquitted.

8. More information

You can visit Council's website or contact Council's Community Development team for more information or to discuss your proposal for funding. Phone: 4232 0444

9. Related links

Community Strategic Plan - [Community Strategic Plan Kiama Council \(nsw.gov.au\)](https://www.nsw.gov.au)

Delivery Program and Operational Plan - [Delivery Program and Operational Plan Kiama Council \(nsw.gov.au\)](https://www.nsw.gov.au)

Grants and Donations Program - [Grants Kiama Council \(nsw.gov.au\)](https://www.nsw.gov.au)

Kiama Tourism & Events Strategic Plan - [Tourism and Events Strategic Plan Kiama Council \(nsw.gov.au\)](https://www.nsw.gov.au)