

PORT STEPHENS COUNCIL

# 2023 to 2024

## COMMUNITY FUNDING GUIDE

FOR GRANTS, FUNDING  
AND SCHOLARSHIPS



**PORT STEPHENS**  
COUNCIL



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## GUUDJI YIIGU

(GOO-JEE IK-KOO) The Worimi  
Traditional Owners' Welcome to Country

The Port Stephens local government area (LGA) is part of the Worimi Aboriginal Nation and is the traditional land of the Worimi. We value the unique status of Aboriginal people as the Traditional Owners and custodians of these lands and waters.



### A message from the Mayor

Welcome to Port Stephens Council's 2023 to 2024 Community Funding Program for grants, funding and scholarships.

This funding program is all about our community – the people who make up this incredible place. As the level of government closest to our community, we're committed to ensuring that everything we do benefits the people of Port Stephens.

Through our Community Funding Program, we aim to promote unity and diversity, create pride in our place, celebrate our culture, improve wellbeing and encourage enterprising opportunities. Ultimately, we want to create a vibrant and thriving community that people enjoy living in, working in, and visiting.

One way we can do this is by investing into our funding programs – something we've been doing for over a decade now.

There are 11 funding streams to choose from and this guide explains how to successfully apply for funding from our Council.

Our vision is that successful applicants will harness the opportunities afforded by the Community Funding Program, and feel empowered to enhance the wellbeing and development of the Port Stephens

community. Previous funding recipients have achieved so much, such as reinvigorating local places, supporting local businesses, and amplifying the social, cultural, environmental and economic life of our communities.

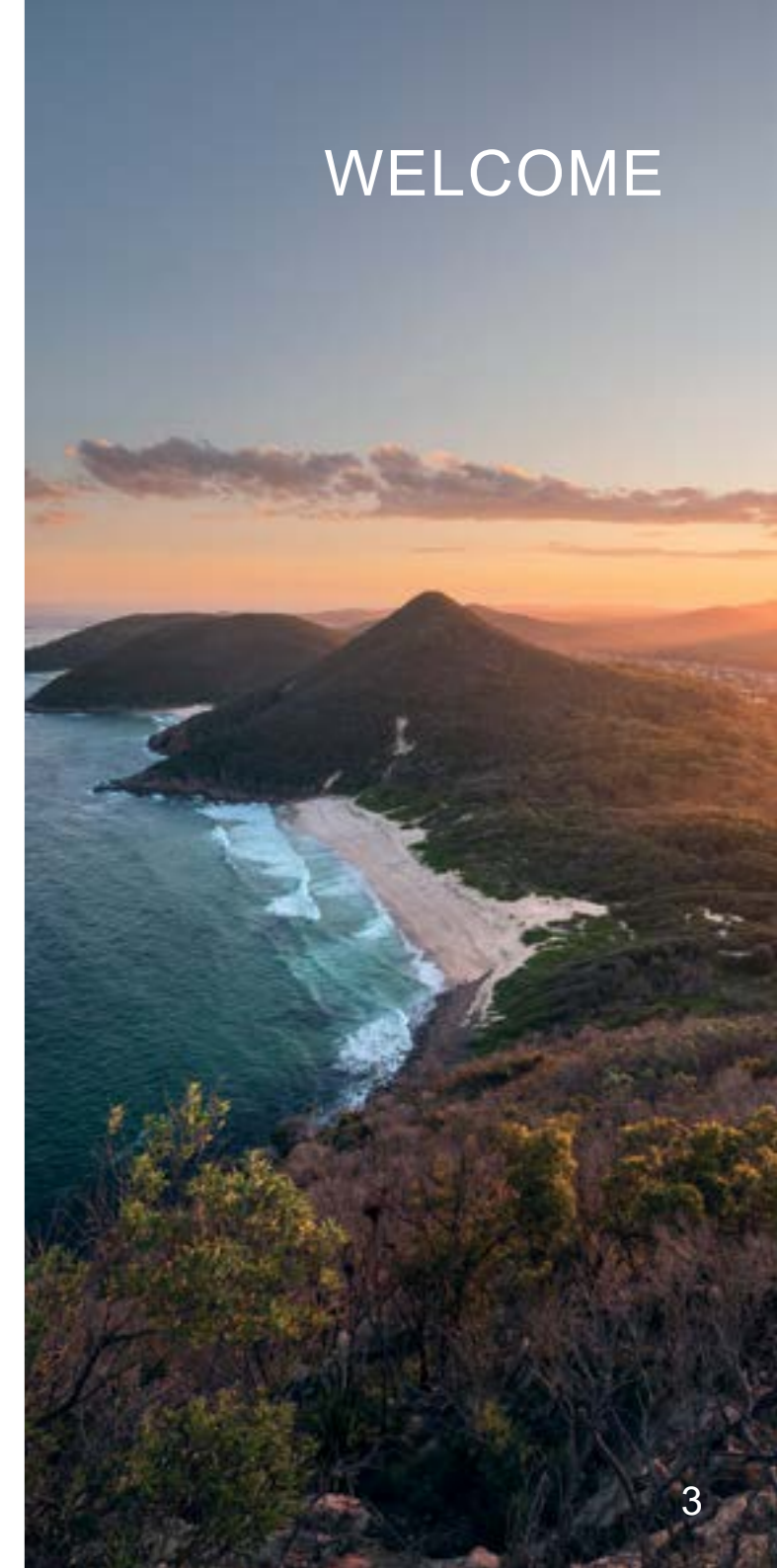
Whether you're a creative, community group, not-for-profit, business, or something else – there's a funding stream for you. Read on and be inspired to kick start an event, program, experience or community initiative. It will not only be rewarding for our community, but rewarding for you too!

We've made changes to improve the application process, making it simple and easier than ever, but should you need any assistance with your application, don't hesitate to contact us. Our team are happy to discuss your project and provide helpful tips for a successful application.

I'm looking forward to seeing all of the amazing initiatives you come up with to make Port Stephens an even better place to live, work and play!

**Ryan Palmer**  
Mayor of Port Stephens

# WELCOME





# FUNDING STREAMS

Our 2023–24 PSC Funding Program offers a broad range of opportunities for individuals and groups.

This table outlines the grants and sponsorships available. If you are not sure which funding stream your project or initiative falls into, please contact us for advice on 02 4988 0255.

NO.	PROGRAM	FUNDS
01	Community Support Fund	Up to \$6,000 per application 2 funding rounds available
02	Micro Grant Fund	Up to \$1000 per application Applications accepted year-round
03	Vibrant Spaces Fund	Up to \$6,000 per application 2 funding rounds available
04	Aboriginal Projects Fund	Up to \$6,000 per application Applications accepted year-round
05	Community Event Development Fund	Up to \$3,000 per application Applications accepted year-round
06	Major Event Sponsorship Fund	Negotiated upon consultation Applications accepted all year-round
07	International Women's Day Scholarship	\$1,000 scholarships available Applications open in January each year
08	Mayoral Academic Scholarship	\$2,000 scholarships available Applications open in September each year
09	Mayoral Funds	Up to \$50,000 available. Applications accepted year-round at the discretion of the Mayor and adopted by Council
10	Rapid Response Fund	Up to \$500 per application Applications accepted year-round
11	Environmental Projects Fund	Up to \$5,000 per application Applications accepted throughout September 2023





# OUR PROCESS

The 2023–24 PSC Funding Program is designed to support our community and local business to create more resilient and vibrant neighbourhoods and enhance liveability and wellbeing.

We encourage applications from across the community including people from diverse, ethnic and cultural groups, individuals of all ages, people with disability, people of all gender and sexual orientations and those that promote partnerships and inclusion within the community.

## CRITERIA FOR A SUCCESSFUL APPLICATION

All funding streams have specific criteria and applicants are required to provide a well planned and developed application that addresses all of the criteria outlined. Supporting documentation must be provided where applicable.

We are happy to help you through this process – please call us on 4988 0255 before submitting an application.

## ASSESSMENT

Once an application has been submitted addressing the funding criteria and outlining project objectives, a careful assessment process is undertaken. Depending on the funding stream, this may include oversight from selection panels, the Mayor and Councillors.

Our funding streams are highly competitive. Even though an application may meet the criteria it may not be as comprehensive or appropriate as other applications. We are happy to provide feedback on any unsuccessful applications.

## NOTIFICATION PROCESS

We will notify you in writing of the outcome of your application in a timely manner.

## FUNDING AGREEMENTS AND NEGOTIATION

We will contact you to advise if your funding is subject to a letter of offer or a formal funding agreement. Funding agreements will outline key deliverables required which you will be responsible for under the agreement.

Receiving grant funding doesn't mean Port Stephens Council has given any other consent. Remember, some activities, events or activations may require approvals and

consent from other governing bodies, such as NSW Police or other state government agencies.

## PAYMENT ARRANGEMENT PROCESS

Payment process varies with each funding stream. We will talk you through this at the time of acceptance and make the appropriate arrangements for the transferral of funds.

## LEGISLATIVE FRAMEWORK

Local Government Act 1993

Port Stephens Council Sponsorship Policy

Port Stephens Community Strategic Plan

Port Stephens Council Grants and Donations Policy

## GENERAL ELIGIBILITY

To be eligible for funding, applicants must:

Have no outstanding acquittals or debts due to Port Stephens Council.

Meet all criteria specified in each funding stream.

Demonstrate capacity to deliver the project.

Deliver the project within Port Stephens LGA.

Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee or Mayor or Councillor (355C Committees exempt).

For all funding streams (excluding scholarships) an entity or incorporated body must have their own and applicable insurances.

An individual or other party that does not have their own insurance cover will need to be assessed as part of the grant determination.

Port Stephens Council does not provide grants and sponsorship for projects that:

Provide retrospective payments or deficit funding.

Directly contravene existing Council policies or duplicate existing services or programs.

Could be perceived as benefiting a political party or party political campaign.

Require a development application consent or construction certificate.

Put project members and the public at risk or limit access to the place.





# 01.

## COMMUNITY SUPPORT FUND

### THE PURPOSE

The Community Support Fund aims to build sustainable local communities, and enhance the wellbeing and development of the Port Stephens community.

This grant welcomes applications from community groups and not-for-profit organisations seeking support for projects, activities and events that address community needs.

This grant program aims to support local groups to deliver community-driven programs and initiatives which demonstrate a strong benefit to the community, with defined objectives and outcomes.

### KEY DATES

Round 1: 28 August 2023 to 30 September 2023

Round 2: 19 February 2024 to 5 April 2024

### FUNDING AVAILABLE

A total of \$70,000 is available with up to \$6,000 maximum per application. There are 2 grant rounds each year.

You can apply for both rounds each year however the judging panel will endeavour to award funds to as many organisations as possible.

### ASSESSMENT CRITERIA

Applications will be assessed by an assessment panel using the following criteria.

The panel will include the Mayor, Councillors and Port Stephens Council staff.

#### CRITERION SCORING DETAIL

<b>40%</b> Local benefit	What will the impact of your project be on the community or local area? Projects will be assessed on the extent of positive impact or benefit to the community or environment.
<b>30%</b> Local need	Projects will be assessed on the extent to which the project addresses community need, particularly unmet needs.
<b>20%</b> Demonstrated collaboration	Applicants must demonstrate consultation and collaboration between local groups in the planning and delivery of the project.
<b>10%</b> Capacity and finance	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes, and projects show costs which are reasonable and realistic. Applicant must also demonstrate a financial or in-kind contribution.
<b>TOTAL 100%</b>	

### WHO CAN APPLY?

Incorporated, not-for-profit organisations or charities which operate in or service Port Stephens.

Schools if they can demonstrate a community partnership and service the Port Stephens area.

Unincorporated community groups which operate in or service the Port Stephens area and are auspiced by a not-for-profit that is eligible to apply in their own right.

Applicants are encouraged to select an auspicing organisation that is relevant to the sector and can support the development of the proposal.

### WHAT CAN I APPLY FOR?

The grant program is primarily designed to help with:

- Project development and implementation
- Capital purchase directly related to a defined activity or program
- Building the internal capacity of the organisation
- Resource development

The types of things you can apply for include: hardware like computers, tablets or headsets related to a program or events; software such as online subscriptions and apps; event-related costs; website development and upgrades; equipment; training for volunteers and staff; marketing and printing costs; contractor fees; and other project-related costs.

Whatever you apply for, you must demonstrate the community benefit of the purchase.

### CONDITIONS OF FUNDING

Funds are not available to top-up projects already funded by Port Stephens Council.

Funded projects may be promoted by Port Stephens Council.

Quotes for equipment and services to the value of \$500 or more should be included in the application.

Port Stephens Council will require all successful recipients to publicly acknowledge Port Stephens Council as a supporter of the activity or project.

Awarding of grant funding does not imply that Port Stephens Council has given any other consent.

Applicants should note that some activities may require approvals and consent from Port Stephens Council, NSW Police and other state government agencies, and that the organisations are wholly responsible for obtaining such approvals.

Applicants must provide a Certificate of Currency of a minimum of \$20 million Public Liability Insurance.

Complete the project within 12 months of the date of the remittance of funds (unless negotiated otherwise)

Demonstrate a financial or in-kind contribution

### WHAT WE WON'T FUND

- Ongoing staff wages
- Gifts to volunteers in lieu of payment
- Fundraising activities (for example: quiz nights)
- Ongoing running costs (for example: rent, power)
- Retrospective costs (for example: a competition that has already occurred)
- Activities where entry fees or ticket prices may be a barrier to participation
- Prizes, trophies or awards
- Activities of a strictly social nature (for example: group meals at a restaurant)

### REPORTING REQUIREMENTS

For funding amounts above \$1,000, and on completion of the project, you will need to complete a project acquittal at [portstephens.smartygrants.com.au](http://portstephens.smartygrants.com.au)

### HOW TO APPLY?

1. Visit [pscouncil.info/community-funding](http://pscouncil.info/community-funding) and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact **4988 0255** or [pscgrants@portstephens.nsw.gov.au](mailto:pscgrants@portstephens.nsw.gov.au)



# 02.

## MY INCREDIBLE PLACE MICRO GRANT FUND



### OVERVIEW

The Micro Grant Fund has been designed to support short-term, low cost projects that encourage community-based place activation across Port Stephens.

This program provides opportunities for residents to drive creative and artistic place activation programs that connect our community, increase the vibrancy of our town centres and improve the visitor experience.

Initiatives could include workshops, environmental education initiatives and street performances, heritage education or interpretation, community picnics and street activities, temporary or semi-permanent art projects, business improvements, or civic garden and beautification projects.

### THE PURPOSE

The Micro Grant Fund will support programs that are lighter, quicker and cheaper. It will provide support to individuals, businesses and groups who have a simple idea which has a positive benefit for the Port Stephens community.

### KEY DATES

Applications accepted year-round from 28 August 2023.

### FUNDING AVAILABLE

A total of \$15,000 is available with up to \$1000 maximum per application.

### WHO CAN APPLY?

- Individuals\*
- Incorporated, not-for-profit organisations or charities
- Registered Businesses with ABN
- Sole Traders
- Schools
- Artists
- Community and volunteer groups (for example: Men's Shed and Town Teams)
- Service organisations

### ASSESSMENT CRITERIA

Applications will be assessed under Council's Sponsorship Policy. The assessment panel will consider the following:

#### CRITERION SCORING DETAIL

<b>50%</b> Culture and creativity	Projects need to show creativity and innovation and contribute to improving the culture of Port Stephens.
<b>40%</b> Vibrancy	Projects will be assessed on their contribution to improving the vibrancy and quality of the public space.
<b>10%</b> Capacity and risk	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes.
<b>TOTAL 100%</b>	

### CONDITIONS OF FUNDING

All projects must be delivered in the Port Stephens LGA.

\*Individuals must reside in within the Port Stephens LGA.

Project must be completed within 12 weeks of funding being allocated.

Projects with initial or ongoing maintenance costs associated for Port Stephens Council will be assessed accordingly.

Applications for other funding programs which support this project must be declared at time of application.

Funding must only be used for the purpose for which the application was made.

Should the project not proceed, all funds are to be returned to Port Stephens Council.

All other approvals required to implement the project are the responsibility of the applicant.

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance for activities on Council land.

Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

### HOW TO APPLY?

1. Visit [pscouncil.info/community-funding](https://pscouncil.info/community-funding) and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact **4988 0255** or [pscgrants@portstephens.nsw.gov.au](mailto:pscgrants@portstephens.nsw.gov.au)





## VIBRANT SPACES FUND

### OVERVIEW

A strong, creative and vibrant cultural economy is fundamental to all great places. Dynamic and liveable cities support creative expression, social connection and community pride. Just as importantly, they attract business and investment, support the retention of a skilled workforce and create opportunities for new enterprise, trade and export.

Creating vibrancy in our town centres and public spaces requires a collaborative approach. It requires ownership from Council, business and the community to deliver programs that deliver a diverse range of experiences which connect the way we work, live and play.

These activities need to reflect the culture, heritage and identity of each community and ultimately, contribute to the wellbeing of those who use the space.

The Vibrant Spaces Fund could include initiatives such as:

- Small events and markets
- Artistic and creative upgrades to the streetscape, including public art projects, creative lighting and tactile installations
- Historical or place interpretation, and interactive experiences (for example: signage, art and trails)
- Decorations activating shopfronts and festive season promotions
- Repurposing existing commercial space
- Music and performances in the park
- Parklets
- Greening and beautification projects
- Anything that injects life, energy and vibrancy into our public spaces.

This could be a one-off project or a series of smaller projects over a longer period.

### THE PURPOSE

The Vibrant Spaces Fund is a program designed to support Port Stephens communities and business in delivering projects in our town centres and public spaces. These projects will improve the way we feel about our public spaces, acknowledge our history, increase community engagement and improve their quality and useability.

### KEY DATES

Round 1: 28 August 2023 to 22 September 2023

Round 2: 19 February 2024 to 5 April 2024

### FUNDING AVAILABLE

A total of \$25,000 is available, with up to \$6,000 maximum per application.

### WHO CAN APPLY?

- Incorporated, not-for-profit organisations or charities
- Registered Businesses with ABN
- Sole traders
- Schools
- Artists
- Community and volunteer groups (for example: Men's Shed groups, Town Teams and historical societies)
- Service organisations

For unincorporated community groups or individuals, we recommend you partner with a local business to participate in this program.

### ASSESSMENT CRITERIA

Applications will be assessed under Council's Sponsorship Policy. The assessment panel will consider the following key criteria:

### CRITERION SCORING DETAIL

**35%**  
Placemaking  
Projects will be assessed on their contribution to improving the vibrancy and quality of the public space. How do they have a positive impact on the space – how it looks, how it works, how people feel and how it supports wellbeing.

**25%**  
Collaboration  
Projects need to create partnerships or collaborations between business, industry groups, residents and community organisations.

**15%**  
Economic growth  
Projects will be assessed on how they contribute to creating a positive economic output. This may include increasing visitation or visitor spend, increasing foot traffic in town centres, or improving trade in business.

**15%**  
Community benefit  
Projects need to outline the social or environmental impact of these funds and the number of people who will directly benefit.

**10%**  
Capacity and risk  
Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes. Projects should show the costs proposed are reasonable and realistic.

**TOTAL 100%**

### WHAT WE WON'T FUND

- Salaries, travel and private expenses
- Projects that are exclusive or have costs for the public to participate
- Promotion for any property or business that is for sale or lease

Ongoing administration or operational costs of the applicant

Activities that have already commenced, or are scheduled to occur prior to the funding period dates listed above in Key Dates

The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

### CONDITIONS OF FUNDING

All projects must be delivered in the Port Stephens LGA.

Applications must show collaboration or partnerships between business, creative arts and cultural organisations or community groups.

Project must be completed within one year of funding being allocated.

Projects with initial or ongoing maintenance costs associated for Port Stephens Council will be assessed accordingly.

Applications for other funding programs which support this project must be declared at time of application.

Funding must only be used for the purpose for which the application was made.

Should the project not proceed, all funds are to be returned to Port Stephens Council.

All other approvals required to implement the project are the responsibility of the applicant.

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.

The applicant will allow Council to display signage and other promotional material at selected Council events or facilities associated with the sponsorship.

Where applicable, the applicant will provide all reasonable opportunities for Council signage at the event venue or location.

Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.

The applicant will reference the Council in official media releases promoting the event or activity.

Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

All communications and marketing material produced via this funding program must be approved by Port Stephens Council.

### ACQUITTAL AND REPORTING

An acquittal report is required to be submitted to Council within 8 weeks of completion of the project.

### HOW TO APPLY?

1. Visit [pscouncil.info/community-funding](https://pscouncil.info/community-funding) and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact **4988 0255** or [pscgrants@portstephens.nsw.gov.au](mailto:pscgrants@portstephens.nsw.gov.au)



# 04.

## ABORIGINAL PROJECTS FUND



### OVERVIEW

Our Aboriginal Projects Fund supports and promotes projects that enhance and celebrate our much loved and cherished Aboriginal Worimi culture. The fund encourages a myriad of projects that may include those in the arts, creative industries, events and education fields. This fund is overseen by our Aboriginal Strategic Committee and has been proudly running since 2002.

### THE PURPOSE

The purpose of the fund is to support community projects designed or intended to empower and raise the profile of local Aboriginal and Torres Strait Islander people.

### KEY DATES

Applications accepted year-round from 28 August 2023.

An applicant can apply for funding for more than one project throughout the year.

We advise that applications should be submitted at least 10 weeks prior to the project commencing.

Assessments are made by the Aboriginal Strategic Committee, with their recommendation reported to Council for approval.

### FUNDING AVAILABLE

A total of \$35,000 is available, with up to \$6,000 per application.

### WHO CAN APPLY?

The following are eligible to apply:

- Not-for-profit community or cultural organisations
- Charities with a project occurring in the local government area
- Schools and other recognised government agencies

Organisations considered a social enterprise

A section 355(c) committee under the Local Government Act 1993, in partnership with an incorporated, not-for-profit community organisation

An individual or sole trader

Registered Businesses

Projects are to be undertaken within the Port Stephens LGA and involve local residents.

All applicants are required to have a Certificate of Currency for Public Liability Insurance.

Previous grant recipients are required to acquit previous grants or, if the project is close to completion provide a written report to demonstrate that the project is near completion.

If endorsed by Council, applications received from individuals and sole traders will be subject to public exhibition for a period of 28 days. Final approval by Council will follow submissions received as a result of the public exhibition.

The project has not received funding from another Council funding program to support the project activity proposed in your Aboriginal Projects funding application.

Elected Council members, Council staff and their immediate family (parent, spouse, partner or children) are ineligible to apply for funds.

### WHAT CAN I APPLY FOR

Funding for an activity or project that benefits the Aboriginal and Torres Strait Islander community of Port Stephens, in particular the empowerment and raising the profile of the Aboriginal community.

Please refer to the [Yabang Gumba-Gu](#) Agreement between Council and the Local Aboriginal Land Councils. This outlines priority projects that will also be considered for funding.

### CONDITIONS OF FUNDING

Grants are to be expended in accordance with the project specified in the grant application.

All grants are GST exempt.

Recipients of funding shall accept full responsibility for the liability and ongoing costs associated with projects funded under the Aboriginal Projects Fund.

The applicant, and other people contracted to deliver activities directly supported by the Aboriginal Projects Fund, has appropriate insurances to carry out scope of work identified including public liability insurance.

Projects must acknowledge Port Stephens Council as the funding body in the activity with:

“This project is supported by Port Stephens Council’s Aboriginal Projects Fund.”

The use of Council’s logo is required in any promotional activity or signage related to the funded project and the applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications.

### WHAT WE WON'T FUND

- Ongoing staff wages
- Gifts to volunteers in lieu of payment
- Fundraising activities
- Ongoing running costs
- Retrospective cost
- Commercial for-profit activities
- Activities where entry fees or ticket prices may be a barrier to participation
- Prizes, trophies or awards
- Activities of a strictly social nature

### REPORTING REQUIREMENTS

All recipients of funds will be required to account for funds provided through a grant program:

For a grant up to \$1,000 – provide a letter confirming the funds have been spent in accordance with the grant application.

Over \$1,001 – complete and submit an acquittal form provided by Council. This is unaudited. The acquittal form will require information such as how the funds were spent, and income and expenditure statements.

In both cases, we encourage applicants to provide photos of the finished project and any other information relevant to the funding provided.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.

### HOW TO APPLY?

1. Visit [pscouncil.info/community-funding](https://pscouncil.info/community-funding) and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact **4988 0255** or [pscgrants@portstephens.nsw.gov.au](mailto:pscgrants@portstephens.nsw.gov.au)



# 05.

## COMMUNITY EVENT DEVELOPMENT FUND

### OVERVIEW

Community events are an important factor in contributing to our cultural identity. They reflect our values, our history, our sense of place and provide a platform for our community to connect and come together.

This funding program will focus on events that create social outcomes for the Port Stephens community. Applications will be assessed on how they bring people together to celebrate, learn, share experiences and grow new opportunities.

This fund will not just provide financial support but also strategic support to help community events grow, become self-funding and sustainable.

Community events can include celebrations, street fairs, cultural and historical celebrations, film nights, street parties and fun runs.

### PURPOSE

This funding stream is designed to support the delivery of events that create social connections, improve the liveability and wellbeing of our residents or the environment. Events should contribute to the social, historical and cultural identity of our community.

This support may be financial, strategic or a combination of both. The funding stream is designed to help seed events, provide financial support and ensure the long term sustainability of community based events.

### KEY DATES

Applications accepted year-round from 28 August 2023.

### FUNDING AVAILABLE

A total of \$30,000 is available, with up to \$3,000 maximum per application.

### WHO CAN APPLY?

- Incorporated, not-for-profit organisations or charities
- Registered businesses with ABN
- Sole traders
- Schools
- Town Teams

### ASSESSMENT CRITERIA

Applications will be assessed under Council's Sponsorship Policy. The assessment panel will consider the following key criteria:

CRITERION SCORING DETAIL	
<b>35%</b> Contributing to culture and identity	The event must outline how it will contribute to the local identity and culture of the place in which it is being held.
<b>30%</b> Community and social benefit	The event must show how it will help support community partnerships and connections, improve the liveability and wellbeing of our residents.
<b>25%</b> Seeking sustainability	For ongoing events, the applicant will need to outline how they intend to grow the event and reduce their dependence on Council funding.
<b>10%</b> Capacity and risk	Capacity of the applicant to successfully deliver a safe and successful event.
<b>TOTAL 100%</b>	

### WHAT WE WON'T FUND

- Projects that require a development application consent or construction certificate
- Projects that put project members and the public at risk or limit access to the place
- Salaries, travel and private expenses
- Projects that are exclusive or have costs for the public to participate
- Promotion for any property or business that is for sale or lease
- Ongoing administration or operational costs of the applicant
- Activities that have already commenced, or are scheduled to occur prior to the funding Key Dates
- The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

### CONDITIONS OF FUNDING

- A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.
- All projects must be delivered in the Port Stephens LGA.
- Applications must show collaboration or partnerships between business, creative arts and cultural organisations or groups.
- Project must be completed within one year of funding being allocated.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Applications for other funding programs which support this project must be declared at time of application.
- Funding must only be used for the purpose for which the application was made.

Should the project not proceed, all funds are to be returned to Port Stephens Council.

All other approvals required to implement the project are the responsibility of the applicant.

Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.

The applicant will allow Council to display signage and other promotional material at selected Council events or facilities associated with the funding.

The applicant will provide all reasonable opportunities for Council signage at the event venue or location.

Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.

The applicant will reference Council in official media releases promoting the event or activity.

Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

All communications and marketing material produced via this funding program must be approved by Port Stephens Council.

### ACQUITTAL AND REPORTING

A simple report is required to be submitted to Council within 4 weeks of completion of the event.

### HOW TO APPLY?

1. Visit [pscouncil.info/community-funding](https://pscouncil.info/community-funding) and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact **4988 0255** or [pscgrants@portstephens.nsw.gov.au](mailto:pscgrants@portstephens.nsw.gov.au)



# 06.

## MAJOR EVENT SPONSORSHIP FUND



### OVERVIEW

Events help a community to come alive. They provide the opportunity for a destination to showcase its tourism experience, increase economic growth, create a dynamic and vibrant place, and build a loyal following of visitors.

Events are well recognised as drivers of visitation and visitor spend – they provide tourism, trade and investment opportunities for Port Stephens. Events can be a driver of infrastructure development through increasing demand. They also provide an opportunity for our Council to reinforce our brand, stimulate the economy and even out seasonal fluctuations.

The Major Event Sponsorship fund will both attract and support events that create economic benefit and align with the vision and values of our Council.

### THE PURPOSE

The Major Events Sponsorship Fund will support well managed events that attract participants from outside the Port Stephens LGA, increase overnight visitor spend and even out seasonal tourism fluctuations.

Events must align with the Port Stephens brand and vision, create benefit across the community and improve the visitor experience.

### KEY DATES

Applications accepted year-round from 28 August 2023.

### WHO CAN APPLY?

- Incorporated, not-for-profit organisations or charities
- Registered businesses with ABN
- Sole traders

### ASSESSMENT CRITERIA

Applications will be assessed under Council's Sponsorship Policy. The assessment panel will consider the following key criteria:

CRITERION SCORING DETAIL	
<b>30%</b> Economic benefit	The event must show an incremental increase in visitation and visitor spend in subsequent events.
<b>30%</b> Brand awareness and marketing	The event must provide branding and marketing opportunities for Port Stephens in relevant target markets.
<b>20%</b> Strategic Benefit	The event must outline how it will align to the actions within the Port Stephens Community and Strategic Plan. <a href="http://www.portstephens.nsw.gov.au/your-council/policies-forms-publications/integrated-plans">www.portstephens.nsw.gov.au/your-council/policies-forms-publications/integrated-plans</a>
<b>15%</b> Supporting Investment	The event must outline supporting funds from other government and private investment. A full budget must be supplied.
<b>5%</b> Capacity & Risk	The applicant must demonstrate their ability to manage and deliver a successful and safe event.
<b>TOTAL 100%</b>	

### WHAT WE WON'T FUND

- Projects that require a development application consent or construction certificate.
- Projects that put project members and the public at risk or limit access to the place.
- Salaries, travel and private expenses.
- Projects that are exclusive or have costs for the public to participate.
- Promotion for any property business that is for sale or lease.
- Ongoing administration or operational costs of the applicant.
- Activities that have already commenced, or are scheduled to occur prior to the funding Key Dates.
- The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.

### CONDITIONS OF FUNDING

- A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.
- All projects must be delivered in the Port Stephens LGA.
- Applications must show collaboration or partnerships between business, creative arts and cultural organisations or groups.
- Project must be completed within one year of funding being allocated.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Applications for other funding programs which support this project must be declared at time of application.
- Funding must only be used for the purpose for which the application was made.

- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- All other approvals required to implement the project are the responsibility of the applicant.
- Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.
- The applicant will allow Council to display signage and other promotional material at selected Council events or facilities associated with the funding.
- The applicant will provide all reasonable opportunities for Council signage at the event venue or location.
- Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.
- The applicant will reference the Council in official media releases promoting the event or activity.
- Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.
- All communications and marketing material produced via this funding program must be approved by Port Stephens Council.
- Subsequent events must be first offered to Port Stephens Council to host within the LGA.

### ACQUITTAL AND REPORTING

A comprehensive acquittal report is required to be submitted to Council within 4 weeks of completion of the project.

### HOW TO APPLY?

1. Visit [pscouncil.info/community-funding](http://pscouncil.info/community-funding) and complete the online application
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact **4988 0255** or [pscgrants@portstephens.nsw.gov.au](mailto:pscgrants@portstephens.nsw.gov.au)



# 07.

## INTERNATIONAL WOMEN'S DAY SCHOLARSHIP



### OVERVIEW

International Women's Day is held annually on 8 March to celebrate the social, economic, cultural and political achievements across the globe by women. It also marks a call to action to accelerate gender equality.

Port Stephens Council offers scholarships to local women to achieve their goals across arts, culture, environment, business, community, health or sport.

### KEY DATES

Applications open 1 January 2024 and close 29 January 2024.

### FUNDING AVAILABLE

Three \$1000 scholarships are available each year.

### WHO CAN APPLY

Women aged 16 years and above who live in the Port Stephens LGA.

### ASSESSMENT CRITERIA

Applicant to demonstrate:

- A foreseeable positive impact of goals across arts, culture, environment, business, community, health or sport in the year in which the award is provided
- Character references
- Community interaction and involvement
- Other circumstances, such as hardship, social disadvantage or disability

### WHAT WE WON'T FUND

Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee, Mayor or Councillor (355C Committees exempt).

### HOW TO APPLY

Visit [portstephens.nsw.gov.au/iwd](http://portstephens.nsw.gov.au/iwd) for more information or call us on **4988 0255**.

# 08.

## MAYORAL ACADEMIC SCHOLARSHIP



### OVERVIEW

Port Stephens Council has established the Mayoral Academic Scholarship program in partnership with local businesses with the purpose of encouraging and assisting students from the Port Stephens LGA to pursue their academic goals.

Now in its fourteenth year, the fund has supported more than 150 students on their way to further education.

Along with financial assistance, the program also allows students to build relationships and create connections with industry leaders from across Port Stephens.

### THE PURPOSE

The Mayoral Academic Scholarship program helps students moving into tertiary study, provides support to the next generation of industry leaders and helps build a workforce for the future of Port Stephens.

### KEY DATES

Applications for the 2023 scholarships open 1 September 2023 and close 15 January 2024.

### FUNDING AVAILABLE

Eligible individuals can apply for a \$2,000 scholarship.

### WHO CAN APPLY?

The Scholarship is available to candidates who:

- Will be undertaking their first year of formal study at a tertiary educational institution in 2024, for example, TAFE or university
- Will be studying on a full-time or part-time basis
- Currently live in the Port Stephens LGA
- Are an Australian citizen or permanent resident of Australia

Tertiary studies are not financially supported by their employer

Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee, Mayor or Councillor (355C Committees exempt)

### ASSESSMENT CRITERIA

Scholarship recipients will be selected on the basis of suitability across the following areas

- Academic merit
- Quality of resume
- Character references
- Community involvement
- Performance at interview
- Career aspirations and rationale

### CONDITIONS OF FUNDING

Each scholarship is for one year and must be taken up in the year it is awarded.

Each scholarship recipient must continue to be enrolled in a tertiary training institution in the year the scholarship is awarded.

### HOW TO APPLY

Visit [portstephens.nsw.gov.au/mas](http://portstephens.nsw.gov.au/mas) for more information or call us on **4988 0255**.

Information about how to apply will be available on the Council website closer to applications opening date.



# 09.

## MAYORAL FUNDS

### THE PURPOSE

Mayoral Funds are determined on an ongoing basis as part of the Financial Assistance Program.

These funds support a wide range of community groups, business organisations and individuals who are working to create positive outcomes across the Port Stephens community.

### THE PURPOSE

Mayoral Funds provide financial assistance across the community from time to time. These funds help support community programs and initiatives that have a positive impact on Port Stephens and that do not meet the criteria for other funding streams.

### KEY DATES

Funding is available to the community at anytime at the discretion of the Mayor and with approval of Council.

### FUNDING AVAILABLE

Funding of \$50,000 is provided annually and dispersed at the discretion of the Mayor and adopted by Council.

### WHO CAN APPLY

The following are eligible to apply:

- A not-for-profit organisation
- A charity with a project occurring in the LGA
- A section 355C committee under the Local Government Act 1993 or
- As determined by the Mayor
- An individual or sole trader

Applications received from individuals will be subject to public exhibition of 28 days if endorsed by Council with final approval by Council following any submissions received as a result of the public exhibition.

### WHAT CAN I APPLY FOR?

Eligible requests can include the following:

- Refund of venue hire fees
- Donation to a charity
- Purchase of small items of equipment
- Support for a local event
- Disaster relief
- Civic events
- Wreaths
- Ceremonies or
- Overseas visitors

### ASSESSMENT CRITERIA

The activity or project must benefit the community of Port Stephens LGA.

Each application will be assessed by the Mayor in consultation with fellow Councillors and submitted to the General Manager for approval. The financial assistance request will also be included in a report to Council for final determination.

Must provide a copy of current Certificate of Currency for Public Liability Insurance.

### WHAT WE WON'T FUND

Elected Council members, Council staff and their immediate family (parent, spouse, partner or children) are ineligible to apply for funds.

### CONDITIONS OF FUNDING

The applicant by submitting an application agrees to comply with the following conditions:

- Where the project to be funded is of a capital nature and is not on a Council-owned or operated facility or land, Council will not be responsible for the ongoing maintenance of the works undertaken.

Only one application will be accepted for funds across Council.

In order to be eligible for financial assistance, it's important that groups do not seek multiple small amounts from different Councillors under any component of the fund. In doing so you will be considered ineligible upon application.

Council funding may be used in conjunction with funding from other sources (outside Council) provided that such funding is disclosed at the time of application to Council.

Funding must be used for the purpose for which it is granted.

Projects must acknowledge Port Stephens Council as the funding body in the activity. The use of the Council approved logo is required in any promotional activity or signage related to the funded project and the applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications. "This project is supported by Port Stephens Council's Mayoral Fund."

Should the project not proceed, all funds are to be returned to Council.

### ACQUITTAL AND REPORTING

All recipients of funds will be required to account for funds provided through a grant program:

For a grant up to \$1,000 – provide a letter confirming the funds have been spent in accordance with the grant application.

Over \$1,001 – complete and submit an acquittal form provided by Council. This is unaudited. The acquittal form will require information such as how the funds were spent, and income and expenditure statements.

In both cases, we encourage applicants to provide photos of the finished project and any other information relevant to the funding provided by Council.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.

### HOW TO APPLY

Applications can be submitted by mail or email. A written request outlining the purpose of the funds can be forwarded to: **mayor@portstephens.nsw.gov.au** or Port Stephens Council PO Box 42, Raymond Terrace NSW 2324



# 10.

## RAPID RESPONSE FINANCIAL ASSISTANCE FUND



### OVERVIEW

The Rapid Response Financial Assistance Fund is part of the Port Stephens Council's Financial Assistance Program and allows Councillors to support initiatives within their ward which have a positive impact on the community.

### THE PURPOSE

The purpose of the Rapid Response Financial Assistance Fund is to provide financial assistance for small financial requests from the community.

### KEY DATES

Subject to available funding in accordance with the Grants and Donations policy.

### FUNDING AVAILABLE

Up to \$500 is available per request.

An annual allowance of \$2,000 for each Councillor, with a discretionary limit of \$500 that can be dispensed at the request of the Councillor and requiring only the signature of the Mayor and General Manager.

### WHO CAN APPLY

The following are eligible to apply:

- A not-for-profit organisation
- A charity with a project occurring primarily in the LGA
- An individual or sole trader
- A section 355C committee under the Local Government Act 1993.

Please note that applications received from individuals will be subject to public exhibition of 28 days if endorsed by Council with final approval by Council following any submissions received as a result of the public exhibition.

### WHAT CAN I APPLY FOR?

Eligible requests can include the following:

- Refund of venue hire fees
- Donation to a charity
- Purchase of small items of equipment
- Support for a local event.

### ASSESSMENT CRITERIA

- Demonstrated benefit to the Port Stephens community
- Demonstrated ability to undertake project
- Must provide a copy of current Certificate of Currency for Public Liability Insurance

Each application will be assessed with the respective councillor and submitted for approval by the Mayor and General Manager. The financial assistance request will also be included in a report to Council.

### WHAT WE WON'T FUND

Elected Council members, Council staff and their immediate family (parent, spouse, partner or children) are ineligible to apply for funds.

### CONDITIONS OF FUNDING

The applicant by submitting an application agrees to comply with the following conditions:

Where the project to be funded is of a capital nature and is not on a Council-owned or operated facility or land, Council will not be responsible for the ongoing maintenance of the works undertaken.

In order to be eligible for financial assistance, it's important that groups do not seek multiple small amounts from different Councillors under any component of the fund. In doing so you will be considered ineligible upon application.

Council funding may be used in conjunction with funding from other sources (outside Council) provided that such funding is disclosed at the time of application to Council.

Funding must be used for the purpose for which it is granted.

Should the project not proceed, all funds are to be returned to Council.

Projects must acknowledge Port Stephens Council as the funding body in the activity. The use of the Council approved logo is required in any promotional activity or signage related to the funded project and the applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications: "This project is supported by Port Stephens Council's Rapid Response Fund."

### ACQUITTAL AND REPORTING

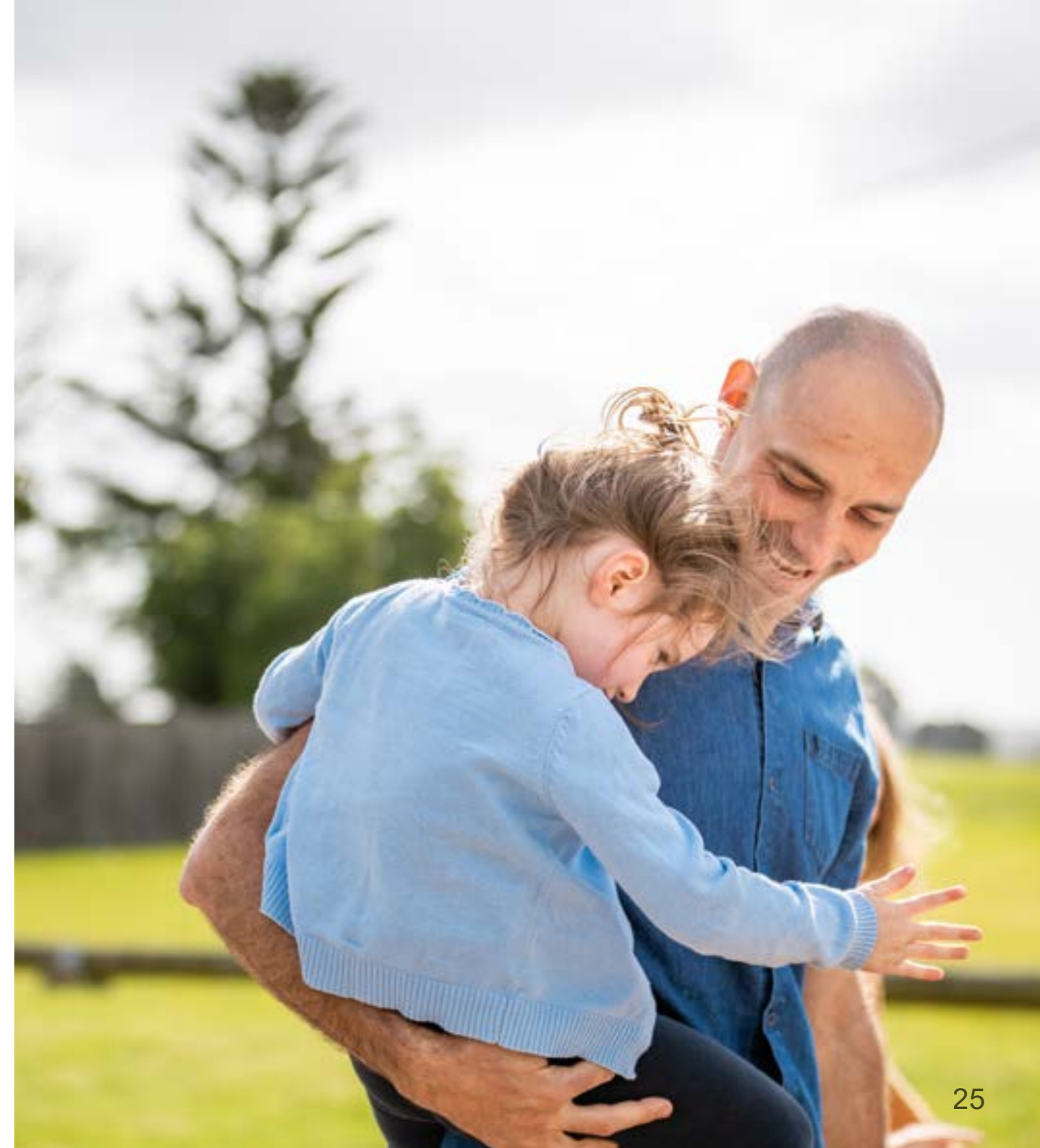
All recipients of funds will be required to account for funds provided through a grant program:

Provide a letter confirming the funds have been spent in accordance with the grant application.

We encourage applicants to provide relevant photos of the finished project and any other information relevant to the funding. Failure to lodge a letter or an acquittal form will affect eligibility for future applications.

### HOW TO APPLY

Applications can be submitted by mail or email. A written request outlining the purpose of the funds can be forwarded to:  
**councillor@portstephens.nsw.gov.au**  
or Port Stephens Council PO Box 42,  
Raymond Terrace NSW 2324





# 11.

## ENVIRONMENTAL PROJECTS FUND

### OVERVIEW

The natural environment is one of the most important factors for community living in Port Stephens. We know our community value our local environment for its many benefits and wants to support the protection and enhancement of our area.

This program provides opportunity for community and schools to deliver environmentally focused projects that benefit our local environment. The focus of these projects or activities should be to improve biodiversity and sustainability, protect local ecosystems, encourage student participation and educate our community. The program will also help to strengthen partnerships between local community groups, schools and Port Stephens Council.

Examples of projects that would be eligible are:

- Improving sustainability e.g. Worm farms/composting projects, waste and recycling projects.
- Improving biodiversity and local ecosystems.
- Control of priority pest animal and weed species.
- Environmental education for community.
- Reducing the communities carbon footprint.

### THE PURPOSE

The Environmental Projects Fund is designed to provide financial assistance to Port Stephens individuals, schools and groups to carry out environmental related projects and activities that have a positive benefit for the environment.

### KEY DATES

Applications open 1 September 2023 and close 30 September 2023.

### FUNDING AVAILABLE

A total of \$20,000 is available. Applicants can apply for funding between \$1,000 - \$5,000 per application.

### WHO CAN APPLY

The following are eligible to apply:

- Individuals
- Community and volunteer groups (including Town Teams)
- Incorporated, not-for-profit organisations or charities
- Schools

### ASSESSMENT CRITERIA

CRITERION SCORING DETAIL	
<b>50%</b> Environmental Benefits	Projects will be assessed on their ability to deliver positive environmental outcomes. If the project does not meet a minimum level of environmental benefit it will not be considered eligible for funding.
<b>30%</b> Environmental need / innovation	Projects will be assessed on the extent to which it addresses environmental need, particularly unmet needs and innovative solutions. .
<b>10%</b> Environmental education and student participation	Projects should demonstrate how they can help to increase community understanding about their local environment. And/or promotes and encourages student participation and increased awareness of environmental issues.
<b>10%</b> Capacity & Risk	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes
<b>TOTAL 100%</b>	



### CONDITIONS OF FUNDING

- Individuals\* must reside within the Port Stephens LGA.
- All projects must be delivered in the Port Stephens LGA, on Council owned/operated land or on School land i.e Projects in National Parks or on other Private Land will not be funded.
- Project must be completed within 1 year of funding being allocated.
- Council funding may be used in conjunction with funding from other sources (outside Council) provided that such funding is disclosed at the time of application to Council.
- Funding must only be used for the purpose for which the application was made.
- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- Successful applicants must publicly acknowledge Port Stephens Council as a financial supporter of the activity or project.

### ACQUITTAL AND REPORTING

- All recipients of funds will be required to account for funds provided through a grant program:
  - For a grant up to \$1,000 – provide a letter confirming the funds have been spent in accordance with the grant application.
  - Over \$1,001 – complete and submit an acquittal form provided by Council. This is unaudited. The acquittal form will require information such as how the funds were spent, and income and expenditure statements.
- In both cases, we encourage applicants to provide photos of the finished project and any other information relevant to the funding provided.
- Failure to lodge a letter or an acquittal form will affect eligibility for future applications.

### HOW TO APPLY?

- Visit [pscouncil.info/community-funding](https://pscouncil.info/community-funding) and complete the online application
- Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes

For help or support please contact **4988 0255** or [pscgrants@portstephens.nsw.gov.au](mailto:pscgrants@portstephens.nsw.gov.au)



# DEFINITIONS

## NOT-FOR-PROFIT ORGANISATION

An organisation does not directly operate for the profit of its owners and members. It operates on a cost recovery basis and does not make a profit. A registered incorporated entity. Sporting clubs, registered charities and indigenous corporations are included.

## COMMERCIAL ORGANISATION

A person or entity that intends to conduct an activity for profit or personal gain on Council owned or managed land within Port Stephens Local Government Area (LGA).

## BUSINESS

A business is an organisation or enterprising entity engaged in commercial, industrial or professional activities. Note: Must have an ABN registered in Port Stephens LGA.

## SOLE TRADER

A sole trader is an individual running a business in the Port Stephens LGA, with the individual being the only owner whom controls and manages the business.

## SCHOLARSHIP

Financial or other support provided to a student or women to assist in pursuing studies and must reside in the Port Stephens LGA.

## DISCLAIMER

This document is not an agreement. It provides a guideline only and the Council accepts no responsibility for your use of the information in this document. Funding availability in each stream, application and approvals process may change from time to time in accordance with Council policy and reviews.

## ACQUITTAL

The acquittal is the process of evaluating and reporting on outcomes and the expenditure of funds provided by Port Stephens Council.

## INDIVIDUAL

An individual is one that which exists as a distinct entity and not associated with a business, community or commercial organisation within the Port Stephens LGA. For example, a resident or ratepayer.

## SPONSORSHIP

A commercial relationship between Council and a third party (organisation, group or individual), governed by written agreement. Sponsorship involves provision of financial or non-financial (in-kind) support in return for mutually agreed economic, cultural, community or reputational benefits.

## FINANCIAL ASSISTANCE

Other financial mechanisms provided by Council to organisations or individuals to support activities in line with Council's Community Strategic Plan. Such mechanism is provided in accordance with Council's Grants and Donations Policy.







**PORT STEPHENS**  
COUNCIL

116 Adelaide Street | PO Box 42  
Raymond Terrace NSW 2324

[council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au)

02 4988 0255

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