

## COMMUNITY SERVICES FUND

### Eligibility and Guidelines

**Intent:** To support projects or programs that deliver social, cultural or environmental benefits to the communities of the Local Government area.

Applications Open: Annually in April

Only organisations based in the Dubbo Regional Local Government Area (LGA) are eligible to apply for funding under the Community Services Fund. Please read the **Eligibility Criteria and Guidelines** prior to submitting an application.

### Key criteria

- The project / program must be undertaken in the Dubbo Regional LGA
- Only organisations based in the Dubbo Regional LGA are eligible to apply
- The project or program must address an identified community priority
- The organisation must demonstrate the capacity to manage funds and deliver the project / program

### Ineligible activities / applications

- Project/program not staged in the Dubbo Regional LGA
- Payment of debt
- Payment of insurance premiums
- Political activities
- Items included in another funding application or to top-up funding for previous funding grants or any other funding
- Organisations with gaming machines and/or trade regularly with a liquor licence most days of the week
- Funding for prize money, prizes or trophies
- Events which occur as a matter of course (eg. school fetes)
- Day to day operational funding for the organisation
- Funding to assist expenses in relation to guests or VIPs or stallholders to attend the event
- Wages or payment to staff
- The proposal has safety and / or environmental hazards that are not managed by acts under a Risk Management Plan to mitigate risk
- Does not reflect community standards
- Denigrates, excludes or offends community groups
- Degrades the natural environment
- Funding will not be provided retrospectively

## Conditions of funding

1. Organisations can not apply for funding via the Community Services Fund if funding has already been provided by another funding stream of Dubbo Regional Council (DRC) for the same activity in the same year.
2. No financial assistance will be given to Government Departments or agencies, or for the support of Government-owned facilities.
3. No financial assistance will be given to sporting organisations or events (these organisations have other avenues for financial assistance).
4. The application is to include time frames and list of items identified for purchase from funding.
5. Funds granted can only be used for the purpose as specified in the application, unless written permission for a variation is obtained from DRC.
6. DRC must be advised in writing if there are any significant changes to the activity as described in the application, or to the contact details of the recipient.
7. Funds are to be acquitted within 12 months of the grant being provided. Failure to do so without written permission from DRC may result in the donation amount being reduced or cancelled requiring the return of funds to Council.
8. Should the project / program be cancelled, all funding received is to be repaid to DRC.
9. All DRC and other requisite permits, approvals, insurances etc relating to the event must be obtained or funding may be withdrawn.
10. Where possible, the organisation will source goods and services for the project / program from within the Dubbo Regional LGA.
11. All recipients of funding are required to return to Council:
  - a. Benefits as outlined in the Outwards Sponsorship Matrix (below).
  - b. An Acquittal Report within 60 days of the completion of the project / program.
    - i. Form A: Funding provided up to \$5,000.
    - ii. Form B: Funding provided over \$5,000 (funding \$10,000 or more requires an auditors statement)
  - c. A completed survey providing DRC with top level data / insights.
12. DRC reserves the right, as part of the assessment process, to request further information or documentation.
13. DRC reserves the right to conduct a financial audit of the donation either during the financial year or on completion of the financial year.
14. Failure to provide an Acquittal Report will preclude future funding opportunities.
15. Recipients of financial assistance will be required to have a representative attend a civic ceremony at which cheques / remittances for the financial assistance will be presented.
16. DRC and its officers shall not be responsible for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisations responsibilities under the Funding Agreement.
17. The recipient organisation shall indemnify the Council and its officers against any claim, demand, liability suit costs, expenses, action arising out of or in any way connected with the activities of the organisations or agents in consequence of the Funding Agreement except where the claim, demand, liability, costs or action are caused by DRC and its officers.
18. Unless agreed in writing at the time of funding approval, DRC has no obligations regarding ongoing maintenance or renewal of assets created by the project.

## Outgoing Funding Benefits Matrix

Return benefits to Dubbo Regional Council (DRC)

Value of sponsorship	Up to \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	More than \$20,001
DRC brand recognition on appropriate printed material	●	●	●	●	●
Distribute Regional marketing material such as Visitor Guides	●	●	●	●	●
Provide feedback to DRC via survey seeking outcomes	●	●	●	●	●
Images of the event to support destination marketing activity (on request from DRC)	●	●	●	●	●
Acquittal Form A	●	●	●	●	●
Acquittal Form B		●	●	●	●
Provide feedback to DRC via survey seeking outcomes		●	●	●	●
Acknowledge DRC support via digital platforms (website / social media)		●	●	●	●
Acquittal Report provided no later than 60 days from the completion of the event		●	●	●	●
PA announcement or signage at the activity / event			●	●	●
Acknowledge support via pro-active promotion or advertising (radio / tv / print)			●	●	●
Complimentary tickets / invites to launch, VIP function or an event				●	●
Naming right of an event / activity or space					●

### For more information

Dubbo Regional Council  
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