

RICHMOND VALLEY COUNCIL

Community Financial Assistance Program

RICHMOND VALLEY COUNCIL IS PROUD TO SUPPORT LOCAL ORGANISATIONS AND GROUPS BY PROVIDING FUNDING TO HELP DELIVER IMPORTANT SERVICES, PROGRAMS, AND ACTIVITIES THAT BENEFIT THE RICHMOND VALLEY COMMUNITY



FUNDING SNAPSHOT



- ◆ **AMOUNT:** \$100 to \$5000 per application
- ◆ **ROUND 1:** September, with funding announced in Nov
- ◆ **ROUND 2:** March, with funding announced in May
- ◆ **WHO CAN APPLY:** incorporated not-for-profits (or sponsored groups) servicing the Richmond Valley

APPLICATION PROCESS

1. **SUBMIT AN APPLICATION-** Include details about your organisation, the project, its purpose, and financial accountability.
2. **ASSESSMENT-** Applications are assessed for eligibility and reviewed against the selection criteria.
3. **NOTIFICATION-** Successful applicants are notified, a funding agreement is signed and funds are promptly distributed.
4. **PROJECT DELIVERY-** Deliver your project as specified in the funding agreement.
5. **ACQUITTAL-** Complete an evaluation report within 12 months, including proof of expenditure.

SELECTION CRITERIA*



- ◆ **COMMUNITY IMPACT:** Positive impact for broader community or a targeted disadvantaged group that addresses an unmet need
- ◆ **PROJECT VIABILITY:** Capacity to deliver the project
- ◆ **FINANCIAL FEASIBILITY:** Clear, detailed budget demonstrating value for money
- ◆ **OVERALL MERIT:** Demonstrates strong community benefits and supports Council's objectives

*Refer to Council Policy 1.2 Community Financial Assistance Program for the full selection criteria and other funding requirements.

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ELIGIBLE PROJECTS

- Programs and activities with a direct social or community benefit
- Equipment to support community groups
- Small infrastructure projects

INELIGIBLE PROJECTS*

- Ongoing operating expenses
- Staff/volunteer costs
- Items/programs primarily to benefit one individual
- Fundraising, donation or scholarship-based initiatives
- Promotional items or uniforms
- Projects already receiving assistance from Council
- Planning costs
- Contingency or administrative costs
- Retrospective funding
- Events

*Refer to Council Policy 1.2 Community Financial Assistance Program for the full list of ineligible projects



SUPPORTING DOCUMENTS REQUIRED

- ☐ Certificate of Currency for Public Liability Insurance
- ☐ A letter confirming sponsorship arrangements (if applicable)
- ☐ Annual financial report e.g. profit & loss statement
- ☐ A detailed budget and/or quote for your project
- ☐ Other supporting documents e.g. photos or letters of support

CONTACT US

FOR MORE INFORMATION OR ASSISTANCE:

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