



COMMUNITY STRATEGIC PLAN GRANT PROGRAM GUIDELINES

2021-2022

Aims and objectives

The **Community Strategic Plan Grants Program** supports initiatives that deliver a range of social, cultural and economic benefits to the community of Norfolk Island. The program provides financial support to local community groups, organisations and clubs to facilitate the delivery of community projects and events.

The Council's Community Strategic Plan 2016-2026 has six key strategic directions. Applications for funding under this grant program are required to meet one of the six directions.

1: An Environmentally Sustainable community

2: A Proud, Diverse and Inclusive community

3: A Caring community

4: A Successful and Innovative community

5: An Informed and Accountable community

6: A Healthy and Safe community.

Funded projects should also align with the objectives outlined in the Community Strategic Plan, to:

- use and manage our resources wisely
- preserve a healthy environment
- maintain cultural expression
- protect our built heritage
- work together and build successful partnerships
- ensure that Norfolk Island is a great and safe place to live and visit
- build a strong, diverse and vibrant business environment and a skilled workforce
- ensure an informed community and transparency in decision making
- promote active and healthy residents and
- deliver a focused and coordinated approach to health care.

Funding for this grant is established through Council's annual budget process. In the 2021/2022 financial year, each project application is able to apply for a grant up to a maximum of \$5,000.

Eligible Applicants

To be eligible applications must meet the following conditions:

- they are submitted on or before the published closing date and time
- they are complete and provide all requested information
- they meet the specified eligibility criteria
- the applicant has no outstanding grant projects or acquittal reports with the Council

Eligible Projects

To be eligible for consideration, projects must meet the following conditions:

- projects must align with one of the six directions listed in the Councils Community Strategic Plan
- projects must be based on Norfolk Island
- projects are to provide genuine benefit to the local community, environment or economy
- the project application provides a balanced, realistic and complete project budget
- all activities are to be completed by 31 January 2023 and
- a co-contribution is provided from non-Council sources. For example, this may be cash or in-kind to the equivalent of 25% of the total project budget.
- project applications must not exceed the maximum available to any one project (\$5,000).

Contributions

A co-contribution is a mandatory part of this Council grant. Applicants must demonstrate in their application how they will contribute a minimum of 25% to the total project cost. There are two types of co-contributions.

Financial

This is where a cash contribution is paid toward the project. It is subject to the terms and conditions of the Funding Agreement signed by both parties.

In-Kind

In-kind assistance is an applicant's contribution towards project costs which are not cash, for example: labour, plant or equipment and materials. This can be calculated at an hourly rate, multiplied by the total number of hours to determine a dollar value.

Ineligible projects

The Community Strategic Plan Grants program will not support:

- projects that are not based on Norfolk Island
- ongoing operational expenditure such as rent, utility bills or insurance or the engagement of payment of permanent employees
- projects with exclusively (or mostly) private benefits
- costs that are normally the responsibility of business, or government agencies
- projects that would proceed without the Councils financial assistance and/or are funded from another grant source
- proposals that depend solely on Council funding
- projects or activities that have already commenced or, that funding has been provided for a similar purpose in a previous round.

Ineligible applications

An application is ineligible when:

- it is incomplete
- it does not meet the specified eligibility criteria
- it does not contain the supporting information required

- the applicant has an outstanding grant project and/or acquittal report with the Council
- the application was submitted after the published closing date and time
- the project is for private gain
- the financial contribution requested from Council exceeds the maximum amount allowable under the grant program (\$5,000).

How to Apply

All applications are required to be submitted online via Councils grants program software. You can access this link on Councils website at <http://www.norfolkisland.gov.nf/council/grants-program> No applications will be received in hardcopy format or, by any other means.

Applications must provide all requested information and must be submitted on or before the closing date of 23:59pm on Thursday 26 May 2022.

Assessment of Applications

Applications are assessed by a panel including the General Manager of the Norfolk Island Regional Council (NIRC) and two delegated Council employee representatives. A recommendation is then presented to the Councils Administrator for approval.

All grant payments are authorised by the General Manager.

Successful Applications

If successful, applicants will receive a Funding Agreement that sets out the terms and conditions of the grant, including any milestones, reporting and acquittal requirements.

Grant funds must be spent on items and eligible costs that are directly related to the funding received. These are items that were listed in the application process. Eligible costs will form part of the Funding Agreement and acquittal process.

Unsuccessful Applications

Unsuccessful applicants will be advised in writing.

Acquittal

The acquittal process requires those who have received grant funding to accurately report on the funding activities as well as the expenditure of the funding. Grant acquittal reports are required at the end of a project, they are used to confirm:

- that the funding has been used for the purpose outlined in the funding application and,
- to demonstrate that the terms of the funding agreement have been met.

Details of the acquittal process will be provided in the Funding Agreement.

Privacy Statement

Use and disclosure of personal information

The information provided as part of this grants process is stored in the Smartygrants system. This information will only be used for the purpose(s) for which you gave it to us and for related, internal management or statutory purposes. For example, to generate a report to the assessment panel. Council will not disclose your personal information to anyone else unless:

- you consent to or expect disclosure of your personal information
- disclosure is necessary for the enforcement of the criminal law or for the protection of public revenue
- disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of a person, or
- disclosure is required or authorised by law.

More Information

If you have any questions, you can contact Customer Care on local free call 0100 or 22244, or by emailing customercare@nirc.gov.nf

Customer Care offices are open Monday to Friday, 9am – 4pm, and are located at 9 New Cascade Road.

Key Steps

1. Read these guidelines and all of the application information.
2. Complete the application form online using our Smartygrants portal.
3. If this is your first grant application using the Smartygrants portal, it will ask you to register as a user of the system.
4. Submit your application by the closing date and time.
5. Contact us if you have any questions.

Strategic Direction 01: An environmentally sustainable community

➤ Objective 1: Use and manage our resources wisely

Community Role:

- Reduce, reuse and recycle waste more effectively
- Maximise rainwater harvesting by households and businesses
- Maximise alternative energy harvesting by households and businesses
- Grow food to increase food security
- Potential to use hot composting

➤ Objective 2: Preserve a healthy environment

Community Role:

- Participation in the revision of the planning framework to ensure it reflects values and aspirations
- Responsible pet ownership, including the registration, micro chipping and spaying of cats and dogs
- Management of invasive species on private land
- Control of feral animal populations on private land.
- Responsible use of chemicals in the management of pests and weeds
- Encourage and educate in evidenced based use of organic control
- Responsible recreational use of the marine environment
- Volunteer in Community Organisations
- Accept greater responsibility for waste

Strategic Direction 02: A proud, diverse and inclusive community

➤ Objective 3: Cultural expression is maintained and built heritage is protected

Community Role:

- Continue to engage in the traditional cultural practices
- Support the expression of culture for all on Norfolk Island
- Maintain the Norfolk Island Collection
- Continue to volunteer services
- Acknowledge the contribution by the Pitcairners for their significant contribution to the community

Strategic Direction 03: A caring community

➤ Objective 4: We work together to achieve our goals

Community Role:

- Attend council meetings
- Join and be involved in community groups
- Listen to and respect the viewpoints of each other
- Provide public comment on issues of concern

➤ Objective 5: Our community is a great place to live and visit

Community Role:

- Greet and engage with visitors and tourists
- Participate in flexible patterns of childcare
- Participate in community events
- Visit the library
- Respect and look after each other and promote community safety
- Report any un-safe behaviour or incidents

Strategic Direction 04: A successful and innovative community

➤ Objective 6: Strong, diverse and vibrant business environment

Community Role:

- Promote high quality tourism experiences
- Form effective Industry and Commerce business groups
- Adopt collaborative approaches to identify and
- Target growth opportunities
- Develop and implement proposals for new and innovative business opportunities on the Island
- Support for Youth and Norfolk Islanders abroad in relation to innovation
- Advocate for export

➤ Objective 7: A skilled and competitive workforce

Community Role:

- Value and participate in, ongoing learning and skills development
- Foster and develop a flexible workforce, responding to changing economic opportunities

➤ Objective 8: Successful public private partnerships

Community Role:

- Investigate opportunities for flexible approaches to existing and new economic activities