

COUNCIL REFERENCE: 32956 tp:cah
COUNCIL FOLIO NO: *
CONTACT PERSON: Tom Phillips
YOUR REF:

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Tourism Development Committee

Shoalhaven City Council

Guidelines for Grants Program **2008-2009**

1. Introduction

The Shoalhaven City Council's Tourism Development Committee Grants program provides an equitable process of access to financial support to local non profit and non government organizations for Tourism projects that will lead directly to providing facilities and attractions for visitors to the Shoalhaven.

2. Vision

To provide funding for projects by community organisations that will enhance Shoalhaven City and at the same time provide facilities for our visitors

3. Applications and Closing Dates

All community organisations are requested to submit their applications for funding by the 30th September each year.

4. How much money is available for Grants?

- Council's Tourism Development Committee Grants Program budget for 2008-2009 is \$20,000.00
- Each Grant will be to a maximum of \$5,000.00

5. Who is eligible to apply?

Applicants must be non-profit, non-government; community based organizations in the Shoalhaven. These can be but are not limited to

- Lions Clubs,
- Rotary Clubs,
- Principal Consultative Groups,
- Bush Walking clubs,
- Chambers of Commerce,
- Town Tourist Associations,

6. Project Types

The projects that will be considered for support can fall into a variety of categories and could include but not be limited to

- beach access ways,
- bbq's at picnic areas,
- fish cleaning tables,
- board walks,
- wheel chair access across beaches,
- picnic shelters,
- decorative tree plantings,
- lookouts, bird viewing platforms,
- bush walks,
- interpretive signage for a bush walk or a heritage walk

7. Conditions for funding approval

- The Organisers of the project must prepare plans and lodge the appropriate Development Applications – Council staff are available to assist as required.
- The project plan should include a total budget of the whole project which is fully detailed including details of the required capital, administration costs (fees to lodge DA's etc), material costs and labour
- The budget should indicate additional revenue streams and fully detail "in kind" support.
- The amount of support given by the Tourism Development Committee will be a maximum of \$5,000. **This should be matched by at least an equal amount of "in kind" or other support.**
- All applications will be considered on their merits and no organisation should automatically assume that it will qualify for assistance or that it will not qualify for assistance.
- The Tourism Development Committee will only support projects that are proposed for public land.
- Community Organisations should be prepared to discuss their project with the Tourism Manager and other Council staff as appropriate in the first instance and then be prepared to present their proposal to a meeting of the Tourism Development Committee.
- The Tourism Manager is available to help community organisations prepare their submissions.
- At the end of the project the community organisation implementing the project will report, in full, in writing to the Tourism Development Committee.
- Any promotional material or activity in relation to the project must acknowledge the support of the Tourism Development Committee of Shoalhaven City Council
- Assessment of applications will take on-going maintenance into consideration.
- All projects must be completed by the 30th of June in the Financial Year in which the grant is approved.
- Any funds un-expended by the 30th of June must be returned to Council by the 31st of July of the same calendar year.

8. What projects are ineligible

- The Tourism Development Committee will not support projects where they are proposed by a private company or individual.
- Assistance will not be given for projects that are assessed to be of direct benefit to private companies or private individuals.
- Assistance will not be given to organisations who intend to disperse any of their surplus **project** funds to charities. Surplus or unused project funds should be returned to the Tourism Development Committee.

9. What are the accountability requirements?

If your application has been successful you will be required to undertake the following activities:

- Sign an agreement accepting the conditions of the grant.
- At the end of the project the community organisation implementing the project will report, in full, in writing to the Tourism Development Committee, with details of how funds were spent and a description of successes and highlights.
- Supply copies of any promotional materials in relation to the project and acknowledge the Tourism Development Committee's support.
- Provide in the report a written outline of any community consultation for the project.

10. The Assessment Process

- The Tourism Development will advertise its Grants Program annually in May in local newspapers.
- Applicants must meet the eligibility criteria and all conditions for funding approval.
- The Tourism Development Committee will assess the application in accordance with the guidelines
- The final decision, based on the Board's recommendations is made by Council.
- Applicants will be advised of the outcome by letter.

12. Where can I get a copy of the application form?

The Tourism Development Committee's Grants Program Application Form and Guidelines are available at Council's Nowra Administration Centre or by phoning (02) 4429 3248. Applications can also be downloaded from Council's website www.shoalhaven.nsw.gov.au

13. Where do I send the application form?

The application form can be sent to the following address:

General Manager, Shoalhaven City Council. Tourism Development Committee Grants
2008-2009, PO Box 42, Nowra 2541

Ph: (02) 4429 3428. Fax: (02) 4429 3171

Email: phillips@shoalhaven.nsw.gov.au