

Bridgman Ridge Community Trust

Guidelines | Grant/Donation Program

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1. About the Trust

The Bridgman Ridge Community Trust provides an opportunity for local community, cultural, and recreational groups to seek a grant/donation to assist in the provision of services to the Singleton Local Government Area.

The Bridgman Ridge Community Trust was established to return to the local community a portion of the money generated by the sale of land at Bridgman Ridge. Specifically, the aim is to provide an easily accessible funding program to support local cultural and recreational groups and to increase the participation of the Singleton community in local events and activities.

Members of the Trust include Directors of Bridgman Ridge Holdings Pty Ltd, the Mayor of Singleton and the General Manager of Singleton Council.

The Bridgman Ridge Community Trust invites applications at least twice a year, depending on funds available for distribution, with advertisements in the Singleton Argus and on the Singleton Council website.

In Round 3 grants were awarded in the range of \$500 to \$2,000.

Dates for Round 4

Applications are invited for *Round 4* which opens Monday, 19 August 2019 and closes Friday 18 October 2019. All applications must be received by 4pm on the closing date.

Program objectives

- Support local community, cultural, and recreational groups;
- Support local services, events and initiatives;
- Encourage participation in local community, cultural, and recreational activities; and
- Provide accessible, flexible funding which does not duplicate existing programs.

2. Funding Parameters

Eligibility Criteria

Organisations must:

- Be non-profit;
- Have an ABN, or an auspicing body with an ABN;
- Be based in the Singleton Local Government Area or be delivering the project in the Singleton Local Government Area.

Not Eligible

Funding cannot be provided to:

- Individuals;
- Federal & State Government departments;
- Schools (P&Cs are eligible);
- Organisations that have not acquitted previous grant/donations from this fund.

NB: While funding cannot be provided for Federal and State Government departments, schools etc., those bodies can act as auspicing bodies for community groups.

Use of Funding

Funding can be used for:

Purchasing small items of equipment, for example:

- First aid equipment;
- Equipment for use inside/outside rural halls, club houses, playgroups, community buildings; and
- Sporting equipment for use by teams.

Minor repairs and upgrades to buildings or grounds, for example:

- Signage, notice boards or painting; and
- Fences, plumbing, or electrical.

Purchasing of items to assist with delivery of programs, for example:

- Toys for playgroup; and
- Equipment and consumables (excluding office equipment consumables, stationery and food).

Assisting with costs of hosting cultural events, for example:

- Any costs associated with performances or workshops;
- Sourcing someone to submit grants;
- Festivals or exhibitions;
- Seed funding for events; and
- Insurance.

Assisting with obtaining larger grants:

- Funding can be used as “dollar matching” for other applications. The Bridgman Ridge Community Trust Grant/Donation will be released upon success of the other grant application.

Funding cannot be used for:

- Equipment for use by an individual; and
- Funding for travel to activities outside of the Singleton Local Government Area.

3. Application and Approval Process

Selection criteria

- The Bridgman Ridge Community Trust will prioritise applications received based on merit against program objectives.
- The distribution of the grant funds is at the discretion of the Bridgman Ridge Community Trust and no further correspondence will be entered into.
- If an auspicing body is being used for the purpose of this grant application, then a letter of support from that body must be attached to the grant application.

Applications to purchase sporting equipment

- There are already numerous other programs which provide funding for non-profit groups to purchase sporting equipment, including:
 - The Volunteer Grant Program (funds purchase of sporting equipment and other small items of equipment);
 - Singleton Sports Council Grants.
- Consideration will be given to applicants who can demonstrate they:
 - Have previously applied to the above programs and been unsuccessful;
 - or**
 - Are not eligible to apply to the above programs.

4. How to Apply

Applications are to be submitted on the Bridgman Ridge Community Trust Application Form. Applications must be submitted by 4pm on **Friday, 18 October 2019 to be included in Round 4.**

Applications must be addressed to “Bridgman Ridge Community Trust” and may be lodged by Email council@singleton.nsw.gov.au, Post to PO Box 314, Singleton NSW 2330 or in person at the Singleton Council Administration Centre located on the Corner of Queen Street and Civic Avenue Singleton

Successful applicants will be required to raise a tax invoice to the Bridgman Ridge Community Trust.

5. Acquitting grant/donations

Funding is to be used within 12 months and is either to be acquitted by this time or returned to the Bridgman Ridge Community Trust.

To acquit the funding the recipient must forward a one page report to the Bridgman Ridge Community Trust and confirm that the funding has been spent, the date the funding was spent, and that the money was used for the purpose described in the application form. The report is to be signed by an office bearer of the community group.

6. For more information

For enquiries or assistance regarding applications and acquittals please contact Council's Community Development Officer by phone (02) 6578 7570 or via email council@singleton.nsw.gov.au

All correspondence is to be addressed to:

Bridgman Ridge Community Trust
CARE PO Box 314
SINGLETON NSW 2330