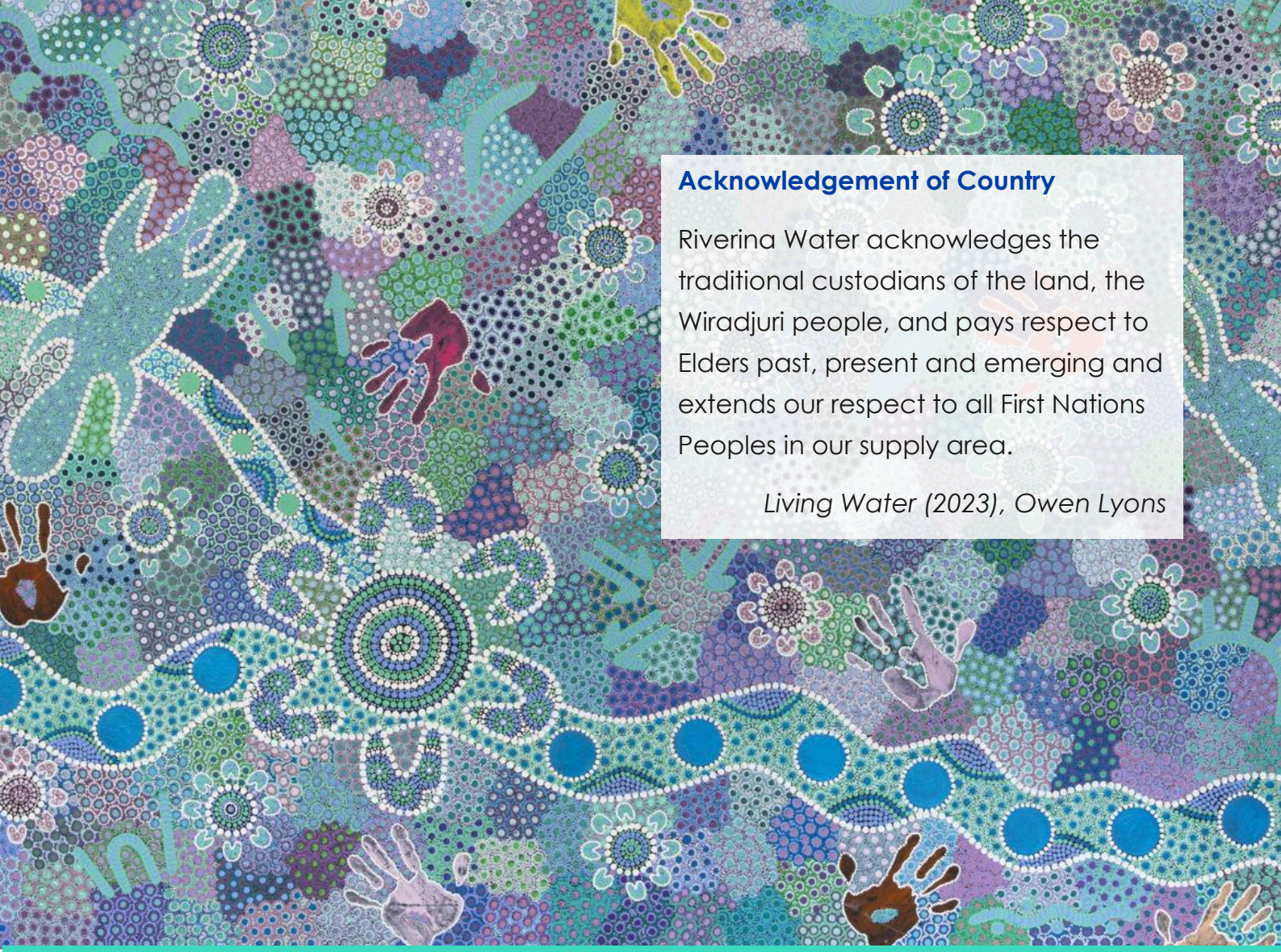




Riverina Water Enriching Communities Program 2023/24

Grants program guidelines & information pack for applicants

rwcc.nsw.gov.au/grants | community@rwcc.nsw.gov.au



Acknowledgement of Country

Riverina Water acknowledges the traditional custodians of the land, the Wiradjuri people, and pays respect to Elders past, present and emerging and extends our respect to all First Nations Peoples in our supply area.

Living Water (2023), Owen Lyons

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Cover image: Work in progress on a mural at the Walla Walla water tower, which was funded by Riverina Water's previous grants program.

We do more than supply water, we enrich our communities

At Riverina Water we understand that our community and customers are our most important asset. Our first Community Engagement Strategy was adopted in 2019 and we are now taking the next step on our journey of fostering proactive communication, engagement, and partnerships with our customers and community.

Now entering its fourth year, our grants program's focus is to enrich our community by providing meaningful funding opportunities to support community projects and initiatives.

By providing a grants program that truly represents the aspirations and needs of the local government areas of Wagga Wagga, Lockhart and parts of Greater Hume and Federation Councils, we enable our community and customers to thrive by building strong relationships, increasing water literacy, and supporting our communities in significant ways.

Our Enriching Communities Program 2023/24 is part of the investment we make to enhance the social, cultural, and environmental life for people within our supply area.



Andrew Crakanthorp
Chief Executive Officer



Cr Tim Koschel
Chairperson

2 | Key information

Program timeline



Applications open: 9am, Monday 11 September 2023



Applications close: 9am, Monday 23 October 2023



Assessment of applications and administration: 23 October to 30 November 2023

Approval of grant allocations: 14 December 2023 Board Meeting

Notification to successful applicants: 15-21 December 2023



Deadline for project completion and acquittal: 31 January 2025

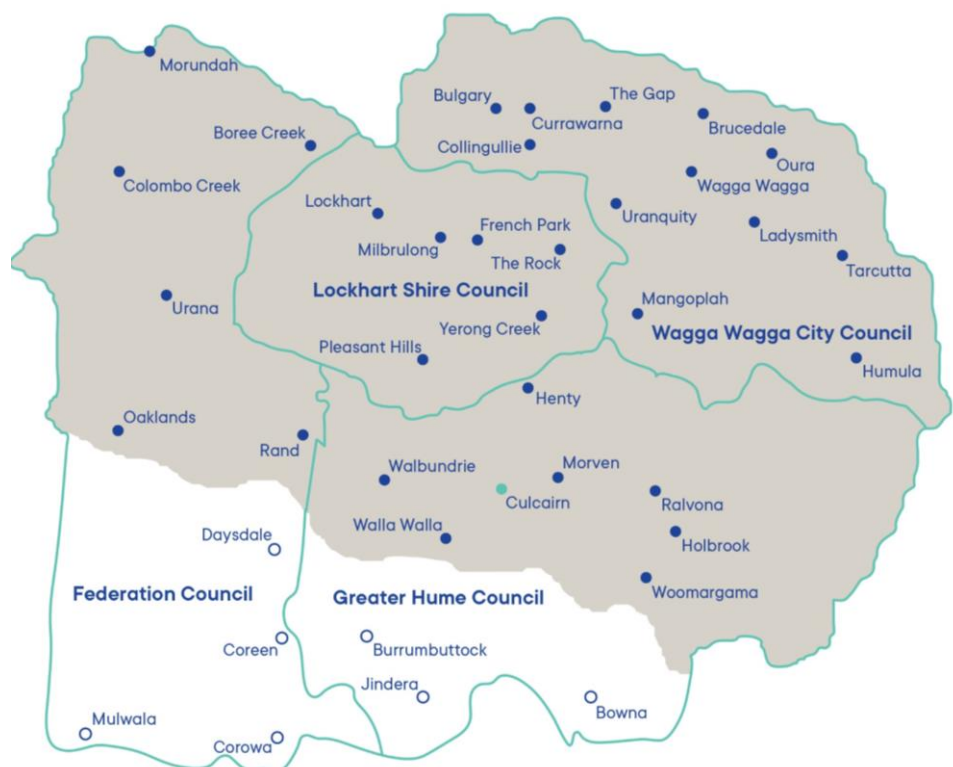
Grant funding allocations per local government area (LGA)

LGA	Funding pool	Maximum grant amount
Wagga Wagga City Council	\$40,000	Grants up to \$20,000
Lockhart Shire Council	\$20,000	Grants up to \$20,000
Greater Hume Council	\$20,000	Grants up to \$20,000
Federation Council	\$20,000	Grants up to \$20,000

Riverina Water supply area

Only applications from within our supply area that are to be delivered in our supply area, are accepted.

Please note we do not supply water to most parts of Culcairn; and only provide water to parts of Federation and Greater Hume councils.



3 | Grants program objectives

Applications must meet at least one of our Enriching Communities Program objectives



Our Community For community organisations to undertake projects that benefit the wider community



Health & Wellbeing Initiatives and programs that enhance and promote healthy lifestyles, wellbeing, inclusion and social connection



Water Conservation & Education Projects and initiatives that promote water wise behaviour and/or conserve water through efficiency improvements



Arts & Culture For projects that provide opportunities for the community to participate in a broad range of arts and cultural activities that enhance quality of life



Sustainability & Environment Support for community projects and initiatives that are beneficial for our natural environment

4 | Eligibility requirements

To be eligible, applications must:

- › Demonstrate how the application meets at least one of the program's objectives (as per section 4 of this document)
- › Meet the supply area requirements (as per section 3 of this document)
- › Be either an incorporated not-for-profit community organisation; or Council committee, as constituted under section 355 of the Local Government Act

Incorporated not-for-profit bodies are organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading including:

- › Charities
- › Organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status
- › Cooperatives
- › Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)

Auspice and sponsoring organisations

Organisations that are not incorporated may seek a sponsoring organisation to auspice their application for example your local Council.

Individual artists must have a sponsoring organisation. Details of the sponsoring organisation and proof of it will auspice must be supplied in your application.

Any Section 355 Committee that is successful in receiving funding should invoice Riverina Water via their Council.

Riverina Water will not fund projects by:

- › Individuals or groups of individuals (with the exception for individual artists, who may apply if they are sponsored by an incorporated organisation)
- › Unincorporated organisations
- › Organisations without an ABN
- › For-profit commercial organisations
- › Local Government Councils; excluding council committees constituted under section 355 of the Local Government Act (please note Councils may auspice)
- › School, university, or technical college

5 | Additional information

Assessment considerations

The grants program is a competitive application process. Applications are assessed by a panel comprised of Riverina Water staff, Board members and a representative from the relevant Council.

When assessing applications, the panel will give consideration to factors such as:

- › Alignment with the grant outcomes and guidelines, and the proposed positive impact on the community
- › Whether Riverina Water is the primary funding body
- › Ability for the project to be delivered in the timeframe, and the applicant's ability to deliver
- › Any in-kind or financial contribution made by the applicant organisation
- › Whether the proposed budget and project are feasible
- › The level of previous funding provided to the applicant organisation by Riverina Water and other bodies
- › How Riverina Water is recognised for its funding

Riverina Water cannot support late applications, or applications that do not meet the eligibility criteria or the assessment criteria. This includes failure to attach compulsory documents, budgets, or other required information.

Assessment panels may recommend part funding. The decision is carefully considered with the view of maintaining the integrity of the proposal.

Preparing your application

- › Before completing an application, become familiar with the guidelines
- › A minimum of one quote must be provided for goods, equipment, supplies and services
- › If your project requires a development application, land owner consent, public liability insurance (for example, events) etc then this information must be included
- › Applicants can apply once per Local Government Area
- › Projects must be deliverable within the grant timeframes

- › Applications must be submitted online via the Riverina Water website and will only be considered if all mandatory documentation is provided
- › Applicants must provide accurate financial information as part of the submission process, such as a statement of income and expenditure
- › The requested grant amount and budget figures provided should be exclusive of GST. Riverina Water will add GST if your organisation is eligible to your grant payment if successful. Please factor this into your application planning
- › Please include the value of in-kind support from your group or organisation including labour for example \$25 per hour for unskilled labour and \$50 per hour for skilled labour
- › Consider your project milestones and how you will need the requested funding delivered. For example, 80% upfront and the remainder closer to completion

Successful applicants

If you are successful, you will receive formal notification about your application and an email of approval from Riverina Water, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with Riverina Water.

If your application is successful, you will be required to do the following:

- › Acknowledge, by execution of the funding agreement that, Riverina Water is not in any way liable for any incident arising out of the use of the funds provided under the program
- › Supply any other documents per your approval letter as requested by Riverina Water
- › Funding may not be used for any purpose other than for which it is granted, without the written permission of Riverina Water
- › Riverina Water will not be responsible for shortfalls in project budgets if the applicant is unable to meet project costs
- › You may be required to undertake a risk assessment and provide this to Riverina Water. Please liaise directly with third parties for example property owners in regard to this. The risk assessment does not form part of the application process but may be required as part of project delivery
- › Funding will not be paid until all requested information has been supplied
- › Recognise Riverina Water as a sponsor of the organisation through acknowledgement and promotion; and participate in activities organised by Riverina Water to promote the project and funding

- › Riverina Water may visit you during the project period or at the completion of your project to review your compliance with the grant agreement. Riverina Water may also inspect your records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit
- › It is the responsibility as the applicant to notify us if anything is likely to affect your project or organisation. We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due
- › Comply with any special conditions that may be attached to the funding offer noting the amount of financial assistance offered may vary from that requested
- › Issue Riverina Water with a tax invoice for the grant amount, plus GST, if applicable.
- › Upon execution of the funding agreement, and receipt of a valid tax invoice, Riverina Water will pay funding as per agreed funding milestones to be determined based on your project
- › Provide a copy of the organisation's Certificate of Currency for Public Liability Insurance for \$20M as a minimal insured amount (for projects with a public activity component only). For more information, please contact your insurer
- › Applicants are required to submit an acquittal form at the completion of the project
- › Applicants are advised that Riverina Water is not in any way liable for any incident arising out of the use of the grant funding provided under this grant program. By signing the funding agreement, applicants acknowledge this condition
- › A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be real (or actual), apparent (or perceived), and/or potential
- › Grants are assessable for income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek help from the Australian Taxation Office. We do not provide advice on tax
- › Recipients complete an acquittal report to demonstrate the expenditure of funds; including copies of receipts/invoices, photos or video files, media releases including social media posts etc
- › Acquittals must be submitted by the deadline. If acquittals are not received, Riverina Water will not consider future applications from the applicant and can seek return of grant funding
- › Any unexpended funds must be returned to Riverina Water

Government information (Public Access) Act

The Government Information (Public Access) Act 2009 (GIPA Act) applies to documents in the possession of Riverina Water. In response to requests made in accordance with the Act, in some circumstances copies of grant applications may be released, subject to the deletion of exempt material.

Excluded projects

- › Projects outside the Riverina Water supply area
- › Projects requesting retrospective funding for monies that have already been spent on works completed
- › Projects that are unlawful or irresponsible
- › Projects that have not submitted mandatory documentation
- › Funds that will be distributed to other persons/organisations in the form of a donation, gift or prize
- › Funds that will contribute to organisational running costs i.e. wages, insurances, rent, administration
- › Works that are the responsibility of government bodies
- › Recurring or ongoing expenditure (for example annual maintenance costs or ongoing maintenance)
- › Funding to undertake studies or investigations.
- › Funding for the development or provision of commercial ventures
- › Costs for the provision of services and support activities not related to the proposed project for example catering
- › Payment for development approval, project planning and management costs that total more than 5 per cent of the funding requested

Contact us

Need help with your grant application?

Our Riverina Water community engagement team is here to help:

- › **Email:** community@rwcc.nsw.gov.au
- › **Phone:** 6922 0608 (business hours)

For full information on the grants program, visit [rwcc.nsw.gov.au/grants](https://www.rwcc.nsw.gov.au/grants)