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Area Assistance Scheme

# Funding Guide 2002–2003

Opening date  
**24 AUGUST 2002**

Closing date  
**27 SEPTEMBER 2002**

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## Minister's message

I invite community organisations and local councils to submit project proposals under the Area Assistance Scheme 2003 funding round for grants to improve community infrastructure.

The NSW Government has maintained the funding commitment level for the Scheme at \$9.8 million in the 2002/2003 budget. Of that about \$3 million will be available to new projects. The remainder will be allocated to existing grant commitments.

Since 1995 this Government has approved over 1,500 projects to a total value of about \$78 million. The Area Assistance Scheme has consistently demonstrated that it is an effective program delivering good value for money. The Scheme especially has a strong history of supporting programs for vulnerable groups in the community. In particular the AAS addresses special needs groups including Aboriginal communities, people from culturally and linguistically diverse backgrounds and young people.

The Scheme promotes partnerships with local government and other agencies and builds community capacity for developing and providing local solutions.

Through active community involvement, the Scheme develops community leaders who can contribute to improving the well-being of their community. The Scheme also promotes safe and creative community interaction and improved access to community facilities.

One of the key outcomes of the Scheme is that communities are connected through partnerships. Self-help programs that promote supportive communities are encouraged.

I commend this program to you and encourage you to work with the NSW Government to support your community.



**The Hon Andrew Refshauge MP**

Deputy Premier

Minister for Planning

Minister for Aboriginal Affairs

Minister for Housing





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# Part 1. About the Area Assistance Scheme 2002–2003

**This Part provides information about the Area Assistance Scheme (AAS) for organisations wishing to apply for funding.**

## **What is the AAS?**

The Area Assistance Scheme (AAS) is a regional community development program run by PlanningNSW.

The AAS provides grants to local councils and non-government organisations for projects that improve community well being and how communities function. The AAS works within a whole-of-government framework to deliver its outcomes.

All projects funded by the AAS must meet **at least one** of the priorities identified in the AAS 2003 Funding Outcomes framework outlined in Part 2.

## **Where does the AAS operate?**

The AAS operates in the following six regions: Western Sydney, the Illawarra, Macarthur, the Hunter, the Central Coast and the North Coast. A list of the local government areas in each region is included on page 6.

## **Who is eligible for funding?**

Incorporated, non-profit community organisations, councils or regional organisations of councils that have a current Australian Business Number are eligible for funding.

## **Who is not eligible for funding?**

Schools (P&C and P&F Associations are eligible), universities, child care centres, privately run kindergartens, other government departments (except under long-term pick up arrangements), and service clubs.

## What sorts of projects can be funded?

Projects funded under the AAS fall into three broad categories. These are:

- **Capital (facilities and resources – one-off)** for projects that increase and improve facilities needed for social and community development, e.g. equipment, office furniture, program materials and renovations/extensions to facilities. Projects are funded for one year only.
- **Community infrastructure development (time-limited)** for one, two, three or four year projects that:
  - undertake community self help programs
  - build community capacity
  - pilot new models of service provision
  - provide training
  - promote better planning and coordination
  - undertake community education/awareness programs
  - improve access to existing services
  - undertake research;

Ongoing services such as counselling and support programs cannot be funded under this category.

- **Long-term community services (pick up)** which funds ongoing projects that after two years of AAS funding are 'picked up' by an appropriate state government agency. Projects are approved for funding under this category only if the Minister of the appropriate agency agrees to 'pick up' the project. Funding for this category is very limited (pick up funds for this funding round have already been earmarked for existing projects). New projects under this category will not be considered in this round.

## What costs are covered by AAS funding?

Project costs that can be funded through the AAS include building costs, equipment, wages and administration. You will be asked to make a monetary or in-kind contribution to the project depending on the nature of your group and your resources. You will also need to demonstrate that you can successfully carry out the project with the allocated funds.

The AAS generally funds projects between \$2000 and \$75 000. If your project is covering a large community or sub-region then a budget of up to \$100 000 may be considered.

## How long can we be funded for?

Funds may be for a one-off grant or may be approved for one, two, three or four years. For grants that extend beyond one year, initial funding will be given for the first year and funding for other years will depend on the organisation meeting the conditions of the grant. The maximum funding period for any AAS project will be four years. The only exception to this is where projects are funded under pick up arrangements.

## What do we need to do when applying for funding?

Firstly, you need to discuss your project idea with the Community Project Officer at your local council or Regional Coordinator in your region. Following this you should read Part 3 of this booklet — *A guide for applicants*. Then complete the application form in this package or online at [www.duap.nsw.gov.au/aas](http://www.duap.nsw.gov.au/aas). More copies of the form are available from your local council or the PlanningNSW regional offices.

If your project is complex or requires more than \$10,000 you may be asked to supply more information at a later date.

## How are funding decisions made?

The final decisions on the funding of a project are made by the Minister for Planning. Local councils and the community are involved in assessing projects and deciding which projects should be recommended for funding.

The process for making funding recommendations is lengthy and includes the following steps:

1. The Minister for Planning approves the AAS outcomes for funding.
2. Local councils and community organisations develop project proposals.
3. Projects are assessed for eligibility.
4. Local Ranking Committees (LRCs) rank eligible proposals as high, medium or low priority.
5. Regional Advisory Committees (RACs) consider LRC rankings and prepare recommendations for the Minister and may seek further information about more complex projects.
6. The Minister approves and announces projects.
7. Funding agreements are entered into with project sponsors.

## How are projects assessed and what criteria is used to assess projects?

### Eligibility assessment

In the first instance, all project applications are assessed to determine if they are eligible for funding under the AAS. Eligibility assessment is carried out jointly by council's Community Project Officer and staff from PlanningNSW.

A project is **eligible** for consideration by AAS committees if it:

- aims to improve community infrastructure
- promotes community self-help in its approach
- is not a core responsibility of the local council or other government agency
- has clear objectives and strategies that can clearly be achieved within the project's limited timeframe

- addresses **at least one** of the AAS funding outcomes or clearly demonstrates evidence of another need
- is sponsored by an organisation that has a legally incorporated status and an ABN
- there is no evidence to suggest that the sponsor is incapable of managing public funds.

**The AAS will not fund services, programs or facilities that are the responsibility of local councils or other government agencies.** The only exception is where services are funded under the long-term community services (pick up) funding category.

### **Local Ranking Committees and Regional Advisory Committees**

When assessing the priority ranking of projects, local and regional AAS committees assess the application to check that the project:

- is consistent with the purpose and objectives of the AAS
- complements other services and programs in the target area
- proposes an approach that is appropriate for the AAS outcomes
- is a cost-effective way of addressing the outcome/s
- has clear objectives and strategies.

The committees also check that the sponsor:

- has a structure that allows community participation in the planning, development and implementation of the project
- can meet the AAS accountability requirements
- has aims and practices that reflect access and equity principles
- has non-discriminatory employment practices.

### **When do we find out if we are successful?**

The AAS funding Round generally opens around August each year. Announcements regarding successful projects are usually made around April/May of the following year. New projects commence in July of the next financial year. Ineligible projects are advised at an earlier date.

### **What are our obligations if we receive funding?**

If your group receives funding, you will receive the *Terms and conditions of agreement for funding* which will tell you about, and help you to meet, the requirements for organisations funded under the AAS. These requirements include keeping records, auditing, and demonstrating that the aims of your project have been met. The council's Community Project Officer or PlanningNSW's Regional Coordinator will monitor your project. Each year, PlanningNSW conducts a detailed audit of some projects.



## **What can we do if our project is ineligible or unsuccessful?**

The AAS is highly competitive and does not have enough funds for all the applications that are received each year. Many worthwhile projects that meet all the criteria may not be funded because other projects are more likely to meet the AAS outcomes for that year.

PlanningNSW is committed to ensuring that the process for making funding recommendations is fair and accessible. If your project is ineligible or unsuccessful you can receive feedback about your application and the process used to assess your application through PlanningNSW's Feedback Mechanism. Your Regional Coordinator at PlanningNSW will be available to discuss any concerns or questions you may have. Refer to the list below for contact details.

Alternatively, you can also write to:

The Program Director  
Community Infrastructure Unit  
Area Assistance Scheme  
PlanningNSW  
Box 3927 GPO, Sydney NSW 2001.

## **How do we find out more?**

Visit the Area Assistance Scheme web page at [www.duap.nsw.gov.au/aas](http://www.duap.nsw.gov.au/aas) or contact the Community Project Officer at your local council. Community Project Officer contact numbers are on page 6. You can also contact the Regional Coordinator from PlanningNSW in your region:

### **Western Sydney/Macarthur**

PlanningNSW  
PO Box 404, Parramatta NSW 2124  
Ph: (02) 9895 7580

### **Hunter/Central Coast,**

PlanningNSW  
PO Box 623, Newcastle NSW 2300  
Ph: (02) 4926 2566

### **Illawarra**

PlanningNSW  
84 Crown Street, Wollongong NSW 2500  
Ph: (02) 4224 9450

### **North Coast**

PlanningNSW  
PO Box 6, Grafton NSW 2460  
Ph: (02) 6642 0636

## Community Project Officers (CPOs) contact list

CPOs are local government employees. They:

- conduct community consultations
- prepare the local community services profile
- help organisations develop projects
- serve the ranking process
- resource, support and monitor projects.

CPOs can be contacted at:

### Western Sydney

Auburn Council

PO Box 118

Auburn NSW 1835

Ph: (02) 9735 1241

Bankstown City Council

PO Box 8

Bankstown NSW 1885

Ph: (02) 9707 9863

Baulkham Hills Council

PO Box 75

Castle Hill NSW 2154

Ph: (02) 9843 0455

Blacktown City Council

PO Box 63

Blacktown NSW 2148

Ph: (02) 9839 6067

Blue Mountains City Council

PO Box 189

Katoomba NSW 2780

Ph: (02) 4780 5540

Fairfield City Council

PO Box 21

Fairfield NSW 2165

Ph: (02) 9725 0741

Hawkesbury City Council

PO Box 146

Windsor NSW 2756

Ph: (02) 4560 4437

Holroyd City Council

PO Box 42

Merrylands NSW 2160

Ph: (02) 9840 9911

Liverpool City Council

Locked Bag 7064

Liverpool BC NSW 1871

Ph: (02) 9821 7786

Parramatta City Council

PO Box 32

Parramatta NSW 2124

Ph: (02) 9806 5613

Penrith City Council

PO Box 60

Penrith NSW 2751

Ph: (02) 4732 7771

### Macarthur

Camden Council

PO Box 183

Camden NSW 2570

Ph: (02) 4645 5021

Campbelltown City Council

PO Box 57

Campbelltown NSW 2560

Ph: (02) 4645 4903

Wollondilly Council

PO Box 21

Picton NSW 2571

Ph: (02) 4677 1199

### Hunter

Cessnock City Council

PO Box 152

Cessnock NSW 2325

Ph: (02) 4993 4238

Dungog Council

PO Box 95

Dungog NSW 2420

Ph: (02) 4992 1224

Gloucester Council

PO Box 11

Gloucester NSW 2422

Ph: (02) 6558 1601

Great Lakes Council

PO Box 450

Forster NSW 2428

Ph: (02) 6591 6621

Lake Macquarie City Council

PO Box 1906

Hunter Region Mail Centre

NSW 2310

Ph: (02) 4921 0381

Maitland City Council

PO Box 220

Maitland NSW 2320

Ph: (02) 4934 9749

Merriwa Council

PO Box 111

Merriwa NSW 2329

Ph: (02) 6548 2109

Murrurundi Council

PO Box 90

Murrurundi NSW 2388

Ph: (02) 6546 6024

Muswellbrook Council

PO Box 122

Muswellbrook NSW 2333

Ph: (02) 6549 3764

Newcastle City Council

PO Box 489

Newcastle NSW 2300

Ph: (02) 4974 2854

Port Stephens Council

PO Box 42

Raymond Terrace

NSW 2324

Ph: (02) 4980 0288

Scone Council

PO Box 208

Scone NSW 2337

Ph: (02) 6540 1100

Singleton Council

PO Box 314

Singleton NSW 2330

Ph: (02) 6578 7266

### Central Coast

Gosford City Council

PO Box 21

Gosford NSW 2250

Ph: (02) 4325 8381

Wyong Council

PO Box 20

Wyong NSW 2259

Ph: (02) 4350 5214

### Illawarra

Kiama Council

PO Box 75

Kiama NSW 2533

Ph: (02) 4232 0444

Shellharbour Council

PO Box 155

Shellharbour Square

Blackbutt NSW 2529

Ph: (02) 4221 6170

Shoalhaven City Council

PO Box 42

Nowra NSW 2541

Ph: (02) 4429 3456

Wingecarribee Council

PO Box 141

Moss Vale NSW 2577

Ph: (02) 4868 0888

Wollongong City Council

Locked Bag No. 8821

Sth Coast Mail Centre

NSW 2521

Ph: (02) 4227 7111

### North Coast

Ballina Shire Council

PO Box 450

Ballina NSW 2478

Ph: (02) 6686 4444

Bellingen Shire Council

PO Box 117

Bellingen NSW 2454

Ph: (02) 6655 7300

Byron Shire Council

PO Box 219

Mullumbimby NSW 2482

Ph: (02) 6626 7000

Casino Council

PO Box 232

Casino NSW 2470

Ph: (02) 6662 2622

Coffs Harbour City Council

Locked Bag 155

Coffs Harbour NSW 2450

Ph: (02) 6648 4000

Copmanhurst Shire Council

PO Box 434

Grafton NSW 2460

Ph: (02) 6641 4970

Grafton City Council

See Copmanhurst Shire

Council

Greater Taree City Council

PO Box 482

Taree NSW 2430

Ph: (02) 6591 3399

Hastings Council

PO Box 84

Port Macquarie NSW 2444

Ph: (02) 6581 8111

Kempsey Shire Council

PO Box 78

West Kempsey NSW 2440

Ph: (02) 6562 5146

Kyogle Council

PO Box 11

Kyogle NSW 2474

Ph: (02) 6632 3518

Lismore City Council

PO Box 23A

Lismore NSW 2480

Ph: (02) 6625 0500

Maclean Council see

Copmanhurst Shire

Council

Nambucca Council

PO Box 177

Macksville NSW 2447

Ph: (02) 6568 2555

Pristine Waters Council see

Copmanhurst Shire Council

Richmond Valley Council

PO Box 378

Casino NSW 2470

Ph: (02) 6660 0283

Tweed Shire Council

PO Box 816

Murwillumbah NSW 2484

Ph: (02) 6670 2400

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## **Part 2. AAS 2003 Funding Outcomes**

**The Area Assistance Scheme (AAS) provides grants to local councils and non-government organisations for projects that improve community infrastructure.**

The Scheme focuses on areas that are experiencing significant social and economic stress and change. It currently operates in Western Sydney, Macarthur, Hunter, Central Coast, Illawarra and North Coast regions.

The Scheme is a partnership between the NSW Government, local councils and the community and actively involves the community in developing and managing community projects and making funding recommendations to the Minister. The Scheme gives priority to programs that deliver real change to vulnerable communities. The Scheme focuses on the following three outcomes:

1. Connecting communities through partnerships
2. Building community leadership and capacity
3. Promoting safe communities

The Area Assistance Scheme is one of the NSW Government's contributions to creating sustainable communities, promoting a fair and inclusive society and strengthening communities.

## **1. Connecting communities through partnerships**

The Area Assistance Scheme connects communities in two main ways. Firstly, by involving the NSW Government, local councils and the community, working together in partnership to develop funding proposals and recommendations. Secondly by providing grants for projects that:

- Facilitate mutual support and community self-help initiatives For example this could include projects that help local neighbourhood and community groups work together to address a problem in their local area such as social isolation. This could also include supporting local communities to develop ways to share and generate local resources.
- Increase local government's role in social and community development For example, this could include projects that help councils address specific social and community issues in their local government area. It could also include funding to Regional Organisations of Councils to help councils deliver better social outcomes for the community.
- Promote community networks, connections and collaboration to better support communities For example, this could include funding partnerships between a number of organisations to work together to address a particular issue in the community such as the closure of a business that has been a major employer or service provider. This could also include projects that provide information about community issues networks and services, and develop skills in new technologies, especially for isolated and vulnerable communities.
- Increase corporate social commitment For example, this could include community projects that generate corporate sponsorship for community projects or stimulate pro-bono services to community groups such as legal, finance and marketing.

### **Examples of 2002 projects that meet this outcome**

The Macedonian Welfare Association of Wollongong will employ a part-time youth worker to organise and run forums, workshops, hands-on projects and outings. These activities are to assist the Macedonian community to bridge the widening cultural gap between the young people, their overseas born parents and the Macedonian community.

Mission Australia in the Hunter region is developing a No Interest Loans Scheme. This will enable low-income people to buy essential household items where credit is otherwise unavailable or unaffordable. The project will build partnerships between a wide range of community based organisations, Hunter wide. This will include major links between community groups and the corporate sector and allow the project to secure loan capital and future administrative funds from other services.

The Central Coast Neighbourhood and Communities Centre Forum will employ an Aboriginal Access Worker to increase access to local community organisations by members of the Aboriginal community.

## **2. Building community leadership and capacity**

The AAS aims to support and develop diverse community leaders so that they can have a positive role in shaping the future of their communities. The AAS decision making process provides a mechanism for community leaders to be identified and supported. Priority for funding is given to projects that:

- Provide training, mentoring and participation opportunities where community members can contribute to the well-being of their communities For example, this could include funding projects that help young people) or another group) to develop their leadership skills so that they can become more connected to community initiatives and decision making. It could also include developing a network of community leaders to help deal with a specific issue or project. Projects that develop self-esteem and skills of vulnerable communities that support healthy choices and improve life opportunities would also meet this priority
- Support volunteer recruitment, training and coordination For example, this could include projects that develop the skills of volunteers in dealing with a particular issue such as recognising the signs of youth suicide, or service management such as budgeting. This could also include projects that coordinate the recruitment of volunteers and promote volunteering at the local level.
- Increase the capacity of community groups and organisations to deliver effective accessible programs For example, this could include projects that support effective management of community organisations, such as through information, training, planning, evaluation and other support. This could also include projects that undertake focused action research into new and emerging community issues.

### **Examples of 2002 projects that meet this Outcome**

The Junction Works has a domestic violence peer education program for young men in Macquarie Fields to support other young men to have non-abusive relationships, increase awareness of non-violent relationships and prevent the perpetuation of domestic violence.

Camden Council is providing support and training for community groups to develop and strengthen networks and mutual support for Chinese market gardens in the Camden area

Holroyd City Council is providing information and training workshops for young people 15 to 19 to develop leadership skills to enable the young people to become involved in the development and implementation of youth specific activities and events

### **3. Promoting safe communities**

The stock of safe and accessible community facilities and their use by diverse groups is increased. This outcome also includes increasing the safe and creative use of public spaces so that people can interact and become more active in social, recreational and educational programs. Priority is given to projects that:

- Improve safety of community facilities to increase access For example, this could include refurbishing and improving access to a neighbourhood centre or community hall. It could also include contribution to a partnership to establish a new facility in an area lacking community infrastructure.
- Promote safe and creative interaction in public spaces For example, this could include community arts projects that promote community cohesion and participation. It could also include projects that bring people together to renew a neglected public space
- Develop skills that promote positive and safe community interaction and interpersonal relationships For example, this could include training, mentoring and self-help groups that assist people to deal constructively with conflict. It could also include projects that improve the way families interact and help children develop life-skills

#### **Examples of 2002 projects that meet this outcome**

Youth Action and Policy Association is developing a HOT (Hanging Out Together) shopping centre youth protocol. This protocol is designed to improve relationships between young people and the way they relate to shopping centres that are a key social/hangout and shopping space.

Byron Council will employ a safe streets worker to facilitate a collaborative process bringing together young people, police, backpackers and youth organisations to develop ways of creating safe public spaces, and will promote community harmony and participation.

Singleton Community Development Organisation will provide new and improved facilities to improve access to Putty Hall. This includes construction of a new toilet block with accessible amenities and baby change facilities, access ramps and installation of children's playground equipment.

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## Part 3. A guide to completing the AAS application form 2002–2003

**This guide helps organisations complete their Area Assistance Scheme (AAS) grant application form.**

**Applications should be submitted to the AAS Regional Coordinator at the PlanningNSW in your region before 5 p.m. on 27 September 2002.**

**A list of Regional Coordinators and their addresses is on page 5 of this Funding Guide.**

### Checklist

**Before you start your application, check that you have:**

- read Part 1 of the Funding Guide *About the Area Assistance Scheme 2002–2003* carefully
- read this Part — *A guide to completing the AAS application form 2002–2003*
- consulted the AAS 2003 Funding Outcomes framework in Part 2
- discussed your proposal with a Community Project Officer or Regional Coordinator (see page 6 for contact details)
- discussed the proposal with your management committee and received their endorsement for the project.

**After completing your application, check that:**

- all the relevant sections have been fully and correctly completed
- you have made **two** copies of the form or printed out the summary of your online application
- it has been signed by an authorised person.

## **Who should we talk to in the first instance about our project idea?**

It is very important that you discuss your project with the Community Project Officer at your local council or PlanningNSW's Regional Coordinator if it is a regional or pick-up project. They will check that your project is consistent with AAS guidelines and is eligible for funding consideration. They can also link you with other organisations that are interested in a similar project and help you prepare your application. Projects that are considered ineligible for AAS funding will not be considered by the AAS committees.

## **Who will assess our application?**

Projects are assessed by members of local ranking committees and regional advisory committees, with assistance from Community Project Officers and other government department representatives.

## **What format is required?**

All applications must be made on an AAS form and submitted in hard copy or online on the AAS web page — [www.duap.nsw.gov.au/aas](http://www.duap.nsw.gov.au/aas)

Do not include any information which is not requested. If your project is large or complex, you may be asked for additional information later.

If you are submitting a paper copy, please use the application form included with this booklet and make two copies of your application form; send both copies in a plain envelope to PlanningNSW. Staple the pages of each application together in one corner. **Do not use folders or binding.**

Please answer each question as concisely and clearly as possible. Remember, your application form is handled by a number of people who have to assess many applications in a short time.

## **Projects requiring council approval**

All capital projects such as construction of new buildings; extensions or renovations require council approval so that they meet local planning requirements before work can begin.

If you are applying for a capital project of this type, you must discuss this project with your local council before submitting an application to the AAS for funding.

If your project is successful you may need to lodge either a Development Application (DA) or Building Application (BA) to Council for approval. You will have three months to obtain written approval for your DA or BA from your Council for your project. Your funds will not be released until PlanningNSW receives Council's written approval.

If you have not been able to obtain written approval from Council by the end of the three month period the funding may be allocated to another AAS project.

If the construction of a new building is on Council land or refurbishment/extension is on a Council Building then Council should submit the application.



## Explanatory notes on the application form questions

Use this section for easy reference when filling out the application form.

### Project name

Choose a brief and simple title for your project e.g. Youth Leadership Training Program.  
(No more than 35 characters.)

## Section 1 Organisation (incorporated body)

You must be an incorporated organisation and hold an Australian Business Number (ABN) to be eligible for AAS funding.

- 1.1 Organisation name:** State the registered name of the incorporated organisation.
- 1.2 Australian Business Number (ABN):** Provide the 11 digit ABN of the incorporated organisation. This ABN will be used for all official purposes i.e. Recipient Created Tax Invoices (RCTI).
- 1.3 Contact person:** The person who can be contacted for further information about the application. This person does not have to be an office bearer.
- 1.4 Position held:** State the contact person's position within the incorporated organisation e.g. Coordinator, Youth Worker, Treasurer.
- 1.5 Phone/fax/email:** The incorporated organisation's official phone, fax and email address (if applicable) are required.
- 1.6 Legal status:** Choose one only from the list of legal entities. Being incorporated means that the organisation is established under the *Associations Incorporations Act 1984*, the *Cooperatives Act 1992*, the *Aboriginal Councils and Associations Act 1976*, a Corporation Law or another form of registration considered appropriate by the Department. Please state your Incorporation Number.
- 1.7 Organisation size:** If you are a non-government organisation, provide an indication of the overall size of your organisation by your approximate annual income.

## Section 2 Project group

This section is completed if an organisation is not incorporated and another organisation is applying for AAS funding on their behalf.

- 2.1 Project group:** State the registered name of the organisation responsible for administering the project on a day-to-day basis.
- 2.2 Contact person:** The person who can be contacted for further information about the day-to-day operation of the project. This person does not have to be an office bearer.
- 2.3 Phone/fax/email:** The project group's official phone, fax and email address (if applicable).

**2.4 Agreement between incorporated organisation and project group:** State briefly how the relationship between the incorporated organisation and the project group administering the project will work on a day-to-day basis, e.g. what role will they each have?

**2.5 Assistance to project group:** Briefly describe how the incorporated organisation will support the administration of the project and what its role will be, e.g. providing help with financial records or providing training to steering committee members, monitoring the progress of the project.

### Section 3 Contact

**3.1 Contact name:** Please give the contact for all official correspondence, e.g. Grant Acceptance contract, remittance advice. State the contact person's position within the organisation and phone number.

**3.2 Postal address:** The address where all official correspondence will be sent.

**3.2 Phone, fax and email** of contact person.

### Section 4 Project details

**4.1 Project description:** The description should tell the reader what the project will do, the main strategies, the target group involved and the area to be targeted in a concise form. For example:

- It will run three conflict resolution training sessions for volunteers and members of management committees for the Hayville new release area.
- The project will provide three leadership development workshops for young people between the ages of 15 and 18. Young people will also be linked with mentors who will help them apply their leadership skills to their community.

**4.2 AAS 2003 Outcomes:** Projects are required to meet at least one of the AAS 2003 Outcomes outlined in Part 2 of the Funding Guide that best describes the project. Projects that fail to meet an AAS Outcome will be assessed as ineligible. Refer to Part 1 of the Funding Guide for more information about eligibility assessment.

### Section 5 Project profile

**5.1 Type of funding:** Projects funded under the AAS fall within three broad categories:

- Capital (facilities and resources – one-off)** Under this category projects can be funded for **one year only for capital projects** e.g. the purchase of equipment, office furniture, program materials, renovations and extensions to facilities.
- Community Infrastructure Development (Time-limited)** Under this category projects can be funded for one, two, three or four years only.
- Long term community services (Pick Up) — There are no funds available for projects under this category this year.** Under this category projects are funded on an ongoing basis. These projects are managed by PlanningNSW for the first two years and then they are transferred to an appropriate state government agency for an ongoing period.

Please tick **one** box only.

**5.2 Local government area:** State the local government areas the project will serve.

**5.3 Target groups:** This question identifies groups in the community that will benefit from your project. Place 1 in the box next to the target group that will most benefit, then 2 and 3 (if applicable). Select no more than three groups.

## Section 6 Project location

**6.1 Project location:** State the full street address of the project's official and main location.

**6.2 Local/sub-regional projects:** Specify the areas targeted.

## Section 7 Other information

**7.1 Maintenance:** Complete this question only if you are proposing to purchase an item of equipment costing more than \$2500 or are establishing or renovating a community facility.

**7.2 Continuation of project after AAS funds:** As most AAS projects will be funded for a limited time, the applicant needs to outline what will happen to the project at the end of the AAS grant. If you expect the project to continue after the AAS grant, state how you will resource the project, e.g. fundraising, using volunteers. If you expect the project will not continue, say what you will do to make sure that the project will end without creating unnecessary hardship for the community. The incorporated organisation is responsible for making sure that new service demands are not created and then left unmet at the end of the project.

**7.3 Application for other funding:** Specify if the incorporated organisation has applied to any other agency for funding or partial funding for this project. State the funding agency and amount.

**7.4 Additional applications for funding to the AAS:** If you have applied for funding in another region for a similar or the same project, provide details.

**7.5 Support for project:** You must discuss your project with the Community Project Officer at your local council and at least two of the following: community groups, local councils or government departments. This can be done through other agencies or by directly contacting organisations that are most relevant to your project. Doing this consultation helps you to develop your ideas for your project and promotes better coordination.

**7.6** If you propose a pilot project you must have consulted the relevant agency before submitting this application. Give details of the person and agency consulted.

## Section 8 Project plan

**8.1 Access:** All projects seeking AAS funding must demonstrate that their project will help disadvantaged groups and support a culturally diverse and socially just community. Please specify the actions/strategies that your project will use to ensure these aims are met.

**8.2 Indicators:** Specify the indicators (information and data) that you will use to measure the outcomes of your project. The key to developing good indicators is to understand what will change as a result of your project, e.g. increased skills,

improved access to a facility, reduced violence. Then ask how you can measure that change and your work in implementing that change. For example, a project that wants to improve skills might use these indicators:

- number of people trained
- number of workshops held
- feedback from participants that the project has increased their skills.

**8.3 Project plan:** The purpose of the plan is to describe how you intend to conduct your project and how the community will benefit. A more detailed plan may be required at a later date for large and complex projects.

**Objective/s:** Objectives are statements of what the project sets out to achieve, e.g. to increase self-esteem and confidence of youth; to improve literacy skills of older people from non-English speaking backgrounds. Please photocopy this page if your project has more than one objective.

**Strategies:** These are activities that you will undertake to achieve your stated objective/s, e.g. recruit staff; conduct a training session; operate a drop-in centre three days a week. This plan should include only the main project strategies, not detailed tasks.

**Outcomes:** State the specific benefit from each strategy, e.g. the views of Aboriginal young people will help shape the project; more groups will be able to use the community hall.

**Timeframe:** You will be expected to start your project within **three** months of acceptance of the grant. Projects that fail to accept their offer of funding or fail to start on time may jeopardise their funding.

## Section 9 Project budget

Provide details of all project costs for each year of the project. It is important to be realistic and not to underestimate the actual cost of the project as this may affect your project outcomes.

**9.1 Establishment/equipment:** Include office furniture, computers, computer software, other equipment, project material and resources, as well as costs of repairs, renovations or extensions of community facilities. For any single item over \$2500 you must obtain two quotes and state the source of the best quote. **Do not attach these quotes, although they must be made available on request.** Note that this is a one-off allocation and is **only** provided for the first year of the project.

**9.2 Wages/salaries:** Include the salaries/wages of all staff to be employed as part of this project. Include project, administrative support and contract staff. The level of pay and full-time equivalent hours of work should be based on the current Social and Community Services Employees Award, Local Government Award or other recognised award. Be sure to allow salary increments for years 2–4. Include salary on-costs at 20% of the annual salary for projects funded for 4 years or less. On-costs cover, for example, workers' compensation insurance, superannuation and leave loading.

**9.3 Administration:** Include audit fees for all projects costing \$10,000 and over and a rental component where applicable. Examples of what can be covered under general administration are advertising, accounting fees, insurance (other than workers' compensation and superannuation), printing, telephone bills, postage and stationery.

# Application form 2002–03

**Before preparing this application:** You must discuss your project with PlanningNSW or your local council Community Project Officer to ensure it is eligible for AAS funding. Projects that are considered as ineligible will not be considered by the AAS committees.

Apply on-line at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)

**To help you answer all questions correctly refer to Part 3 of the Funding Guide.**

**Project name**

Limit 35 characters

**Section 1** Organisation (incorporated body)

1.1 Organisation name \_\_\_\_\_

1.2 ABN \_\_\_\_\_

**(If you do not hold a current ABN you are not eligible for AAS funding.)**

1.3 Contact person \_\_\_\_\_

1.4 Position held \_\_\_\_\_

1.5 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

1.6 What type of legal status does the incorporated organisation have? Only applications from incorporated non-government organisations (NGOs) or local councils will be considered.

- |  |  |
|--|--|
| <input type="checkbox"/> Aboriginal land council | <input type="checkbox"/> Cooperative           |
| <input type="checkbox"/> Association             | <input type="checkbox"/> Local government      |
| <input type="checkbox"/> Church body             | <input type="checkbox"/> Registered charity    |
| <input type="checkbox"/> Company                 | <input type="checkbox"/> Other (specify) _____ |

Incorporation No. \_\_\_\_\_

1.7 If you are an NGO, give an estimate of your organisation's income. If you are a local council, go to **Section 2**.

- NGO with no income
- NGO with income of less than \$100 000
- NGO with income of \$100 000–\$1 000 000
- NGO with income of more than \$1million

**Section 2** Project group (if the organisation is applying on behalf of an unincorporated group)

**If you are not applying on behalf of another group, go to section 3.**

**2.1** Name of the project group \_\_\_\_\_

**2.2** Contact person for the group \_\_\_\_\_

**2.3** Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**2.4** Briefly outline the agreement that the incorporated organisation has with the project group in relation to managing this project. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**2.5** What assistance will the incorporated organisation give the project group with this project?

\_\_\_\_\_  
\_\_\_\_\_

**Section 3** Contact (for all official correspondence relating to this project)

**3.1** Contact name \_\_\_\_\_ Position \_\_\_\_\_

**3.2** Postal address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**3.3** Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Section 4** Project details

**4.1** What will this project do? (Outline the main strategies e.g. the project will provide three leadership development workshops for young people between the ages of 15 and 18. Young people will also be linked with mentors who will help them apply their leadership skills to their community.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.2** Which of the identified AAS outcomes does your project **mainly** address? (Refer to the AAS Outcomes framework included in Part 2 of the Funding Guide). Please tick **at least one**.

- Connecting communities through partnerships.
- Building community leadership and capacity.
- Promoting safe communities.

## Section 5 Project profile

**5.1** Specify the category of funding you are applying for (select one only). If you do not know which category of funding to apply for, see Part 3 of the Funding Guide.

- Capital (facilities and resources, one-off)
- Community infrastructure development (time-limited). **Please tick one only.**
- 1 yr    2 yr    3 yr    4 yr

### Long-term services (pick up)

**(Please note:** Pick up funds for this funding round have already been fully committed for existing projects, therefore there is **no funding available for new pick up projects this year.**)

**5.2** Specify the local government area where your project is located. \_\_\_\_\_

**5.3** Place the number '1' against the main target group for your project. If your project has more than one target group, then place '2' and then '3' against any subsequent target groups.

- |   |   |
|---|---|
| <input type="checkbox"/> Aboriginal people                      | <input type="checkbox"/> Culturally and linguistically diverse (CALD) |
| <input type="checkbox"/> Children (up to 12 years)              | <input type="checkbox"/> Women  |
| <input type="checkbox"/> Families                               | <input type="checkbox"/> Young people (13–25)                         |
| <input type="checkbox"/> Generic (no specific population group) | <input type="checkbox"/> Other. Specify:                              |
| <input type="checkbox"/> Men                                    | 1. _____  |
| <input type="checkbox"/> Older people                           | 2. _____  |
| <input type="checkbox"/> People with a disability               | 3. _____  |

## Section 6 Project location

**6.1** Address of project \_\_\_\_\_  
\_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

**6.2** Select one of the following that best describes the area covered by your project.

- |  |  |
|--|--|
| <input type="checkbox"/> Local area                  | <input type="checkbox"/> Subregional (more than one LGA) |
| <input type="checkbox"/> One whole LGA               | <input type="checkbox"/> Other. Specify _____            |
| <input type="checkbox"/> Regional (one whole region) |  |

**6.3** For local and subregional projects, specify the areas targeted. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 7 Other information

**7.1** What is your maintenance or replacement strategy for a building or equipment? \_\_\_\_\_  
\_\_\_\_\_

**7.2** For time-limited projects, do you expect the project to continue after AAS funding has ceased?

**Yes.** How do you intend to continue to fund the project (attach supporting documents)? \_\_\_\_\_

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**No.** What exit strategies will you use to wind down the project? \_\_\_\_\_

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**7.3** If the incorporated organisation has applied for or received other funding for this project, please give details. \_\_\_\_\_

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**7.4** If the incorporated organisation has applied for any other AAS grant in this funding round, please specify project name and region where the application was submitted.

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**7.5** You must discuss your proposal with the Community Project Officer at the council **and** at least two other relevant organisations. Give details.

Organisation	Contact person	Phone

**7.6** If a pilot project is proposed who have you discussed the approach with? Give details, e.g. other community groups; local council; other government agencies.

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## Section 8 Project plan

**8.1** How will the project be accessible to diverse groups in the community? \_\_\_\_\_

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**8.2** What are the main indicators that you will use to measure the achievement of your objectives, including access and equity? \_\_\_\_\_

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## Section 9 Project budget

### 9.1 Project establishment/equipment/capital (available in year one only)

Item	Details/source of best quote	\$ year 1
<b>Subtotal establishment/equipment/capital</b>		

### 9.2 Wages/salaries

Position	Award	Hours/week	\$ year 1	\$ year 2	\$ year 3	\$ year 4
<b>Subtotal wages/salaries</b>						
<b>Salary on-costs</b> (20% of total salary costs)						
<b>Total wages/salaries and on-costs</b>						

9.3 Administration	\$ year 1	\$ year 2	\$ year 3	\$ year 4
Audit (for projects over \$10 000)				
Rent (if applicable)				
General administration				
<b>Subtotal administration</b>				

9.4 Other project costs	Details	\$ year 1	\$ year 2	\$ year 3	\$ year 4
Program costs					
Translations/interpreters					
Travel					
Training					
Other					
<b>Subtotal other project costs</b>					

9.5 Total amount requested from AAS				
9.6 Financial contribution to the project from other sources				

9.7 Non-monetary contribution to the project (e.g. office space)

## Section 10 Certification

**I certify that I have read and understood the *Funding Guide 2002–2003* and have been authorised to make this application. To the best of my knowledge, the statements in this application are true.**

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**9.4 Other project costs:** Include any expenses that do not fit in any of the above categories, e.g. translations/interpreters, program costs including guest speakers, travel and training for staff, management committees and volunteers.

**9.5 Total amount:** This is the total amount of money sought from the AAS.

**9.6 Financial contribution:** Give details of additional income that you definitely expect to get for each year of this project from another source, e.g. other government or council grants or funds already raised by the organisation.

**9.7 Contributions:** Most groups make some non-monetary contribution, such as voluntary management, to a community project. Include things like office space, use of equipment and any other non-monetary contributions made to this project for each year of the project. AAS funding will not be provided for these contributions.

## **Section 10** Certification

The person completing this section must be authorised by the incorporated organisation to make this application.

