

# Guidelines for Community-Led Projects



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To be  
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## Acknowledgement of Country

Walawaani (welcome),

Shoalhaven City Council recognises the First Peoples of the Shoalhaven and their ongoing connection to culture and country. We acknowledge Aboriginal people as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.

Walawaani njindiwan (safe journey to you.all)

This acknowledgment includes Dhurga language. We recognise and understand that there are many diverse languages spoken within the Shoalhaven.

**First Nations – First thought:** Please be mindful of Traditional Custodians and their connection to Country when planning your Community-Led Project.



# What is a *Community-Led Project*?

Projects come in many shapes and sizes.

Generally, projects located on Council-owned or managed land are planned and delivered by Council.

However, Shoalhaven City Council (Council) regularly receives requests for support for a variety of Community-Led Project initiatives; from simple additions like park benches and shelters, to more complex structures such as sporting clubhouses and multi-use buildings. These types of projects are referred to as **Community-Led Projects**.

# Useful information for planning a *Community-Led Project*

These guidelines are here to help you bring your project ideas to life. We know that every project is unique; they can range from small open space improvements to large-scale construction projects.

Not all Community-Led Projects will be supported by Council, as decisions will be based on various factors including alignment with strategic goals and available resources.

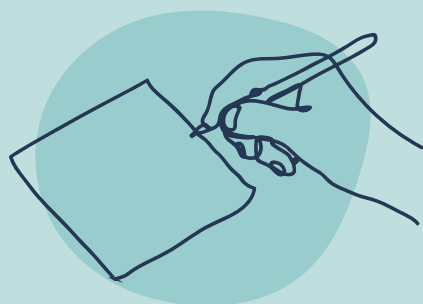
## Purpose of the guidelines

- To explain how Council assesses Community-Led Project proposals (initiatives).
- To ensure fairness and consistency when evaluating different initiatives.
- To help you prepare a strong proposal for your proposed project.

## In this document you will find information on:

- Approvals;
- Cost, complexity and risk
- Relevant processes and assessments
- Key information required if submitting a Community-Led Project proposal
- How to submit a project proposal
- Further reading

# Approvals: common ways for Council to provide support for *Community-Led Projects*



## Letter of in-Principle support

Often used to accompany a community-led grant application to demonstrate Council support for a Community-Led Project. A Letter of In-Principle support will often be conditional on certain outcomes being met, and cannot be used when submitting a development application over Council-owned or managed land.



## Landowner's Consent

Required when submitting a development application over Council-owned or managed land. Landowner's Consent forms cannot be used to demonstrate in-principle support as part of a grant application (see: Letter of In-Principle Support).



## Permission to Undertake Works

Required before undertaking works on any Council-owned or managed land. A Landowner's Consent form cannot be used to demonstrate a third-party has permission to undertake works on Council-owned or managed land.

## Why do I need to apply for Council *support*?

Council needs to assess and approve your project before you apply for any grants. We may provide a Letter of In-Principle support or Landowners Consent if needed, as appropriate for your project.

The more detailed and well-planned your project proposal is, the better. We're here to help turn great community ideas into reality.



# Cost, Complexity, and *Risk*

Understanding the relationship between a project’s cost, complexity, and maturity helps us manage risk and decide who should lead the project.

**How do I decide who should manage my project?**

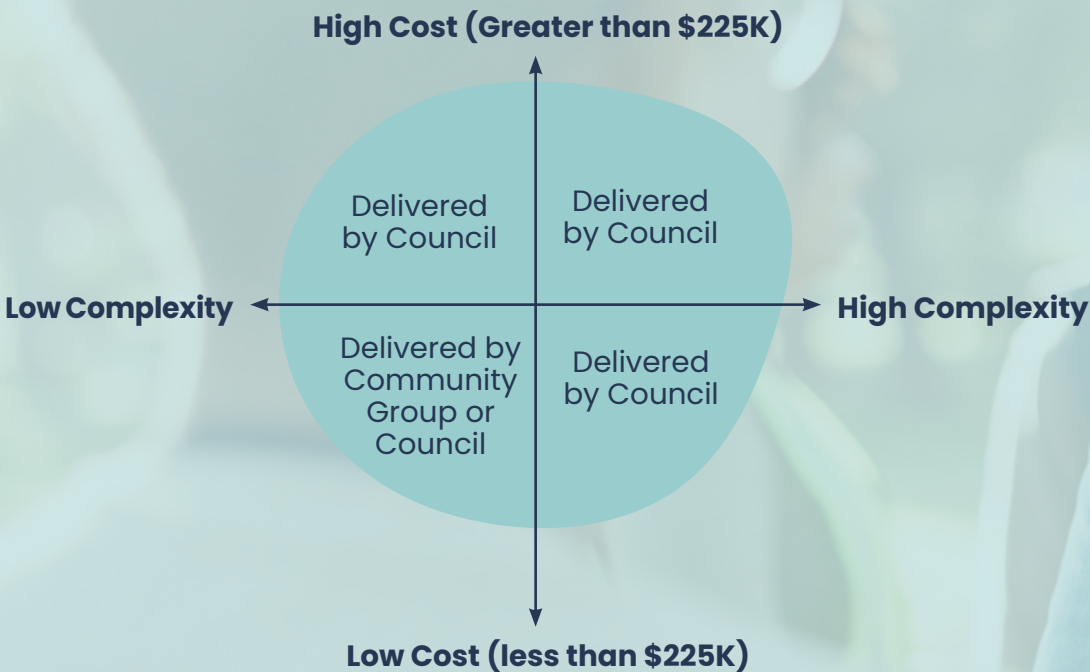


Figure 1: Guidelines for determining who who should manage delivery of a community-led project.

We encourage community groups to invest the time needed to develop and mature their projects, as this not only enhances the proposal’s quality but also reduces associated risks, making it more likely to receive Council support and strengthen grant funding applications.

This approach helps us ensure each project is managed safely and effectively, whether it’s community-led or Council-led.





# How does this process work?

The approval process for Community-Led Projects will take time and should not be rushed. Please allow sufficient time before you submit any grant applications to discuss your proposal with Council staff.

Grant opportunities generally arise on a regular basis throughout each year, so focus on creating a strong, well-planned proposal that aligns with Council's goals and shows community benefits. A well-developed project will have a better chance of success in future grant applications.

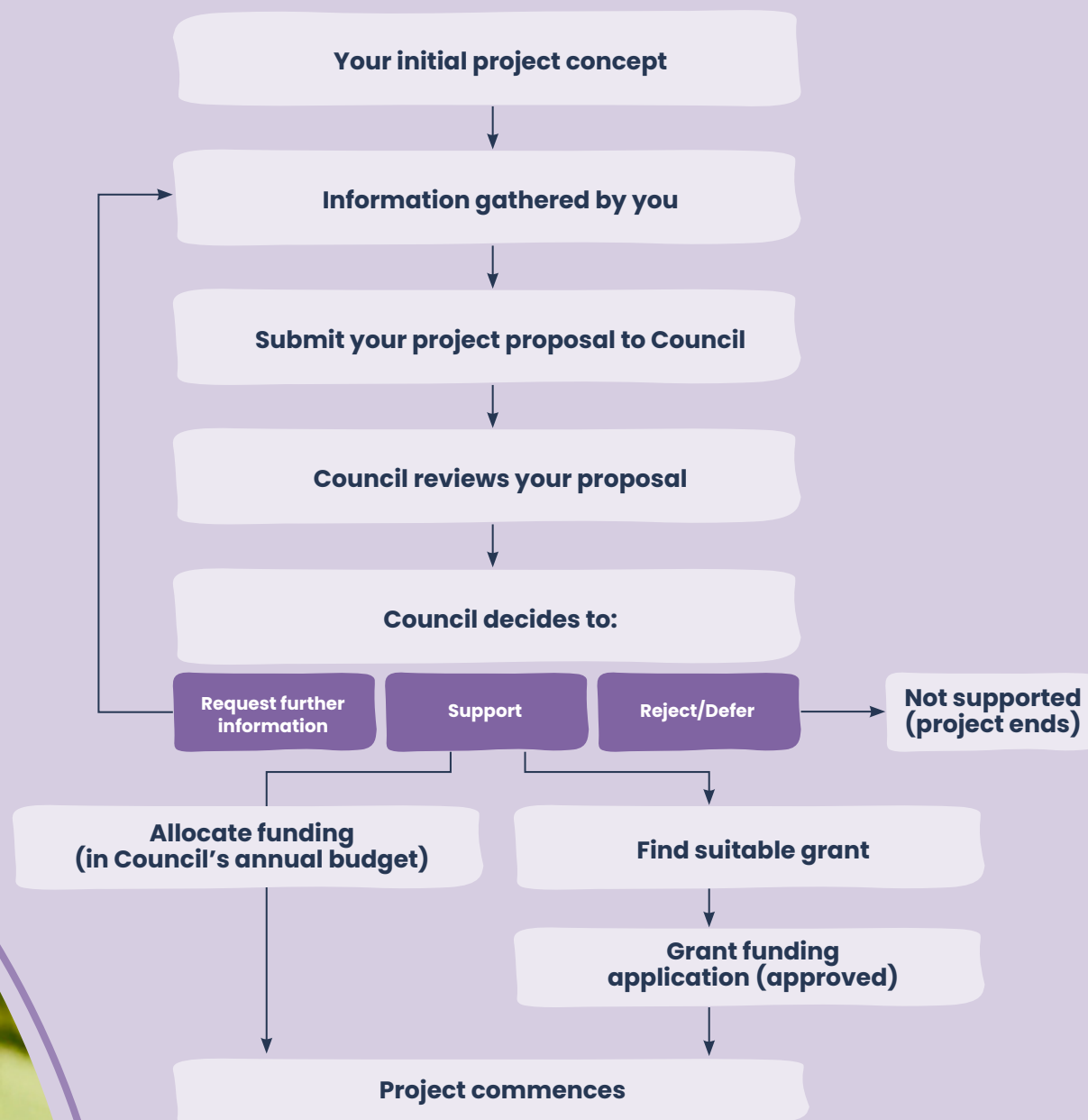


Figure 2: An overview of the process to determining Council support for community-led projects.



# How will my application for Council support be *assessed*?

To help us assess your project proposal, you need to provide specific information.

When we look at your project idea, we consider:



## Alignment with strategic plans

How well does your project fit with Council's overall plans for the community? This can include, but is not limited to, the *Community Strategic Plan*, *Disability Inclusion Action Plan* and *Community Wellbeing Strategy*.

The Community Infrastructure Strategic Plan will help you describe the demand and capacity for this type of facility in your area and multi-use options for the project.



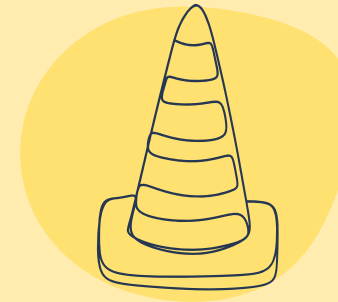
## Financial Implications

What are the potential costs now (planning and delivery) and in the future (operational)? How will these costs be funded?



## Community support

How much support does your project have from relevant stakeholders?



## Risk

What potential risks does the project pose? This can include but is not limited to safety, environmental, operational, financial and reputational risks.





# What we need from *you*



## **Project status: tell us what you have done so far.**

- Provide a summary of what has been done so far steps you have already taken, including any consultations or preliminary planning.
- Has your proposal been approved by your organisation?



## **Project justification: tell us what your project is.**

- Define what should be included in the project scope
- Outline the project's goals/objectives, what will be delivered (deliverables), and key stakeholders.
- Provide a project rationale or pitch, describing the project's benefits to the community. [Hint: Try to prove a demonstrable need for the project in your community. Building a multi-use facility is beneficial. Using the site for community activities which are welcoming and inclusive is crucial.]

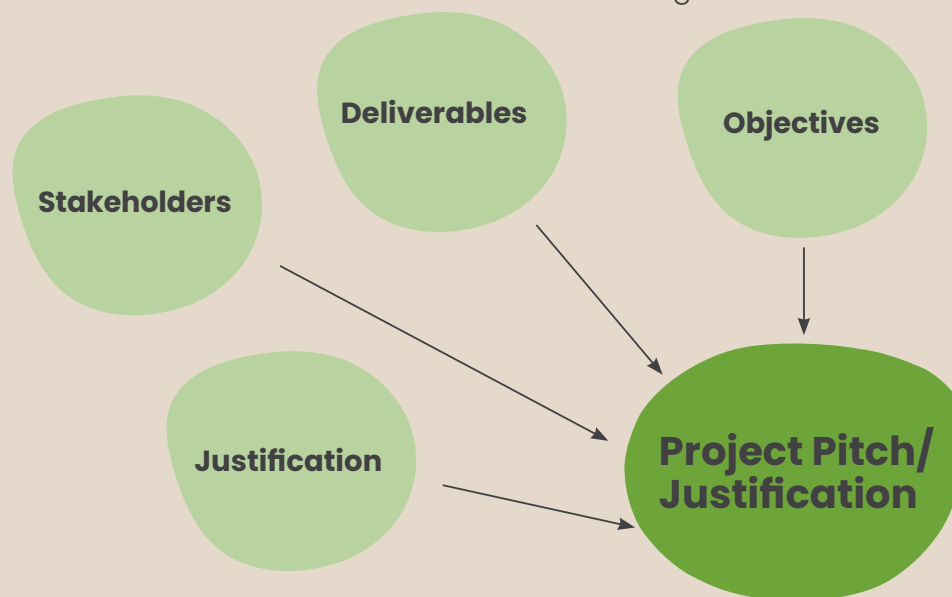


Figure 3: Important matters to consider when planning a community-led project



# What we need from you (continued)



## Site plans and elevations: where will your project be located and what will it look like?

Include sketches or professional drawings showing the project's location and proposed design.



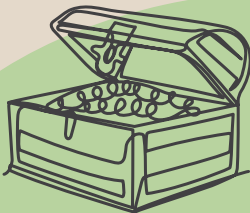
## Cost estimate: how much will your project cost?

Provide a detailed cost breakdown including materials, labor, design, technical and project management expenses.

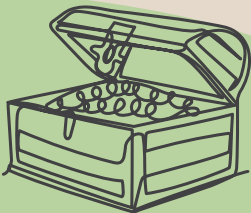


## Proposed funding source(s): how will your project be funded?

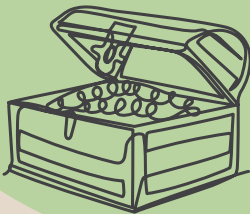
List all proposed funding sources, including community contributions, grants, and requested financial support from Council, and any others.



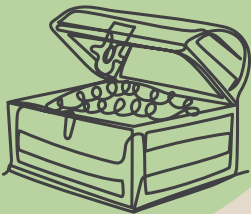
Community Group Funds



Grants



Council Funding



Sponsorship

Figure 4: Example of a breakdown of funding sources for a community-led project.



## Project management solution: who will manage your project?

Outline who will manage each phase of the project, their qualifications, and how the project will be overseen.

Indicate if you propose that Council is required to manage the project.

Project phases will be determined by the complexity and scope of your proposed project.

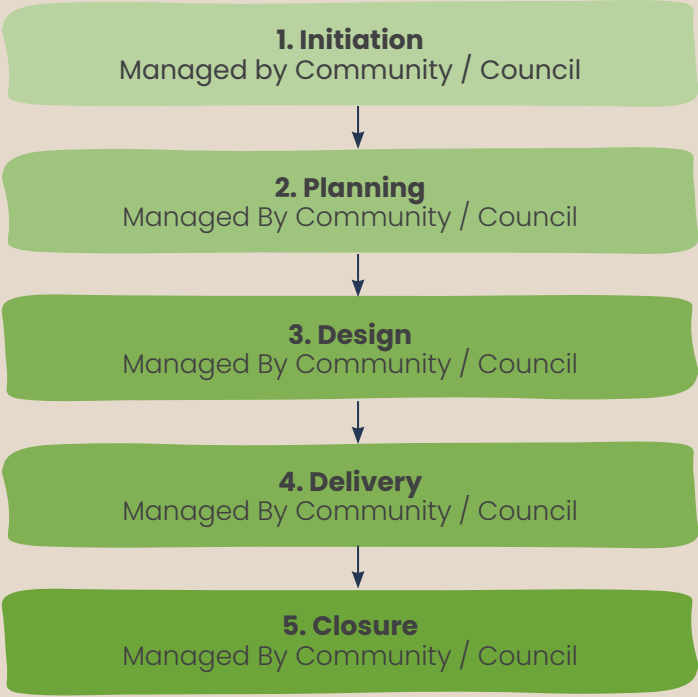


Figure 5: An example of project phases that a require project management solution. Note: You may decide to project manage phases 1 through 3, and request that Council manage phases 4 and 5



# What approvals will I *need*?

**Project  
proposal**

**Letter of  
In-Principle  
Support**

**Development Consent**  
(a letter of Landowner's  
Consent will be required  
to submit a DA)

**Funding  
solution**

**Project delivery  
agreement**

**Permission  
to Undertake  
Works**

**Notification of  
commencement**





# How to submit your project *proposal*

To submit your Community-Led Project proposal, please follow these steps:

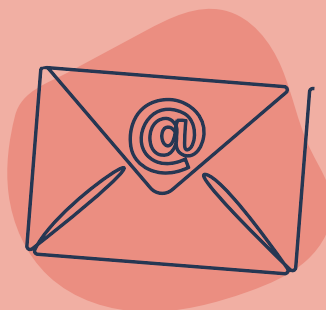


## 1. Prepare your information

Ensure you have all the required details ready for submission.

We have prepared the following templates to guide you:

- Project Brief Template
- Cost Estimate Template



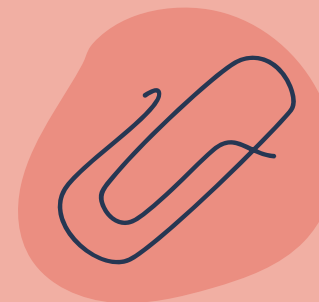
## 2. Email submission

Send your proposal to Council by emailing the required information to Council's email address. You may also choose to email the Mayor or Councillors directly.

**[council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)**



**Mayor and Councillors**



## 3. Attach documentation

Make sure to attach all necessary documents related to your project in the email.

Staff are available to provide guidance and assistance in moving through this process. For further assistance or questions on preparing your proposal, you can contact:

### **General Enquiries:**

[council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)  
or 1300 293 111

### **Grants Officer:**

[grants@shoalhaven.nsw.gov.au](mailto:grants@shoalhaven.nsw.gov.au)



# What happens *next*?

After you submit your project proposal:



## Confirmation

Council staff will email you to confirm they've received your request and provide a timeline for when you can expect a decision.



## Review / Process

Staff will assess your proposal and may:

- Approve it
- Reject/defer it
- Ask for more information
- Schedule a meeting to discuss your proposal further.



## Potential outcomes

Depending on your project, Council may:

- Provide a Letter of In-Principle Support for grant funding applications.
- Register your project for future consideration.
- Indicate that the project is not supported by Council.
- Suggest other options or alternatives.

We will aim to keep you informed throughout this process. If you have any questions, don't hesitate to contact your allocated Council officer.



# Where do I go to find out *more*?

Here's where you can find additional information to help with your Community-Led Project proposal:

## Useful Links and Resources



Guidelines for Community-Led Projects FAQs



Delivery Program and Operational Plan (DPOP)



Community Infrastructure Strategic Plan (CISP) – we are currently reviewing this document, have a look at our Get Involved page for more information.



Grants Incoming Management Policy



Community Wellbeing Strategy



Disability Inclusion Access Plan (DIAP)



Community Strategic Plan (CSP)

### Contact information

If you would like to speak to someone about the guidelines, please contact:

## Glossary

### Council:

Shoalhaven City Council, the local government body.

### Councillors:

Elected representatives of the community, the governing body of Shoalhaven City Council.

### Council staff/officers:

Employees of Shoalhaven City Council.

### Project:

A planned set of activities to achieve specific objectives.

### Grant:

Financial assistance provided for a specific purpose.

### Scope:

The extent of the project's work and deliverables.

### Project manage:

To plan, organise, and oversee the completion of a project.



**Shoalhaven**  
City Council

Address all correspondence to:  
The Chief Executive Officer  
PO Box 42, Nowra NSW 2541  
[shoalhaven.nsw.gov.au/contact](http://shoalhaven.nsw.gov.au/contact)  
1300 293 111

[shoalhaven.nsw.gov.au](http://shoalhaven.nsw.gov.au) f @    