



**MURRUMBATEMAN**  
COMMUNITY ASSOCIATION

## **POLICY JULY 2025**

### **MCA assistance to Murrumbateman Groups**

The Murrumbateman Community Association (MCA) is the incorporated, not-for-profit community association that promotes the interests of Murrumbateman region community members. MCA provides the legal and insurance basis for multiple groups, community events and activities in Murrumbateman.

Opportunities may arise for funding from NSW/Commonwealth government agencies and private funding bodies for heritage, environment, community amenities and other activities that could benefit the Murrumbateman region.

Applications for grant funding often can only be made through an incorporated association or not-for-profit groups (such as the MCA, sporting or community groups) or by the Yass Valley Council.

The MCA encourages activities by community groups and organisations to further the interests and welfare of the community, protect and progress the amenity and character of Murrumbateman region. The MCA will assist and support applications for grants towards those ends when it is feasible to do so. The value of an application through a community organisation or MCA is that the funds are directly paid to the applicant organisation and may not require a co-contribution. The volunteer work that MCA and other groups undertake can be authenticated as an in-kind contribution.

It is recommended that formal and ad hoc community groups wishing to secure funding (from any government, private or industry organisation) work with the MCA and its Working Groups as the recognised representative of the community.

The MCA would become legally responsible and accountable for the funding provided, and may also provide the legal basis for such funding and required insurances, audit and similar statutory requirements. Any formal or ad hoc group in Murrumbateman or special interest group that requires the MCA to apply and assume responsibility on their behalf for a grant from any government or private entity should contact the MCA Secretary as soon as information or the possibility of making a grant application is being considered. The MCA Committee will assign a Member of the Committee to work with the group to assess the MCA criteria for making the grant application and, if agreed by the MCA Committee, develop the grant application with the group.

Although the MCA can fast-track the process of assessment and application for a grant in exceptional circumstances, the MCA cannot guarantee that it can agree to apply and assume responsibility for a grant with notice of less than 10 working days prior to the date for applications to be submitted.

The criteria applied by the MCA in determining if the MCA will assume responsibility for the grant are:

- Alignment with objectives of the MCA further the interests of Association members and the welfare of the community, to protect and progress the amenity and character of Murrumbateman
- Address an existing agreed community or YVC plan for facilities or activities
- Benefit to the Community
- Cost benefits of the project
- Supported by relevant quotes
- Have preliminary Yass Valley Council support, as appropriate
- Based upon prior Community support and consultation
- How information and consultation will be undertaken with residents and stakeholders on the progress of the project
- How any community contributions have been calculated, the certainty of such contributions and how they can be substantiated

### **Outline of the project and timeframes**

Address grant program objectives and the eligibility of the applicant

### **Incorporated not-for-profit community groups**

- Who will manage the proposed project and be responsible for reporting and financial accountability
- Period of the proposed activity for which funding is sought
- How will MCA Committee be kept informed of the activities being funded
- Whether or not the MCA has the capacity to apply and assume responsibility for the grant including the size of the grant and other grants that the MCA is concurrently responsible for.

While the MCA will do its utmost to support grant applications by formal or ad hoc groups in Murrumbateman and special interest groups of the MCA, it may not always be feasible for the MCA to agree to apply and be responsible for grants

General grant applications need to include:

1. clear project scope
2. project plan
3. project budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
4. risk assessment
5. a current copy of Public Liability Insurance for \$20 million in the name of the applicant (if available at time of lodgement of application - (this will be the MCA insurance)
6. landowner consent if the land is not owned by the applicant (this may be YVC or other public/community managed land)
7. evidence of project co-contribution (if applicable)
8. evidence of community consultation and strong community support for the project
9. evidence of project partnership (if applicable)
10. information addressing each of the Grant Criteria together with supporting documentation

Where Groups have no formal legal identity separate from the MCA, the MCA Committee (or as delegated to MCA Subgroup) becomes responsible for oversight and governance, a memorandum of understanding or contract for activities to be undertaken by a Group must be reviewed and approved by the MCA and signed under authority from the MCA.

The agreement, memorandum of understanding or contract must be signed by an authorised office bearer of the MCA and signed by a representative of the Group.