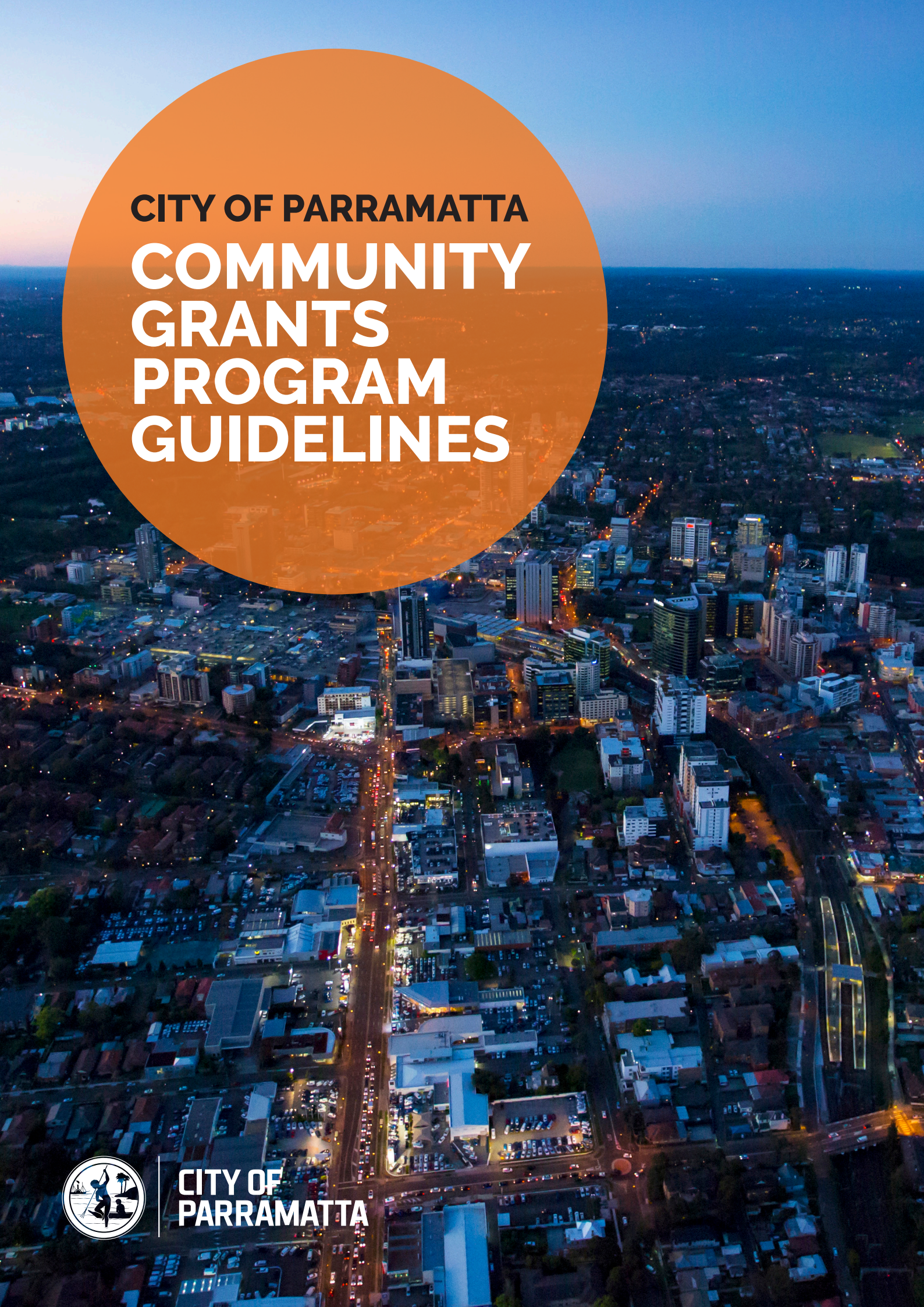


CITY OF PARRAMATTA

COMMUNITY GRANTS PROGRAM GUIDELINES

CITY OF PARRAMATTA

CONTENTS

03 INTRODUCTION & CONTACT DETAILS
04 CITY OF PARRAMATTA VISION & PRIORITIES
05 CITY OF PARRAMATTA COMMUNITY GRANTS PROGRAM OFFERING
07 GENERAL ELIGIBILITY
08 GRANTS PROCESS
11 OTHER KEY CONSIDERATIONS
13 COMMUNITY CAPACITY BUILDING GRANT
16 GROWING SOCIAL ENTERPRISE IN PARRAMATTA
20 CREATIVE PROJECT LEVERAGING FUND
23 CREATIVE FELLOWSHIP FUND
25 CULTURAL HERITAGE AND STORIES RESEARCH FUND
29 SMALL GRANTS FUND
32 SOCIAL ENTERPRISE BUSINESS PLANNING GRANT
36 SPORT & RECREATION GRANT
39 REPRESENTATIVE SPORTS GRANT
41 DEFINITIONS

INTRODUCTION

City of Parramatta Council's Community Grants provide a funding opportunity for the Parramatta Local Government Area (LGA). The grants program aims to support local not-for-profit community, recreation and sporting groups, clubs, organisations, services, social enterprises, and in some cases, individuals. Through the Community Grants, Council supports a wide range of services and activities that contribute to City of Parramatta's vision and priorities.

Before you write your application, you are encouraged to have already planned your project/s and read these Guidelines thoroughly. Council holds information sessions during the year. Applicants are encouraged to attend an information session and/or speak with council staff before submitting an application.

For more information and/or to start an application, please go to **cityofparramatta.nsw.gov.au/living-community/grants/community-grants-program** for specific round opening and closing dates.

CONTACT DETAILS

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or at **grants@cityofparramatta.nsw.gov.au**.

Applicants are encouraged to discuss their research topic with the **Research & Collection Service Coordinator** at the Parramatta Heritage & Information Centre on **8839 3319** or their arts project with the Parramatta Artists Studio on **9806 5822**.

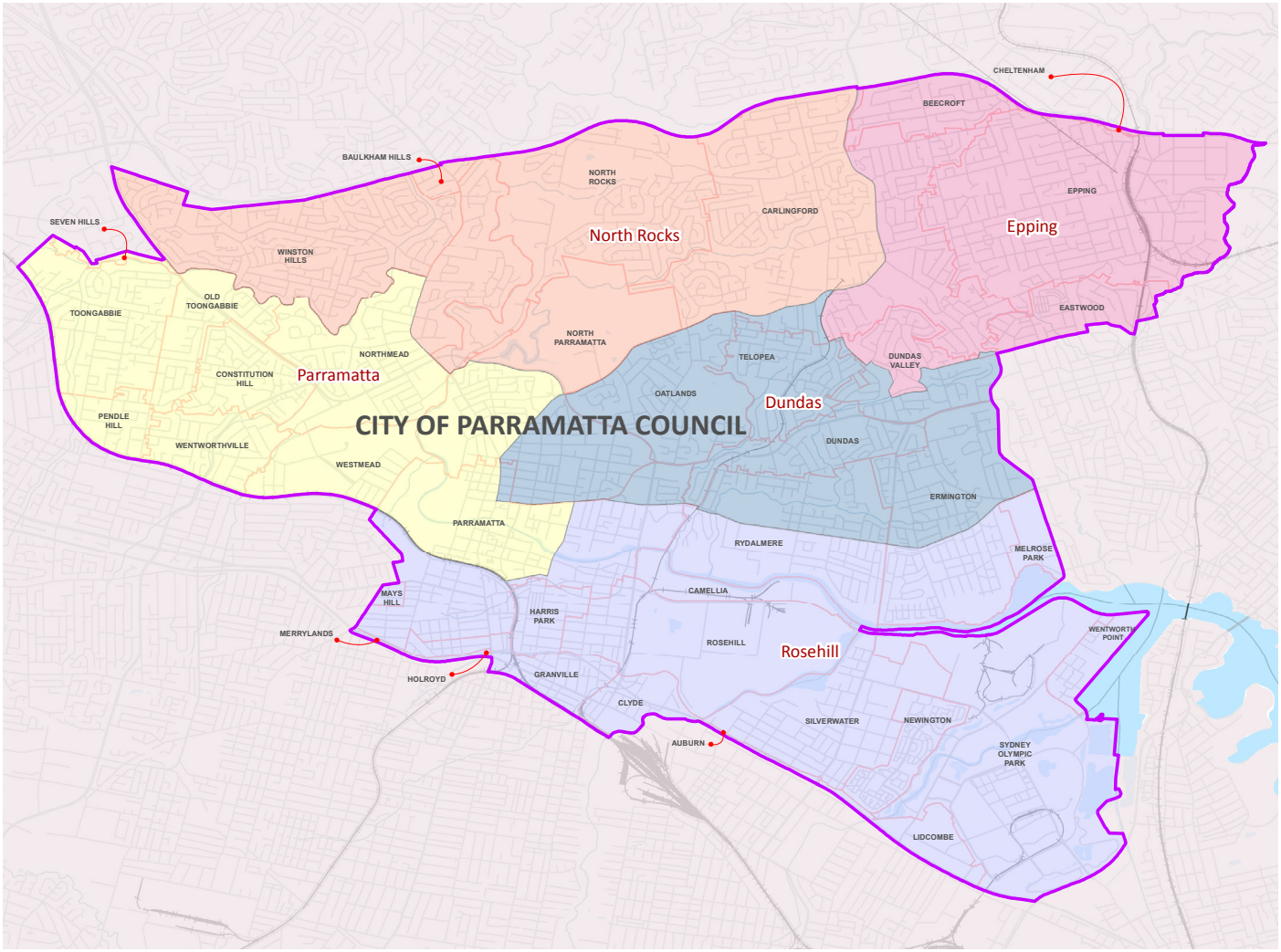
Any applications related to Aboriginal Culture will be required to consult with Council's Aboriginal and Torres Strait Islander Advisory Committee. For details about the advisory committee, please contact the Community Capacity Building Team on **9806 5465**.

For projects relating to social enterprise, contact Lucy Brotherton on **9806 5792** or email **lbrotherton@parracity.nsw.gov.au**.

CITY OF PARRAMATTA LOCAL GOVERNMENT AREA

As Australia's second oldest city, Parramatta has always played an integral role in shaping Sydney's future and is poised to do so once again. As the epicentre for significant infrastructure investment across transport, education, health, sport and culture, Parramatta is transforming into a place of growth and long-term prosperity.

By proclamation dated 12 May 2016, the City of Parramatta has been divided into five electoral areas known as Wards: North Rocks, Epping, Parramatta, Dundas and Rosehill.



CITY OF PARRAMATTA VISION & PRIORITIES

Through the Community Grants, Council supports a wide range of services and activities that contribute to City of Parramatta's vision and priorities. Project proposals for all funding categories must align with Parramatta's vision and priorities. This plan drives the delivery of projects and programs to address identified needs and issues in the community. As a result of the council amalgamation a vision statement has been drafted to reflect the feedback of the new LGA and the important role that Council will play in shaping Sydney's Central City.

Sydney's central city, sustainable, liveable, and productive – inspired by our communities'

Liveable

Supporting all of our community to succeed and live well. Foster and celebrate comunuity that is inclusive, welcoming and embraces sustainability and diversity.

Productive

Drivers of the economy. Growing local jobs by positioning Parramatta as a global centre for business and investment.

Leading

Innovation in community services and productive partnerships. An agile, listening and transparent Council working in partnership and providing great services, now and into the future

Sustainable

Stewards of our built and natural environment. Encourage active transport and the creation and maintenance of green spaces

The program's objective is to support community projects that primarily address the following priorities:

- Having a community focus
- Supporting arts and culture celebrations and destinations
- Creating vibrant neighbourhoods and precincts
- Providing opportunities for recreation and leisure
- Promoting green spaces and the environment
- Creating a strong economy with a strong city centre
- Building strong and innovative community infrastructure for our community's future
- Managing growth and transport

CITY OF PARRAMATTA COMMUNITY GRANTS PROGRAM OFFERING

FUNDING CATEGORY	FUNDING CAP	TOTAL FUNDING AVAILABLE
Annual Grants - Open once a year		
Community Capacity Building Grant	$5,000 for voluntary organisations and $10,000 for organisations with paid staff	$225,000
Growing Social Enterprise in Parramatta	$25,000	$75,000
Creative Project Leveraging Fund	$20,000	$60,000
Cultural Heritage and Stories Research Fund	$5,000	$20,000
Creative Fellowship Fund	$20,000	$20,000
Quarterly Grants - Open four times a year		
Small Grants Fund	$2,000	$40,000
Social Enterprise Business Planning Grant	$2,000	
Sport & Recreation Grant	$2,000	$40,000
Ongoing - Open all year around		
Representative Sports Grant	$1,000	$10,000

Grant Eligibility Chart

ELIGIBILITY CATEGORY	GRANTS FUNDING CATEGORY	FREQUENCY
Not-for-profit Incorporated Organisations	Community Capacity Building Grant Creative Project Leveraging Fund Cultural Heritage and Stories Research Fund Small Grants Fund Sport & Recreation Grant	Annual Annual Annual Quarterly Quarterly
Social Enterprise	Growing Social Enterprise in Parramatta Social Enterprise Business Planning Grant	Annual Quarterly
Individual Entrepreneurs auspiced by a not-for-profit incorporated organisation	Growing Social Enterprise in Parramatta Social Enterprise Business Planning Grant	Annual Quarterly
Individuals	Creative Fellowship Fund Representative Sports Grant	Annual All year round

GENERAL ELIGIBILITY

All applications must meet the eligibility criteria. The eligibility criteria common to all of Council's Community Grants are listed below. In addition to this, each grant category has category-specific eligibility criteria. Common eligibility criteria require that the organisation must:

- Be an incorporated not-for-profit organisation or can provide evidence of an auspice arrangement with an incorporated not-for-profit organisation;
- Be located within the boundaries of the Parramatta local government area and/or principally service Parramatta residents;
- Address City of Parramatta's vision statement and at least one of the eight priorities;
- Project begins after the grant funding commencement date and does not require retrospective, recurrent or ongoing funding;
- Have a bank account in its name with a minimum of 2 signatories, except where individuals have been named eligible for a specific program;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants;

Ineligible applications

The City of Parramatta does not provide grants for:

- Activities and programs that duplicate existing services or repeat previously funded projects;
- Attendance at conferences or academic course fees, except within scholarship or fellowship programs;
- Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose;
- Profit making activities where the profits are allocated to shareholders, owners and/or members; and
- The establishment or attainment of fundraising objectives
- Project proposals that are potentially defamatory or libellous or seek to intimidate, offend or harass members of the community

Gordon Hessell - Representative Sport Grant.

Grant Making Policy

Grant programs at the City of Parramatta are administered under the following principles:

Robust planning and design which underpins efficient, effective and ethical grants administration, including through the establishment of effective risk management processes.

Capacity building which focuses on developing the skills, competence and confidence of local organisations and residents to achieve their aspirations and foster sustainability and independence from the City.

Diversity, access and equity expressed through the support of programs, projects and activities that represent a broad spectrum of local needs, cultures and interests.

Outcomes orientation in which grants administration focuses on maximizing the achievement of strategic directions and lasting outcomes rather than outputs.

Proportionality in which key program design features and related administrative processes are commensurate with the scale, nature, complexity and risks involved in the granting activity.

Collaboration and partnership in which effective consultation and a constructive and cooperative relationship between the City, grant recipients and other relevant stakeholders contributes to achieving more efficient, effective and equitable grants administration. This includes collaboration between different units of the City of Parramatta.

Governance and accountability in which a robust governance framework clearly defines the roles and responsibilities of all parties in the process and supports public accountability for decision making, grants administration and performance monitoring.

Probity and transparency in which grants administration reflects ethical behaviour, in line with Council's Statement of Business Ethics and Code of Conduct, and complies with public reporting requirements.

Achieving value with public money through careful consideration of costs, benefits, options and risks.

GRANTS PROCESS

Applications

All applications must be made online through the SmartyGrants online grants management system before the closing time. Council will not accept any hardcopy or emailed submissions. Computers can be booked at all City of Parramatta Council library branches, if required.

Applicants will be required to register with SmartyGrants before accessing the application form. If you or your organisation has used SmartyGrants to apply for a grant previously to any grant-maker, then you are already registered. It is strongly recommended that you use a generic organisation e-mail to create your login, such as admin@, info@, manager@ etc. so as to keep your grant applications together and maintain access if an individual staff member should leave.

If you need any assistance in preparing your online application, please contact the Community Capacity Building team on 9806 5277 or at grants@cityofparramatta.nsw.gov.au.

Assessment & Recommendations

When applications are received they are processed by Council staff, who check each application's eligibility. Applications determined to be ineligible will not proceed to assessment. All applications are assessed by an internal working group, comprising of Council staff members or independent external assessors as required. The results of these assessment panels are presented to a sub-committee of Councillors, who review recommendations that will be made to Council.

Approval

The elected Council is the primary approver of grants. Council can delegate this approver role to the CEO or a designated manager. The funding decisions made are final. City of Parramatta Council reserves the right to alter the total amount of funds expended in each category, based on the applications received.

Due to competition for funds, partial funding is sometimes offered.

Approval of a grant does not imply that Council has given any other consent. Applicants should note that many capital works programs, festivals or events require approvals and consents from Council, NSW Police or other State Government agencies.

Unsuccessful applicants are encouraged to seek feedback and can make a request to grants@cityofparramatta.nsw.gov.au. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be as competitive when assessed against other applications.

Funding agreements

All successful applicants are required to enter into a funding agreement before grant payments are made and before a project can commence. Funding Agreements specify any conditions or specific requirements of the funded project, the payment schedule, the terms on which payment is made, the reporting and acquittal requirements, and the responsibilities of both the signatories.

Reporting

All grant recipients are required to report on and acquit their project(s) as detailed in their funding agreement. Report templates are available and should be submitted through the SmartyGrants online grants management system. Reports provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. Detailed financial reports will be required and grant recipients may be requested to provide further documentation and evidence of expenditure.

Grants Support and Monitoring Program

City of Parramatta Council is committed to achieving industry best outcomes in partnership with grant recipients. To achieve this, Council coordinates a Grants Support and Monitoring Program to strengthen the community sector in Parramatta. The program has four components:

- Grants monitoring – ensuring implementation of relevant Council policies and protocols, assisting Council Officers to effectively target support and resources to grant recipients and identify delivery and/or reporting challenges.
- Individual support and consultancy – a Council Officer is matched to each applicant who receives the offer of tailored advice and support as required.
- Professional development workshop program – covering relevant topics for potential grant applicants e.g. grant writing, showcasing of successful community capacity building projects, auspicing, philanthropy, evaluation and leadership.
- Community Capacity Building email information network – used to distribute information on funding and professional development opportunities.

Georgia Platts - Representative Sports Grant.

OTHER KEY CONSIDERATIONS

Auspicing

Sometimes individuals, unincorporated groups or newly incorporated associations with great community project ideas partner with existing non-profit organisations to access funding and help a project happen in our community. This type of relationship is often called 'auspicing'

Auspicing can be a relatively quick and efficient way to secure funding and get a community project started, in some cases, without establishing your own organisation. The organisation providing the auspice for your project may offer particular skills, infrastructure, resources, legal and insurance protection and management assistance for your project, depending on what is agreed.

City of Parramatta Council accepts applications from organisations that are providing such auspice arrangements to groups that would otherwise not be eligible for funding. In such cases, the organisations providing auspice should complete the application form as the "Applicant Organisation" as they are the organisation that enters into a formal funding relationship with Council if successful.

In recognition of the services provided by an auspicing organisation, **City of Parramatta Council accepts the inclusion of an auspice fee in the budget up to 15% of the total amount being applied for.**

Taxation

In accordance with the Goods & Services Tax (GST) legislation that came into effect on 1 July 2000, **if you do not have an Australian Business Number (ABN), City of Parramatta Council may be required to withhold 48.5% of any funds allocated.**

All financial information provided should be exclusive of GST. Successful organisations/groups that have provided GST registration information will receive the allocated grant amount plus GST.

Projects involving Children

Where a project will involve adults working with children, successful applicants **must undertake the necessary 'Working with Children' checks. The applicant must provide City of Parramatta Council with a letter advising of the successful completion and clearance of these checks within four months.** The letter must be signed by an office bearer of the organisation receiving the grant.

Multiple Applications

Multiple applications from one organisation (or partnership) will be considered where proposals relate to separate projects. Applications for a specific project will be considered in one category only, and applicants must nominate the category in which they wish to be considered. The exception to this is for Small Grant Fund applications, where applicants are able to apply for new project costs or liabilities that emerge since applying in the annual application process.

Organisations applying for annual grants are also able to apply for quarterly grants in rounds that commence after the closing date of the annual grant round.

ANNUAL GRANTS

COMMUNITY CAPACITY BUILDING GRANT

Overview

This category supports community based groups, sport and recreation clubs, and service organisations to develop effective projects that address the social, economic and/or environmental needs of residents in the Parramatta LGA, as described in City of Parramatta Council's Community Strategic Plan.

Category Objectives

- Projects that address the social, economic and/or environmental needs of residents in the Parramatta LGA;
- Maximise access to and use of community resources, services and facilities, including equity of access for people experiencing social exclusion, marginalisation or isolation;
- Encourage community participation in the development and delivery of projects and activities;
- Support the development of networks and partnerships between communities, local community groups, agencies and City of Parramatta Council

Suggested Outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased involvement and engagement by communities in social activities and community life;
- Increased number of people feeling a strong sense of social wellbeing;
- Strengthened maintenance, management or improvement of physical and mental health and wellbeing;
- Improved access to information and development of new skills;
- Increased numbers of people gaining sustainable employment;
- Increased connections between individuals, community groups and agencies;
- Reduced financial and social disadvantage;
- Improved organisational ability to respond to the needs of the community.

Available Funding

$225,000 is allocated to the Community Capacity Building Grants. The funding cap under this category varies depending on your organisation type. Please refer to the chart below.

ORGANISATION TYPE	FUNDING CAP
100% Voluntary Organisations	$5,000
Organisations with Paid Staff	$10,000
Second Phase Projects	$5,000 or $10,000 as above

Program Timelines

This program is open once a year. Projects must start after July 1. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding
- Submit two Progress Reports, after four and nine months respectively, during the funding period and a Final Acquittal Report upon project completion
  - 4 month Progress Report due date 1 November
  - 9 month Progress Report due date 1 April
  - Final Acquittal Report due date 1 July (following year)

Failure to acquit the grant will affect any future funding requests.

Sydney Youth Orchestras - Community Capacity Building Grant.

Type of Activity Supported

- Project development and implementation;
- Capital purchase directly related to community capacity building project;
- Building the internal capacity of the organisation;
- Resource development.

Funding Cannot Be Used For

- Activities, projects and programs that duplicate existing services or repeat previously funded projects;
- Attendance at conferences or academic course fees;
- General interstate or international travel;
- Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose;
- The establishment or improvement of fundraising activities.

Conditions for Program Eligibility

To be eligible for funding applicants must:

- Be not-for-profit and incorporated or have evidence of auspice from a not-for-profit incorporated organisation;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants;

For second phase projects, projects must be an extension of a project previously funded by City of Parramatta Council in the Community Capacity Building category only. The project must demonstrate a clearly defined development or growth from the previously funded project and must not be a simple repeat of the same project.

Further Conditions

- Provide a copy of the latest financial statements (most recent audited statements are required for revenues over $250,000);
- Provide evidence of appropriate insurance coverage;

Supporting Documents Required

- Provide at least one quote for equipment purchases over $300.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or email **grants@cityofparramatta.nsw.gov.au**.

Assessment Criteria

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Degree to which the project addresses City of Parramatta's vision statement and priorities and will benefit the residents of the LGA	20%
Criterion B	Degree to which evidence is provided to support the need for or strengths based opportunity of the project. The degree to which the target group has been engaged in the project development.	15%
Criterion C	Degree to which the project objectives are achievable. A comprehensive timeline detailing the major tasks associated with the project, including milestone dates, and measures for monitoring and evaluation. For second phase projects the extent to which the project builds upon the knowledge, learning or skills acquired or needs and opportunities identified in implementing the first phase of the project.	20%
Criterion D	Degree to which there is evidence of collaboration and partnership to maximise the use of existing community resources and avoid duplication. As well as accessibility of the project to the target group.	10%
Criterion E	Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve desired outcomes with clear costing for all aspects of the project.	15%
Criterion F	Extent to which the project exhibits community capacity building strategies. The extent to which strategies are innovative and creative, and/or draw on best practice approaches to project development and delivery. The extent to which sustainability of the project has been considered.	20%

Sydney Youth Orchestras - Community Capacity Building Grant.

GROWING SOCIAL ENTERPRISE IN PARRAMATTA

The Bower Reuse and Repair Centre - Growing Social Enterprise in Parramatta.

Overview

This category is designed to fund existing social enterprises that have demonstrated their ability to be sustainable and achieve high-impact on their social mission, and are seeking to grow and expand their operations.

It is expected that any proposals put forward for a Social Enterprise Grant will be clearly developed ideas. They must clearly articulate how the proposed project will further your social mission and what impact it is expected to have for the communities of Parramatta.

Category Objectives

- The funding of a specific growth activity by a successful social enterprise that is already located with the Parramatta LGA; or
- The replication or re-location of a successful social enterprise within the Parramatta LGA

Suggested Outcomes

Social Enterprises will be able to report:

- Increased community benefit and social impact;
- Increased economic prosperity and business sustainability;
- Improved business development and management ability;
- Increased awareness and presence in Parramatta.

Available Funding

Approximately $75,000 per financial year is available for the Growing Social Enterprise in Parramatta Grant program. There is a funding cap for each application of $25,000.

Program Timelines

This program is open once a year. Projects must start after July 1. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding
- Submit two Progress Reports, after four and nine months respectively, during the funding period and a Final Acquittal Report upon project completion
  - 4 month Progress Report due date 1 November
  - 9 month Progress Report due date 1 April
  - Final Acquittal Report due date 1 July (following year)

Failure to acquit the grant will affect any future funding requests.

Conditions for Program Eligibility

Applications must be from an eligible social enterprise structure. Social Enterprises as defined in City of Parramatta's Grants and Donations Policy are defined as having the following characteristics:

- Social, environmental, cultural mission / objectives core to purpose and focus;
- Limited distributions of profits – the majority of profits are reinvested in the enterprise and/or an associated social entity;
- Generation of a social return in addition to a financial return, and commitment to demonstrating this;
- Can have a mixture of capital inputs – the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade;
- Favour democratic decision-making structures and seek high levels of accountability to their stakeholders, rather than just to shareholders.

Commercial business applications, including for small or micro-businesses, are not eligible for funding under this category.

'Regular' community service programs are not eligible for funding under this category.

Further Conditions

- Provide a copy of the latest financial statements (most recent audited statements are required for revenues over $250,000);
- Provide evidence of appropriate insurance coverage;
- You must have discussed your application with the Community Capacity Building Team within Council prior to submission. For projects relating to social enterprise, contact Lucy Brotherton on **9806 5792** or email **lbrotherton@parracity.nsw.gov.au**.

Supporting Documentation

- A business plan which demonstrates that the proposed activity is viable and can be realistically achieved (Note: your business plan will be treated as commercial in confidence)
- Provide evidence of the existence of a high quality constitution or rules which ensure that the majority of profits are reinvested into the enterprise for continuation of its social mission (i.e. are not allocated to shareholders, owners or members);
- Provide at least one quote for equipment purchases over $300.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or email **grants@cityofparramatta.nsw.gov.au**.

Applicants in this category must contact Lucy Brotherton on **9806 5792** or email **lbrotherton@parracity.nsw.gov.au** prior to submitting an application.

The Bower Reuse and Repair Centre - Growing Social Enterprise in Parramatta.

Assessment Criteria

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Degree to which the Social Enterprise's social, environmental or cultural mission is clearly described [there is evidence of the existence of a high quality constitution or rules which ensure that the majority of profits are reinvested into the enterprise for continuation of its social mission (i.e. are not allocated to shareholders, owners or members)]	10%
Criterion B	Degree to which the mission of the Social Enterprise addresses City of Parramatta's vision statement and at least one of the 8 priorities and benefits the residents of the Parramatta LGA	15%
Criterion C	Degree to which the need for this proposal is clearly explained and how it will increase the sustainability and reach of the social enterprise	20%
Criterion D	Business plan includes projected income for a minimum of 3 years and details of projected well-being outcomes for Parramatta related to the mission of the enterprise	25%
	Degree to which the business model is proven to be successful (15%)	
	Degree to which the profit projections are realistic and achieveable (10%)	
Criterion E	Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve desired outcomes with clear costing for all aspects of the project.	15%
Criterion F	Extent to which the project exhibits community capacity building strategies. The extent to which strategies are innovative and creative, and/or draw on best practice approaches to project development and delivery. The extent to which sustainability of the project has been considered.	15%

Parramatta Clay and Arts Inc - Growing Social Enterprise in Parramatta.

Nautanki Theatre Inc - Creative Project Leveraging Fund.

CREATIVE PROJECT LEVERAGING FUND

Overview

The City of Parramatta Council Creative Project Leveraging Fund aims to support professional groups and organisations with creative projects in the Parramatta region. This category is open to those working in all art forms, including but not limited to, music, sculpture, dance, painting, interpretation, writing/literature, theatre, design, film/video and digital media.

For the purpose of these guidelines, 'professional groups or organisations' are those employing qualified staff at the appropriate award rate. They would usually have an appropriately qualified administrator or director.

Funding Priorities

The proposed project must meet at least one of the following objectives with outcomes/ project activity occurring partially or wholly within the Parramatta LGA. Preference will be given to applications who address more than one objective:

- Develop the skills of our local creative talent;
- Increase participation in arts and creative sectors;
- Stimulate connection to community, through the development of works and/or activities that explore the identity of the Parramatta region;
- Encourage growth and increase the value of the creative sector to the Parramatta community, culture and economy;
- Foster innovation in the arts and creative sectors.

Available Funding

Approximately $60,000 per financial year is available for the Creative Project Leveraging program. There is a funding cap for each application of $20,000.

This category has been established as a leverage fund. Applicants are required to attract at least 50% matching funding from additional sources as a condition of receipt of funding (note: matching funds may in some circumstances include in-kind contributions).

Program Timelines

This program is open once a year. Projects must start after July 1. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding
- Submit two Progress Reports, after four and nine months respectively, during the funding period and a Final Acquittal Report upon project completion
  - 4 month Progress Report due date 1 November
  - 9 month Progress Report due date 1 April
  - Final Acquittal Report due date 1 July (following year)

Failure to acquit the grant will affect any future funding requests.

Type of Activity Supported

- Incubation of new creative, arts & cultural based organisations in Parramatta;
- Assistance in locating organisations in Parramatta (i.e. attracting them to the Parramatta area);
- Produce projects, festivals, exhibitions or events that provide opportunities for local artists/ creatives to work in the Parramatta LGA.

Conditions for Program Eligibility

To be eligible for funding applicants must:

- Be not-for-profit and incorporated or have evidence of auspice from a not-for-profit incorporated organisation;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants.

Supporting Documents Required

- Provide at least one quote for equipment purchases over $1000;
- CV's for key staff, no more than two pages each;
- Up to 10 images in jpg format and a maximum of 1mb per image;
- For audio/moving image files, one file of up to 5 minutes in one of the following file formats: for moving images .mov or .mp4 files; and for audio files .wav or .mp3 files;
- For written work, a sample or samples of writing in .pdf or .doc file format. Maximum 4 x A4 pages, with no more than 2 pages per writing sample.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or email **grants@cityofparramatta.nsw.gov.au**.

Applicants are encouraged to discuss their arts project with the Parramatta Artists Studio on **9806 5822**.

Any applications related to Aboriginal Culture will be required to consult with Council's Aboriginal and Torres Strait Islander Advisory Committee. For details about the advisory committee, please contact the Community Capacity Building Team on **9806 5465**.

Assessment Criteria

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	LOCAL TALENT - Project demonstrates significant contribution to the development of local creative talent from/or working in the Parramatta LGA	20%
Criterion B	NEW AUDIENCES - Potential for development of new audiences and new participants in arts and creative endeavour	20%
Criterion C	OUTCOME REACH - Description of project results/output and demonstration of how it can be shared with, or presented to the local arts sectors, communities and other interested parties	25%
Criterion D	INNOVATION & GROWTH - Fostering of innovation and contribution to the growth of the arts and creative sectors	20%
Criterion E	BUDGET - well-researched and realistic budget, clearly indicating what Council funds would be spent on and the sources and application of matching contributions.	15%

CREATIVE FELLOWSHIP FUND

Overview

The City of Parramatta Council Creative Fellowship Fund aims to support the development of new work and/or the professional development of Parramatta artists and creative workers.

One Fellowship is awarded annually.
The Fellowship is presented as part of the Parramatta Artists Studios' Artistic Program. Parramatta Artists Studios is an initiative of the City of Parramatta Council.

This category is open to those working in all art forms, including but not limited to, music, sculpture, dance, painting, writing/literature, theatre, design, film/video, and digital media.

Definition of Professional Artist and Creative Worker:

The definition is deliberately broad to take into account factors such as:

- Artists/creatives from diverse cultural backgrounds whose artistic or cultural knowledge has been developed through oral traditions;
- Professional artists/creatives who are trained or self-taught;
- Artists/creatives of professional calibre who may work outside the arts/creative sectors to generate income;
- Those that identify themselves as such on the basis of skill or experience;
- Acceptance by peers or the arts/creative sectors as a professional and may or may not earn income from their work.

Funding Priorities

- Provide an opportunity for a professional artist or creative worker to develop their practice in the Parramatta region;
- Stimulate connection to community and/or explore the identity of Parramatta through the development and presentation of new works and/or activities;
- Foster innovation and contribute to the growth of the arts and creative sectors.

Available Funding

The maximum funding available in this category is $20,000 for one fellow. .

Program Timelines

This program is open once a year. Projects must start after July 1. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding
- Submit two Progress Reports, after four and nine months respectively, during the funding period and a Final Acquittal Report upon project completion
  - 4 month Progress Report due date 1 November
  - 9 month Progress Report due date 1 April
  - Final Acquittal Report due date 1 July (following year)

Failure to acquit the grant will affect any future funding requests.

Examples of Activity Supported

- Production and presentation of a new work/s;
- Researching and developing new techniques;
- Researching new art/creative forms to extend your practice.

Conditions for Program Eligibility

To be eligible for funding applicants must:

- Applicants must be residents of the City of Parramatta or be able to demonstrate an existing and significant contribution to the arts/creative sector of the City of Parramatta;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants.

Further Conditions

If you are successful in your application, evidence will need to be provided that you have planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, we ask that you attach the Certificate of Currency to your application.

Supporting Documents Required

- A CV of no more than two pages;
- For Parramatta residents or ratepayers, please provide evidence of residency e.g. Drivers licence, passport, rates notice or rental property lease;
- For an individual who has contributed significantly to the Parramatta Arts / Creative sectors please provide a written statement outlining relevant experience and activity;
- Up to 10 images in .jpg format and a maximum of 1mb per image;
- For audio/moving image files, one file of up to 5 minutes in one of the following file formats: for moving images .mov or .mp4 files; and for audio files .wav or .mp3 files;
- For written work, a sample or samples of writing in .pdf or .doc file format. Maximum 4 x A4 pages, with no more than 2 pages per writing sample.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or email **grants@cityofparramatta.nsw.gov.au**.

Applicants are encouraged to discuss their arts project with the Parramatta Artists Studio on **9806 5822**.

Any applications related to Aboriginal Culture will be required to consult with Council's Aboriginal and Torres Strait Islander Advisory Committee. For details about the advisory committee, please contact the Community Capacity Building Team on **9806 5465**.

Assessment Criteria

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	ARTISTIC MERIT - Merit of existing work and experience as a practicing artistic/creative professional	15%
Criterion B	CAREER GROWTH - Potential for the Fellowship to significantly progress the applicant's practice/career	20%
Criterion C	NEW WORK - Potential for completion of significant new work/s as a tangible outcome of the Fellowship	15%
Criterion D	NEW SKILLS - Potential for the acquisition of significant new skills as an outcome of the Fellowship	20%
Criterion E	OUTCOME REACH - How new work and/or skills can be shared with, or presented to the local arts sectors, communities and other interested parties	30%

CULTURAL HERITAGE AND STORIES RESEARCH FUND

Overview

The Parramatta Cultural Heritage and Stories Research Fund supports research projects which add to and support the knowledge of Parramatta's history and cultural heritage.

The Fund aims to encourage research which documents and interprets the stories of Parramatta for the benefit of current and future generations.

Grant applications must demonstrate the significance and relevance of the research topic to Parramatta's cultural heritage and history. Applications should aim to enhance knowledge in areas that have not been previously researched.

Category Objectives

Priority will be given to research projects which explore:

- Aboriginal heritage (for example; traditional and contemporary culture);
- Social histories (for example; aspects of everyday life, people who have made significant contribution to the community);
- Cultural heritage of our diverse communities (for example; Chinese, Lebanese, Indian, etc.);
- Significant heritage sites and structures in the Parramatta LGA (built or natural environment);
- Contemporary heritage (for example; living histories, or contemporary cultural trends)

It is expected that projects will make a significant contribution to the research of Parramatta's cultural history and heritage and to gaps in knowledge regarding local history.

Available Funding

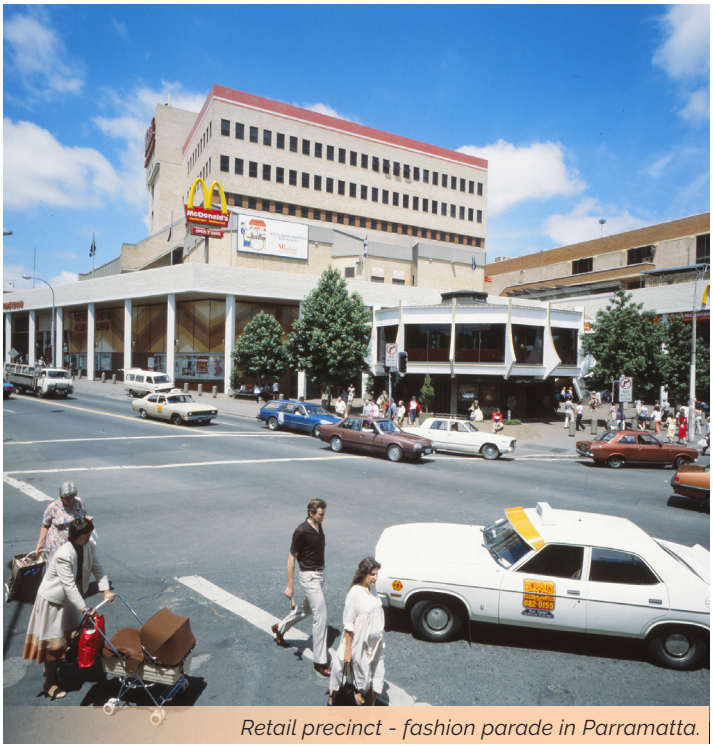
Approximately $20,000 per financial year is available for the Cultural Heritage and Stories Research Grant. There is a funding cap for each application of $5,000.

Program Timelines

This program is open once a year. Projects must start after July 1. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding
- Submit two Progress Reports, after four and nine months respectively, during the funding period and a Final Acquittal Report upon project completion
  - 4 month Progress Report due date 1 November
  - 9 month Progress Report due date 1 April
  - Final Acquittal Report due date 1 July (following year)

Failure to acquit the grant will affect any future funding requests.



Retail precinct - fashion parade in Parramatta.

Examples of Activity Supported

Applicants should also consider projects that will deliver enhanced knowledge within any of the following key themes:

- Cultural Heritage (including Aboriginal, Colonial, Urban/Contemporary & Multi-Cultural)
- Authentic & Affordable Food
- Arts, Culture, Events & Entertainment
- Outdoors
- Sport.

Successful projects have previously included:

- 'From Canton with courage: Parramatta and beyond, Chinese arrivals 1800 – 1900', author Jack Brook (LS 305.8951 BRO, which can be viewed at the Parramatta Heritage Centre)
- St Johns' Cemetery project stjohnscemeteryparramatta.org

Type of Activity Not Supported

City of Parramatta Council does not provide grants for:

- Purchasing equipment;
- Purchasing, repairing, or maintaining buildings and objects;
- Activities or research that has been completed;
- Living expenses

Grant funds are not intended solely for the purpose of administration costs (printing, scanning, etc.) and costs for the development and presentation of the research. Expenditure these types of costs must be clearly outlined and must not make up the total expenditure of the grant

Conditions for Program Eligibility

To be eligible for funding applicants must:

- Be not-for-profit and incorporated or have evidence of auspice from a not-for-profit incorporated organisation;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Applicants must supply Council with a digital copy of the research output – or a URL link to the material. It is optional, though recommended, that applicants discuss opportunities for presentation, display or archiving of content developed as a part of their grant with the City of Parramatta Research & Collection Services Coordinator **8839 3319**.
- A version of the final research report will be made available for public access through the City of Parramatta's Research & Collections Services under a Creative Commons Share-Alike (CC BY-SA) copyright license (where culturally appropriate) and will be integrated into the Council's research collections. **arc.parracity.nsw.gov.au**.
- Approved projects in which the researcher(s) retain copyright must contain the following acknowledgement in the research report: This research was funded through the Parramatta Cultural Heritage and Stories Research Fund of City of Parramatta Council. The contents of the research will not necessarily reflect the views of Council.

Council prefers that output is accessible through a creative commons share-alike copyright licence and which can be integrated into the Council's research collections. Researchers may have to gain approval for the use of images owned by other parties and:

- The project may include a variety of research methodologies such as interviewing via video/media, and/or desk research;
- The researcher must clearly outline the copyright status of research content produced as a result of the grant;
- The researcher must agree to gain the written permission of participants in line with this outline;

Supporting Documentation

- CV's for key staff, no more than two pages each;
- If you are successful in your application, evidence will need to be provided that you have planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, we ask that you attach the Certificate of Currency to your application.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or at **grants@cityofparramatta.nsw.gov.au**.

Applicants are encouraged to discuss their research topic with the Research & Collection Service Coordinator at the Parramatta Heritage & Information Centre on **8839 3319**.

Any applications related to Aboriginal Culture will be required to consult with Council's Aboriginal and Torres Strait Islander Advisory Committee. For details about the advisory committee, please contact the Community Capacity Building Team on **9806 5465**.

Roxy cinema in Parramatta.

Assessment Criteria

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Extent of significance of the research topic to Parramatta's cultural history, heritage and key themes	20%
Criterion B	Extent that contributions to gaps in knowledge regarding local history will be made	25%
Criterion C	Clearly describes the final delivery format of the research (e.g. website, book) and how it will be accessed by the targe audience	20%
Criterion D	Demonstrates appropriate merit and methodology	20%
Criterion E	Quality, cost effectiveness and realism of the budget to achieve desired outcomes with clear costing for all aspects of the project.	15%

QUARTERLY GRANTS

SMALL GRANTS FUND

Overview

This category is designed to assist voluntary and staffed not-for-profit incorporated organisations with the following:

- Project development and implementation;
- Capital purchase directly related to a discreet and defined activity or project;
- Building the internal capacity of the organisation;
- Resource development.

The funding has to be linked to a discreet and defined activity or project

Category Objectives

- Maximise access to and use of community resources, services and facilities, including equity of access for people experiencing social exclusion, marginalisation or isolation;
- Encourage community participation in the development and delivery of projects and activities;
- Support the development of networks and partnerships between communities, local community groups, agencies and City of Parramatta Council;
- Increase effective activity related to one of the Community Funding Priorities of the City of Parramatta Council.

Suggested Outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased involvement and engagement by communities in social activities and community life
- Increased number of people feeling a strong sense of social wellbeing
- Improved access to information and development of new skills
- Increased connections between individuals, community groups and agencies
- Reduced financial hardship and social disadvantage
- Enhanced sustainability outcomes for local communities related to Council's strategic priorities

Available Funding

Approximately $40,000 per financial year is available for the Small Grants Fund. There is a funding cap for each application of $2,000.

City of Parramatta Council will only fund one application over a financial year, regardless of the number of applications received from an organisation.

Program Timelines

This program is open all year round but assessed four times a year. It can take up to 3 months from the assessment deadline before payments are made. To avoid disappointment, ensure your project is scheduled to start 3 months after the upcoming quarterly grants assessment deadline. For example, if the upcoming deadline is in August, then make sure your project start date is in November.

Successful recipients in this category are required to:

- Complete their projects within 6 months of receipt of funding;
- Acquit within 4 weeks of project completion.

Failure to acquit the grant will affect any future funding requests.

Funding Cannot Be Used For

- Attendance at, or production costs of, conferences or similar events;
- Academic course fees;
- General interstate or international travel;
- Day-to-day operational expenses, such as rent and office supplies

Conditions for Program Eligibility

To be eligible for funding applicants must:

- Be not-for-profit and incorporated or have evidence of auspice from a not-for-profit incorporated organisation;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Provide a copy of the latest financial statements (most recent audited statements are required for revenues over $250,000);
- Provide evidence of appropriate insurance coverage.

Supporting Documentation

- Provide at least one quote for equipment purchases over $300.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or email **grants@cityofparramatta.nsw.gov.au**.

Assessment Criteria

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Degree to which the project addresses City of Parramatta's vision statement and at least one of the 8 priorities	10%
Criterion B	Degree to which the need for the project is evident and/or clearly explained	25%
Criterion C	Degree to which the project benefits the residents of the Parramatta LGA and/or positively impacts the organisation	25%
Criterion D	Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve desired outcomes	20%
Criterion E	Extent to which the funding is linked to a discrete and defined activity or project and exhibits sound project management	20%

Community
Garden

SOCIAL ENTERPRISE BUSINESS PLANNING GRANT

Overview

This category has two purposes:

1. Assist existing local social enterprises to engage professional services that can assist with the ongoing operation and sustainability of the business (such as marketing, web design, and book-keeping)
2. Provide funding for existing organisations or groups of individuals who are at the concept development stage of a social enterprise project and need assistance in the research, development and writing of a social enterprise business plan.

Project funds for business plans can be used to engage the services of a business planning consultant, or to fund the research activities and staff time associated in writing a business plan.

Suggested Outcomes

- Increased community benefit and social impact;
- Increased economic prosperity and business sustainability;
- Improved business development and management ability;
- Increased awareness and presence in Parramatta.

Available Funding

Total funding available is shared with the Small Grants Fund ($40,000 per financial year). There is a funding cap for each application of $2,000. City of Parramatta Council will only fund one application over a financial year, regardless of the number of applications received from an organisation.

Program Timelines

This program is open all year round but assessed four times a year. Please ensure you're your project start date is at least 3 months after the upcoming deadline to ensure funding for your project. For example, if the upcoming deadline is in August, then make sure your project start date is in November.

Successful recipients in this category are required to:

- Complete their projects within 12 months of receipt of funding;
- Provide a progress report;
- Acquit within 4 weeks of project completion.

Failure to acquit the grant will affect any future funding requests.

Type of Activity Supported

Engaging professional services to assist with:

- The ongoing operation and sustainability of an existing social enterprise
- The research, development and writing of a social enterprise business plan

For business plan ideas, there must be clear evidence that there is a need and how the social enterprise activity will meet that need.

Funding Cannot Be Used For

The engagement of professional services must go to an external organisation/individual (not existing internal staff).

Conditions for Program Eligibility

Applications must be from an incorporated body or have an incorporated body providing auspice until the new entity can be set up independently or from an eligible social enterprise structure.

Social Enterprises as defined in City of Parramatta's Grants and Donations Policy are defined as having the following characteristics:

- Social, environmental, cultural mission / objectives core to purpose and focus;
- Limited distributions of profits – the majority of profits are reinvested in the enterprise and/or an associated social entity;
- Generation of a social return in addition to a financial return, and commitment to demonstrating this;
- Can have a mixture of capital inputs – the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade;
- Favour democratic decision-making structures and seek high levels of accountability to their stakeholders, rather than just to shareholders.

Commercial business applications, including for small or micro-businesses, are not eligible for funding under this category.

Further Conditions

- Provide a copy of the latest financial statements (most recent audited statements are required for revenues over $250,000);
- Provide evidence of appropriate insurance coverage;
- If applying under the auspice of an organisation, a letter of support from the organisation providing auspice that demonstrates their willingness to support your project and to take on responsibility for grant funds must be provided;
- If you are an existing not-for-profit organisation exploring a new social enterprise concept, we ask that you provide evidence that the Board of your organisation supports the development of the concept and the inclusion of social enterprise activities within the service.

Supporting Documentation

- Provide evidence of the existence of a high quality constitution or rules which ensure that the majority of profits are reinvested into the enterprise for continuation of its social mission (i.e. are not allocated to shareholders, owners or members) – or a plan for how this will be achieved during the funding period;
- Include one or more quotes for the professional service you are looking to engage.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or email **grants@cityofparramatta.nsw.gov.au**.

Assessment Criteria

For a local social enterprise:

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Degree to which the Social Enterprise's social, environmental or cultural mission is clearly described	15%
Criterion B	Degree to which the mission of the Social Enterprise benefits the residents of the Parramatta LGA	20%
Criterion C	Degree to which the need for this proposal is clearly explained	25%
Criterion D	Degree that the professional service will assist with the sustainability of the social enterprise or assist with business planning into the future	25%
Criterion E	The extent that the cost of services provided in the quote(s)/budget is realistic in achieving intended outcomes	15%

For an existing organisation new to social enterprise:

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Degree to which the proposed Social Enterprise's social, environmental or cultural mission is clearly described	20%
Criterion B	Degree to which the activities of the proposed Social Enterprise could benefit the residents of the Parramatta LGA	25%
Criterion C	Degree to which it has demonstrated that a social enterprise model is the best model for the proposed organisation/activities	20%
Criterion D	Degree that evidence of business planning experience and relevant skills to undertake the project has been provided (this includes skills of internal staff if doing the plan in-house, or external specialists being engaged to undertake the work)	20%
Criterion E	The extent that the cost of services provided in the quote(s)/budget is realistic in achieving intended outcomes	15%

Sydney BMX Club - Sport & Recreation Grant.

SPORT & RECREATION GRANT

Category Objectives

- Increase participation in local sport and recreation activities, particularly in regards to the inclusion of:
  - Aboriginal and Torres Strait Islanders; disengaged young people;
  - Newly arrived migrants, refugees and humanitarian entrants;
  - People experiencing homelessness; people from culturally and linguistically diverse backgrounds;
  - People living with disabilities;
  - People of diverse genders and/or sexuality (GLBTI);
  - People over 55 years of age, particularly those living alone;
  - Women and girls.
- Address barriers to participation in sport and recreation;
- Increase the capacity of local clubs by improving the knowledge and skills capacity of their volunteers;
- Increase the availability of resources and equipment within local sport and recreation clubs.

Suggested Outcomes

- Increased opportunities for participation of the above population groups in local sport and recreation activities;
- Improved accessibility for participation of the above population groups in local sport and recreation activities;
- Increased number of skilled volunteers, coaches, officials, etc.;
- Enhanced sustainability outcomes for local communities related to Council's strategic priorities.

Available Funding

Approximately $40,000 per financial year is available for the Sport & Recreation Grant. There is a funding cap for each application of $2,000. City of Parramatta Council will only fund one application over a financial year, regardless of the number of applications received from an organisation.

Program Timelines

This program is open all year round but assessed four times a year. It can take up to 3 months from the assessment deadline before payments are made. To avoid disappointment, ensure your project is scheduled to start 3 months after the upcoming quarterly grants assessment deadline. For example, if the upcoming deadline is in August, then make sure your project start date is in November.

Successful recipients in this category are required to:

- Complete their projects within 6 months of receipt of funding and
- Acquit within 4 weeks of project completion.

Failure to acquit the grant will affect any future funding requests.

Funding Cannot Be Used For

- Attendance at, or production costs of, conferences or similar events;
- Academic course fees;
- General interstate or international travel;
- Day-to-day operational expenses, such as rent and office supplies.

Conditions for Program Eligibility

To be eligible for funding applicants must:

- Be not-for-profit and incorporated or have evidence of auspice from a not-for-profit incorporated organisation;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Provide a copy of the latest financial statements (most recent audited statements are required for revenues over $250,000);
- Provide evidence of appropriate insurance coverage.

Supporting Documentation

- Provide at least one quote for equipment purchases over $300.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or email **grants@cityofparramatta.nsw.gov.au**.

Blind Sports NSW - Sport & Recreation Grant.

Assessment Criteria

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Degree the project addresses City of Parramatta's vision statement and at least one of the 8 priorities and the need for the project is evident and/or clearly explained	35%
Criterion B	Degree to which the project benefits the residents of the Parramatta LGA and/or positively impacts the organisation	35%
Criterion C	Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve desired outcomes	30%

Didier Michel - Representative Sport Grant.

REPRESENTATIVE SPORTS GRANT

Overview

This category is designed to support people (i.e. athletes, coaches, umpires, referees and team managers) who are excelling at sport and representing Parramatta at a state, national or international level.

Category Objectives

- Support people (i.e. athletes, coaches, umpires, referees and team managers) who are excelling at sport and representing Parramatta at a state, national or international level;
- Reduce financial pressure on individuals and families presented by excelling in representative sport;
- Role modelling active lifestyles and fair play to the Parramatta community;
- Promote and develop athlete pathways;
- Leverage off/disseminate knowledge and experience with other athletes;
- Develop leaders to promote participation pathways in their chosen sport or recreation fields.

Available Funding

Approximately $10,000 per financial year is available for the Representative Sports Grant. Applicants are eligible to receive funding to cover 25% of participant expenses, up to a cap of $1,000 (not including GST)

City of Parramatta Council will only fund one application over a financial year, regardless of the number of applications received from an organisation.

Program Timelines

Applications are open all year round.

Applicants must submit an application at least 4 weeks before the sporting event start date. The assessment and approval process can take longer than 4 weeks resulting in applicants being notified of a funding decision after the event has occurred. Applicants are encouraged to apply well in advance of their competition so that, if successful, they may receive funding prior to their event. Please contact the Community Grants Officer (9806 5277 or grants@cityofparramatta.nsw.gov.au) if you did not receive enough notice for the competition and are unable to apply 4 weeks in advance.

For successful applicants who are notified after their competition date, payments will be conditional on proof of competition attendance. Successful recipients in this category are required to:

- Submit an acquittal report within 4 weeks of the competition outlining how you fared and proof of competition attendance.

Failure to acquit the grant will affect any future funding requests.

Conditions for Program Eligibility

To be eligible for funding applicants must:

- A resident of the Parramatta LGA for twelve months or more;
- Be participating in an amateur competition with no appearance fees;
- Be participating as an athlete, coach, umpire, referee or team manager in:
  - An official state championships endorsed by the relevant Australian Sports Commission (ASC) recognised national sporting organisation (NSO), or
  - An official state school sport championship endorsed by a School Sport Australia member body, or
  - An official national championships endorsed by the relevant ASC recognised NSO, or
  - A national school sport championships endorsed by School Sport Australia, or o an international competition as a member of an official Australian team, endorsed by an ASC recognised NSO or School Sport Australia.
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Applicants under the age of 18 years must have their applications submitted by a parent or guardian;
- No more than three people will be funded to attend the same competition.

Supporting Documentation

- Evidence of Parramatta LGA residency for twelve months or more;
- A letter of selection from the state or national body (as listed in the program eligibility) must accompany the application. Ideally this letter would detail the total cost of participant expenses;
- Proof of cost of participant expenses;
- Evidence of insurance coverage (where this is not covered by the organising body)

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5277** or email **grants@cityofparramatta.nsw.gov.au**.

Assessment Criteria

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	The quality and clarity of the budget. Event costs are clear and evidence provided of event expenses.	25%
Criterion B	Clarity of documentation to support the application. Documentation clearly and concisely states event details, applicant's selection and event expenses. All documentation required is included in the application.	25%
Criterion C	Degree to which the proposal is clearly explained and submitted within an acceptable timeframe.	25%
Criterion D	Degree to which the event supports the applicant to further their sporting pathways	25%

DEFINITIONS

Acquittal: an acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises how the project faired against the initial objectives of the grant. It also provides a financial statement detailing how the funds were spent.

Auspice: an arrangement where one incorporated community organisation ('the Auspice Body') agrees to apply for funding on behalf of a second organisation that is, most often, not incorporated ('the Auspiced Party'). If the funding application is successful, the Auspice Body then receives, holds and administers the funding to the Auspiced Party, so that the Auspiced Party can complete the funded project or activities. The Auspice Body works with the Auspiced Party to ensure all reporting requirements are met, assisting the Auspiced Party to further develop project management knowledge and skills with a view to the Auspice Party becoming independent (as appropriate) of the Auspice Body.

Community Capacity Building: Empowers communities by building on community strengths to address issues identified as important by communities. This is achieved through a variety of actions that build strength, resilience and access to resources, including knowledge & skills development, as well as network & partnership development for collective action.

Community Organisation: all voluntary community groups, service organisations, community services, sporting groups, arts organisations, heritage societies and other organisations that come under the definition of "not-for-profit". Social enterprises that are auspiced by a not-for-profit organisation or that have a clear governance structure that precludes profits being disbursed to individuals are eligible under this sub-section.

Funding Agreement: an agreement that states the purpose of the funding, the dollar amount and the conditions attached to the grant. It also defines the rights and responsibilities of the agreement. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.

Grants: cash or value-in-kind support given to applicants for a specified purpose directed at achieving policy outcomes. Funds assist with the services or projects proposed by applicants and Council receives acknowledgement as the grant giver.
Incorporated organisation: a legal entity separate from its individual members that has been incorporated under Australian State or Territory law.

In-kind Support or Value In-kind support: includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. Applicants are asked to include in-kind contributions in their application budgets. Successful recipients will also be asked to report on the value of in-kind contributions in project acquittals so that City of Parramatta can benchmark the contributions of the community sector to local projects.

Insurance: a framework under which the insurer indemnifies (accepts the risk) on behalf of the insured (person or group or people) for loss or damage caused. Insurance protects a community organisation against its legal liability to pay damages. The most commonly required insurance is Third Party Insurance which covers an organisation for the potential costs associated with:

- Compensation to third parties (for example, members of the public) for bodily injury;
- Property damage that may occur as a result of the community organisation's activities;
- The legal costs that a community organisation may have if it needs to defend bodily injury and property damage claims made against it.

Not-for-profit organisation: an organisation which is not operating for the profit or gain of its individual members whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out the purposes of the organisation and must not be distributed to owners, members or other private individuals.

Social enterprise: a 'social business' that has the following characteristics:

- Social, environmental or cultural mission/objectives core to its purpose and focus.
- Limited distribution of profits –profits are reinvested in the enterprise and/or an associated social entity and not disbursed to individual shareholders.
- Mixture of capital inputs – the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade.
- Generation of social return in addition to a financial return, and a commitment to demonstrating this.
- Favours democratic decision-making structures and seeks high levels of accountability to their stakeholders, rather than just to shareholders.

Linda Eades - Representative Sport Grant.

CITY OF
PARRAMATTA