



## Introduction

Parramatta is the geographic heart of Greater Sydney and the economic, social and cultural capital of Western Sydney. Considered Sydney's Central City, Parramatta is ranked sixth largest in the country. Events and festivals contribute to the vibrancy and liveability of the City, the activation of spaces, the sense and wellbeing of the community, and increase economic benefit.

Events and Festival in the City of Parramatta are an important vehicle to engage with our community. Events and festivals provide the community with the opportunity to come together to celebrate and commemorate.

The City of Parramatta Council's Events Grants provide a funding opportunity for the Parramatta Local Government Area (LGA). The grant program has a strong focus on delivering social, community, recreational and cultural benefits to Parramatta's community.

## Grant Category

**Event Grants: Maximum amount per organisation \$10,000**

Applicants are eligible to receive grant funding to cover up to 20% of the total event budget up to the amount of \$10,000 annually.

The total pool amount available the City of Parramatta Events Grants is **\$55,000** per financial year.

Council reserves the right to determine how funds should be spent.



## Grant Objectives

The Community Events Grants aims to establish and encourage new events to the City of Parramatta which are;

- Low cost or free to the public
- New offering to the City that compliments the existing events calendar
- Encourages new visitors to the City

Events must align with the City of Parramatta Vision and Primary Priorities and must be delivered wholly or primarily within the Parramatta local government area which principally benefits residents.

The program supports not for profit organisations, community groups, professional groups, and in some cases individuals who are Auspiced with event projects delivered in the City of Parramatta LGA.

The City of Parramatta strives to support a range of events delivered across the local government area including Parramatta CBD, neighbourhoods and suburbs.



## Link to Vision and Priorities Framework

The City of Parramatta establishes a framework for Council's role in supporting the community through strategic objectives. This plan drives the delivery of projects and programs to address identified needs and issues in the community.

All grant applications must address the stated outcomes of the Vision and Priorities Framework. These are:

### VISION STATEMENT

**'Sydney's Central City, Sustainable, Liveable and Productive – inspired by our communities'**

### PRORITIES FRAMEWORK

LIVABLE	Supporting all of our community to succeed and live well. Foster and celebrate community that is inclusive, welcoming and embraces sustainability and diversity.
SUSTAINABLE	Stewards of our built and natural environment. Encourage active transport and the creation and maintenance of green spaces.
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



## Eligibility Criteria

The City of Parramatta grant funding should only account for a maximum of 20% of the total budget. All other funding sources need to be confirmed prior to submission for this grant application.

Projects will not be considered more than 12 months in advance of the event delivery date.

To be eligible for grant funding an organisation must:

- Be a not-for-profit organisation;
- Be incorporated or have evidence of auspice from an incorporated organisation, and have an ABN;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Address City of Parramatta's vision statement and primary priorities;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants;
- Submit an application through the City's approved portal SmartyGrants;
- Must deliver all funding conditions;
- Have all appropriate insurances and licenses;
- Have a bank account in its name with a minimum of two signatories;
- Application is received before the advertised closing date and all aspects of the form are completed
- Events must be delivered within 12 months of the submission date.

The City of Parramatta Council does not provide grants for:

- Activities, projects and programs that duplicate existing events;
- Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose;
- Organisations that make profits that are allocated to shareholders, owners and/or members.



## Assessment Criteria

To be eligible to for City of Parramatta Event Grant you must supply the following in your grant submission;

Event overview,

- Event name, delivery date(s), time(s) and location
- Event purpose, description, background/history
- Attendance projection
- Event Manager (key event contact for event delivery)
- Event sponsors, stakeholders, any VIP component
- Insurance coverage (Certificate of currency / Public liability insurance)

Applicant and organisation details including

- The mission statement of your organisation
- Details of what or who the organisation is/represents
- Evidence to support the need for the event proposed
- Details how the grant will be used to support your event

Strategic Alignment

- Address the events links to the City of Parramatta's Vision and Primary Priorities
- Detail geographical location event will primarily be delivered

Event Operation Manual including;

- Contact list, site plan, running schedule, risk assessment
- Emergency management plan, waste management plan, security management plan
- Event traffic management plan (if applicable)

Event Budget

- Event budget detailing other funding sources and in kind contributions with supporting quotes or receipts



## Multiple applications

An organisation can apply for more than one event grant however it must be for a different event. The maximum amount for each organisation is \$10,000 per annually.

*Eg. An organisation applies for three separate grants for \$5,000 each. The organisation is approved for two grants at a total amount of \$10,000. Any funding over the cap amount of \$10,000 cannot be approved.*

## Responsibility of Grant Recipients

Grant recipients must show

- That funding will be spent within 12 months of receipt of funding and acquitted.
- Provide a post event report within 8 weeks after the event has been delivered.

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



## Assessment Process

All applications for grants will be reviewed by a Grants Officer to ensure mandatory requirements have been met.  
**Note: Failure to meet mandatory requirements will result in an application not being processed for assessment.**

All eligible applications will be considered by a minimum of three-person assessment panel which may recommend, full, part or no funding. This decision is carefully considered with the view of maintaining the integrity of the proposal. The success of an application is determined by its merits against the evaluation criteria of the program and against other submissions in the same category. The assessment process will take between 6 to 8 weeks.

The City of Parramatta regularly receives more funding applications than the available budget. Therefore, successful applications are those that satisfy the assessment to a high degree.

The City of Parramatta reserve the right to request further information in considering any application, as well as the right to decline any applications that does not meet the eligibility or assessment criteria.

Once a decision has been made, the applicant will be contacted regarding the outcome of the application and if successful, a funding agreement will be established.

There is no separate appeal process for grant decisions except for those appeal processes in the City of Parramatta Code of Conduct and Customers Compliments and Complaints Policy.

Decision makers must comply with the Grants and Donation Policy and Code of Conduct requirements.



## Funding Agreements

If you are successful to receive a grant, a funding agreement will be established to outline the any conditions or specific requirements for the event.

Funding agreements will request the supply of the following event documentation

- a. City of Parramatta – Application for Special Event use at Parks, Reserves and Sportsground
- b. Notice of Intention to hold a Public Assembly. Can be downloaded at: [www.police.nsw.gov.au](http://www.police.nsw.gov.au)
- c. Special events resources Police schedule – Traffic and Transport Management of Special events. This is only if you are planning on changing traffic conditions. Road closures must be delivered by appropriate licensed companies.

The applicant is responsible to deliver all deliverables in the funding agreements including reporting and acquittal requirements.

Council will not make any payments until after the event has been delivered and acquittal has been completed by the applicant. Council can withhold payments for any damages, waste services, unpaid debts incurred by the event.

No further event staff, resourcing or services will be provided in addition to grant funding for community events.

Failure to comply with funding agreement teams can forfeit your event grant and result in restrictions of future funding





## SmartyGrants

The City of Parramatta uses the online program SmartyGrants for all grant submissions. Applicants are required to register with SmartyGrants before you are able to access the online application form.

If you or your organisation has previously used Smarty Grants to apply for a grant, then you will already be registered.

## Further Information

For general grant information please contact:

City of Parramatta Council Grant Officer on 9806 5277 or email [grants@cityofparramatta.nsw.gov.au](mailto:grants@cityofparramatta.nsw.gov.au)

For event specific questions please contact:

M'Leigh Brunetta, Producer Civic Program & Protocol via email [mbrunetta@cityofparramatta.nsw.gov.au](mailto:mbrunetta@cityofparramatta.nsw.gov.au)