



EVENTS GRANT GUIDELINES



**CITY OF
PARRAMATTA**



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 festivals 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 City of Parramatta Events Grants aim **to establish and encourage new events to the City of Parramatta** which are;

- Free to the public or minimal cost
- 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.

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'

Primary Priorities:

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

Having a Community Focus

- Foster and celebrate a sense of community that is friendly, welcoming and embraces diversity.
- Respect, protect and celebrate the
- Aboriginal and European heritage, songlines, stories and history of our city.
- Create a place that encourages social connectivity and is inclusive and accessible to all.
- Understand the needs of the community and ensure the provision of relevant, accessible and exceptional services.

Supporting Arts and Culture Celebrations and Destinations

- Celebrate our cultural life and build positive perceptions of Parramatta by delivering a program of high quality festivals, local and major events and street activities.
- Provide a variety of cultural experiences and attractions unique to Parramatta which make it a destination of choice for residents and visitors.

Creating Vibrant Neighbourhoods and Precincts

- Drive renewal in key precincts in order to increase jobs, housing, development, transport options including Epping, Camellia, Westmead, Wentworth Point, the Greater Parramatta to Olympic Park (GPOP).
- Create welcoming and distinctive local neighbourhoods, that foster a sense of community and local identity for residents right across the Local Government area.



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 resident of/or located in the Parramatta local government area and/or principally providing services to the residents of Parramatta
- Be a not-for-profit organisation, incorporated or have evidence of auspice from an incorporated organisation, and have an ABN
- Address City of Parramatta's vision statement and priorities framework
- Not have overdue progress or acquittal reports for previously funded grants
- Have no outstanding debts to Council
- Have all appropriate insurances and licenses
- Submit an application through the City's approved portal SmartyGrants

- Application must be received before the closing date and all aspects of the application are completed
- Events must be delivered within 12 months of the grant submission closing date

The City of Parramatta Council does not provide grants for:

- Activities, events and programs that duplicate Council existing projects
- Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose
- Applications from government departments, for-profit businesses or political parties
- 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, 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)

Organisation Details

- The mission statement
- Details of what or who the organisation is/represents

Strategic Alignment

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

Event Operation Manual

- 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

A decorative graphic consisting of numerous pink circles of varying sizes, some of which are partially cut off by the edges of the frame, arranged in a dense, overlapping pattern.

Multiple applications

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

Responsibility of Grant Recipients

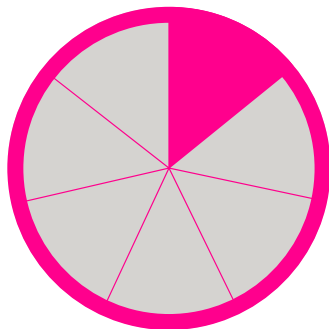
Grant recipients must show

- That funding will be spent within 12 months 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.

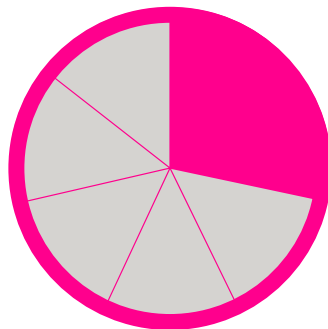


The Application Process

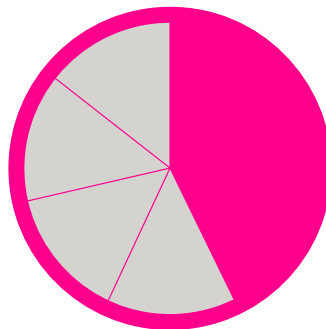


Application completed online through SmartyGrants by closing date.

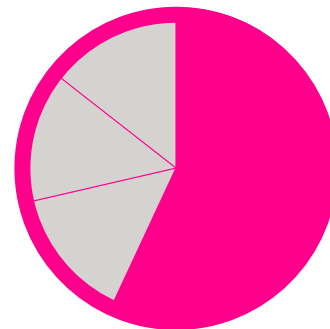
Council will not accept any hard copies or emailed submissions or any submissions after the closing date or time.



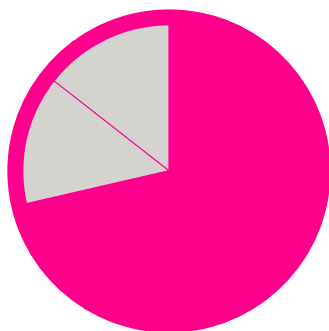
All applications correctly received will be reviewed by an assessment panel of a minimum of three people.



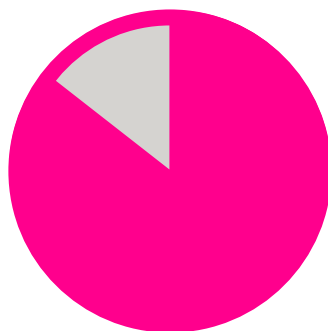
You will be notified of the outcome of your application. Unsuccessful applicants are encouraged to receive feedback. Successful applicants will be issued a funding agreement.



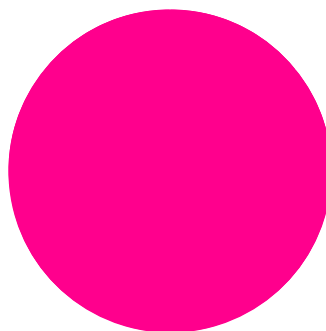
Successful applicants are required to accept or decline funding agreement detailing all funding terms. This may include allocation of funds to engage in a professional Event Manager to provide support to deliver the event.



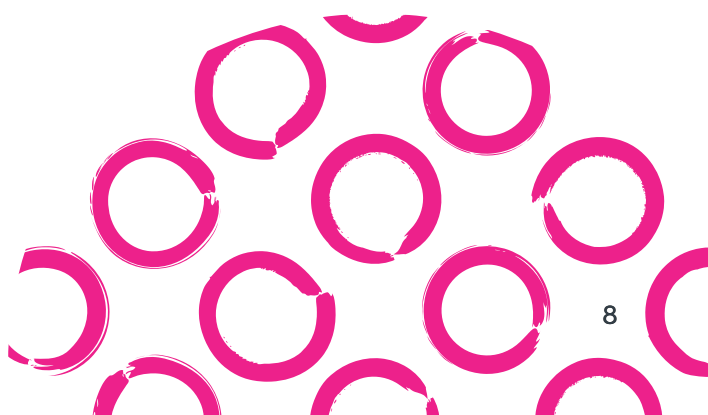
Successful applicants are required to confirm all final event details through SmartyGrants approximately 4 weeks prior to event delivery.



Successful applicants are required to complete the acquittal, providing a post event report and final budget within 8 weeks after the event has been delivered.



Payment is made once all stages are completed.





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 a three-person assessment panel which may recommend, full, partial 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.

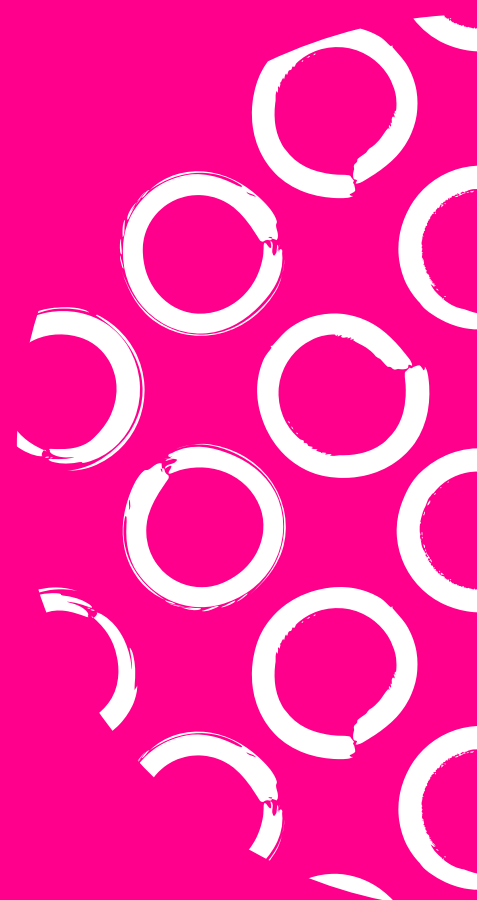
The applicant is responsible to deliver all deliverables in the funding agreement.

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 by the City of Parramatta in addition to grant funding.

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





What is Council looking for?

Social Inclusion

Parramatta is a diverse community where our distinct skills, characteristics and cultures are valued and used to build a healthy inclusive community

Good Value

Council seeks to leverage community expertise, capacity, networks and resources to provide the best programs to meet the needs and maximise positive outcomes for the community

Capacity Building

Aims to strengthen communities through building the capacity of and providing opportunities for people to actively engage with their community

Strong Partnership

Develop and maintain partnerships between Council and the community to achieve Council's strategic direction based on mutual respect and transparency

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.

Other Grants

Multicultural NSW: Unity and Celebration Grants

The Multicultural NSW Grants Program invests in community projects and activities that foster community engagement, build community harmony and social cohesion and celebrate the unique riches of our culturally diverse state.

The program delivers principles for action to:

- Engage with all sections of society and break down barriers to participation
- Enable equitable access to services and programs
- Enrich social and economic capacity through cultural diversity as an asset of our state

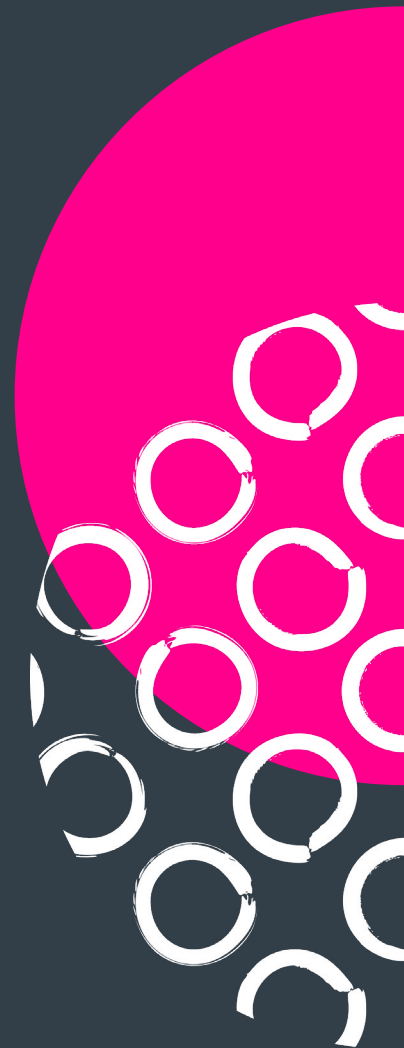
Further Information

For general grant information please contact:

City of Parramatta Council Grant Officer on 9806 5277 or email 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



Glossary

Acquittal of Funds

Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance and where funding was spent

Auspice

An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicings organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met

Grant

Funding for a specified purpose directed at achieving goals and objectives consistent with government policy

Incorporated Association

A legal entity (organisation) that provides legal protection to its members in legal transactions

SmartyGrants

Council's online grant and donation application system



Frequently asked questions

What should I keep in mind when considering applying for grant?

Seek additional funding from other sources, the City of Parramatta will not fund the entire cost of your project. Additional funding sources will strengthen your application.

Make your event accessible to a broad audience and consider delivering a free component.

Can I assume my project will be funded if it has been funded in previous years?

The City of Parramatta is committed to ensuring the assessment process is fair and equitable. Annual funding is not guaranteed.

Will Council provide any further support for my event outside of the Grant Funding?

Council does not provide any further support or delivery for your event. Council will not provide design, printing, marketing, promotion, media or waste services for your event. The event organisers are responsible for the complete delivery of the event.

Will Council pay any invoices or suppliers directly on behalf of the event organisers?

No. Council will deliver full grant funding to the applicant on the completion of all relevant documentation including funding agreement, reporting and acquittal. Council will not pay suppliers directly.

How will I know if my application has been successful?

A Grants Officer will contact you in writing within 6-8 weeks after the application closing date to advise the outcome of your application.

Your Grant Submission Checklist

Give yourself time

Do you have enough time to write or rewrite this before the deadline? If not, think about waiting till the next round. You don't want to submit an underdone application

☐

Will you have time to proof-read?
Will someone else?

☐

Plan

Have you checked the project with everyone who needs to be involved?

☐

Why is the grant needed, what will it be used for, and how much is being requested?

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Does the proposal contain a detailed budget?

☐

Can you provide all the attachment required for this grant?

☐

Do you have a back-up plan if you are granted only part of the funding you want?

☐

Is the project sustainable after funding is finished?

☐

Review

Has the proposal been checked and rechecked for typos and misspellings?

☐

Are acronyms spelled out in full at first use (e.g. Deductible Gift Recipient [DGR])

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Is the language concise and clear?

☐

Is the proposal written in short, simple sentences?

☐

Considerations

Does the proposal address every single criteria in the application?

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Does the submission disclose any funding you have received from other agencies?

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Does the proposal demonstrate your organisation has the ability to deliver the project?

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Does the budget contain a contribution (in money, in kind, or in volunteer time) from your own organisation?

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Does your project require a DA or any consent from authorities?

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