

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 5110** 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%

