

COVID-19 Resilience Grants

ELIGIBILITY

All applications must meet the eligibility criteria. To be eligible for funding, applications must be specifically targeted in response to COVID-19 in the Parramatta LGA. Applicants must:

1. be a not-for-profit and incorporated organisation, or have evidence of auspice from a not-for-profit incorporated organisation;
2. be a social enterprise (*limited distributions of profits – the majority of profits are re-invested into the enterprise and/or associated social entity*);
3. provide one quotation supporting any proposed purchases
4. provide an electronic copy of their latest annual financial statements.

Ineligible applications

The City of Parramatta does not provide grants for:

1. Activities and programs that duplicate existing services or repeat previously funded projects;
2. Permanent employee costs – any employee or contractor cost needs to be justified as being project specific.
3. Travel costs outside of the Local Government Area.
4. Attendance at conferences or academic course fees, except within scholarship or fellowship programs;
5. Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose;
6. Profit making activities where the profits are allocated to shareholders, owners and/or members;
7. The establishment or attainment of fundraising objectives; and
8. Project proposals that are potentially defamatory or libellous or seek to intimidate, offend or harass members of the community.

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.

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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.

For our full Grants and Donations Policy, please [visit this link](#).

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. 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. in order 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 5110 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 the delegated decision maker. For this program, Council has delegated authority to approve to the Lord Mayor and CEO.

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 any capital works programs, festivals or events require approvals and consents from Council, NSW Police or other 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.

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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. **FOR THIS GRANT ROUND ONLY** the funding agreement is attached to the application form, so the applicants signature applies to the application form details AND the funding agreement.

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.