Community Events Grants Guidelines
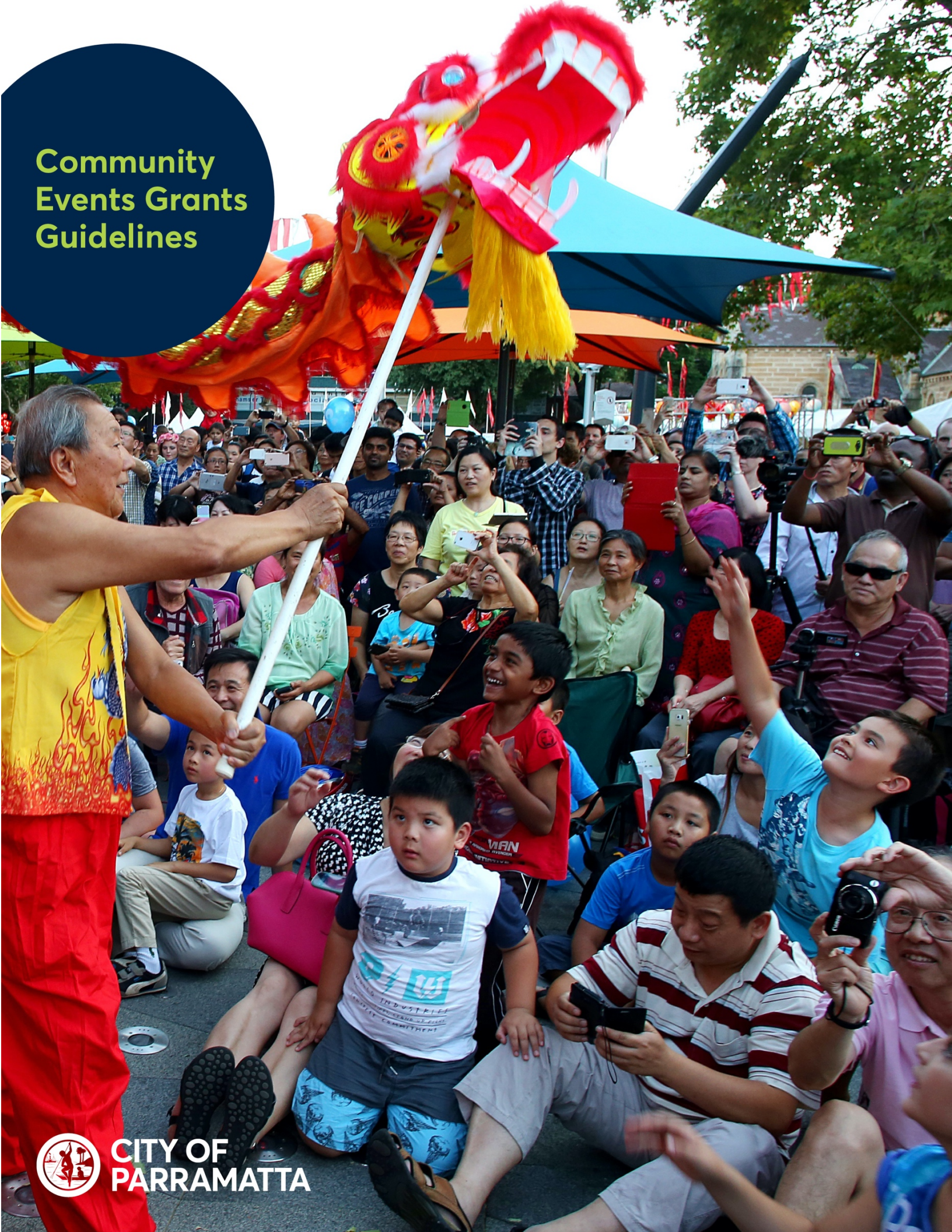
CITY OF PARRAMATTA

Contents

INTRODUCTION

As Sydney's central city, Parramatta is a focus of economic activity, essential services, natural assets, culture and creativity, in one of Australia's fastest growing regions.

Events and festivals contribute to the vibrancy and liveability of the City of Parramatta. They enliven our public spaces, enhance wellbeing in the community and increase economic benefit.

Community events are an important vehicle for engaging with local people - providing opportunities for us to come together to celebrate, commemorate and make connections.

The City of Parramatta's Community Events Grants offer a funding opportunity for events taking place anywhere in the Parramatta Local Government Area (LGA). Refer to this map

So, if you are organising a community event which is open to the public in Parramatta, we might be able to support with a Community Events Grant. If your event is eligible and your application is strong, you might receive 20% of the event costs. Please contact us for help applying, to talk about your event or if you don't have experience with grants. We're here to help!

GRANT CATEGORY: COMMUNITY EVENTS GRANTS

Applicants may request funding of up to 20% of their total event budget, but no more than $10,000.

Maximum amount per organisation: $10,000

The total pool amount available for the City of Parramatta Events Grants is $70,000 per financial year.

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

GRANT OBJECTIVES

We are looking for events which:

- *Are free or low-ticket cost to the public*

- *are a fresh offering, complementing the Parramatta events calendar*

- *encourage new visitors to the city*

- *aim to deliver social, community, recreational and cultural benefits to the people of Parramatta and visitors.*

- *are presented within the Parramatta local government area and principally benefit Parramatta residents*

Community Events Funding Priorities:

- **Social Inclusion**

Parramatta has a diverse population and our many skills, characteristics and cultures are valued as we build a healthy, inclusive community with events that are welcoming and accessible to all people.

- **Good Value**
Council seeks to leverage the expertise, networks and resources of the community to provide high quality public events and programs.

- **Capacity Building**
Council strengthens communities through creating opportunities for people to actively engage with programs and events. This builds capacity, ensuring that strong events can continue to be presented in the future.

- **Strong Partnership**

We aim to develop and maintain strong partnerships between Council and the community to achieve strategic goals of being welcoming and thriving.

CITY OF PARRAMATTA'S VISION AND AIMS

Community events should align with City of Paramatta's Community Vision and Priorities

Please refer to the City of Parramatta Community Strategic Plan 2018-2038

Preference will be given to projects that address City of Parramatta's Vision and Priorities:

- *Fair - we can all benefit from the opportunities our city offers*
- *Accessible - we can all get to where we want to go*
- *Green - we care for and enjoy our environment*
- *Welcoming - we celebrate culture and diversity - past, present and future*
- *Thriving - we benefit from having a thriving CBD and local centres*
- *Innovative - we collaborate and champion new ideas to create a better future*

"WELCOMING - We celebrate culture and diversity – past, present and future."

In alignment with the "Welcoming" principle, we encourage the following aims for all Parramatta events:

- *Acknowledge the Darug peoples as the traditional custodians of this land and make Parramatta a leading City of Reconciliation*

- *Promote the growth of arts and culture and champion the role that culture plays in city-building*

- *Respect, protect and celebrate our shared living histories of Parramatta and embrace our heritage*

- *Recognise that Parramatta has always been a gathering place and our diversity is our strength*

ELIGIBILITY CRITERIA

To be eligible for grant funding, the applicant organisation must:

- *Be aware that grant funding will not be paid until after the event, after the event report has been submitted.*

- *Request no more than 20% of the total event budget, with an upper limit of $10,000.*

- *(For example, if your total event cost is $30,000 you may request a grant of 20% which is $6,000. If your total event cost is $60,000 however, you may only request $10,000, as that is the highest amount possible.)*

- *Ensure that the event takes place within 12 months of the grant submission closing date.*

- *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*

- *Be in alignment with City of Parramatta's Community Strategic Plan vision and goals*

- *Not have overdue progress or acquittal reports for previous Council grants*

- *Have no outstanding debts to Council*

- *Have all appropriate insurances and licenses*

- *Submit an application through the SmartyGrants application portal*

- *Submit the application before the closing date with the application fully completed*

Ineligible projects - City of Parramatta does not provide grants for:

- *Activities, events and programs that duplicate Council's 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

You must supply the following information in your grant submission:

Event Details -

- *Event name, date(s), time(s) and location*
- *Event purpose, description, background/history*
- *Attendance projection – how many people will be at your event?*
- *Event Manager's contact information (main person "on the day")*
- *Names of event sponsors, stakeholders, description of VIP events and VIP guests*
- *Insurance coverage (Certificate of currency / Public liability insurance)*
- *The mission statement of the organisation applying*
- *Details of what or who the organisation represents*

Strategic Alignment

- *A description of your event's links to the <u>City of Parramatta's Community Strategic Plan (2018-2038)</u> and "Welcoming" goals – described on page 4.*

Event Operation Manual:

- *Contact list*
- *Site plan with all structures shown: stage, marquees, toilets etc*
- *Running schedule for the event day/s*
- *Risk assessment document*
- *Emergency management plan*
- *Waste management plan*
- *Security management plan*
- *Event traffic management plan (if applicable)*

Detailed Event Budget

- *Details must be given of the event budget showing all the funding sources and in-kind contributions with supporting quotes or invoices. To assist with this, a sample event budget is available within the application form*

A request for no more than $10,000

- *A single organisation can submit applications for more than one event grant, however they must be applications for different events. The maximum amount available for each organisation is $10,000 per annum.*

ASSESSMENT PROCESS

- *Applications must be fully completed online through SmartyGrants by the closing date.*

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

- *Applications will be reviewed by a Grants Officer first, to ensure mandatory requirements have been met and that the application is eligible.*

- *If the mandatory requirements are not met, the application cannot be assessed.*

- *Eligible applications are assessed by a panel of at least three people.*

- *The panel may recommend full funding, partial funding or no funding. This decision is carefully considered with the view of maintaining the integrity of the proposal.*

- *The application will be assessed on 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.*

- *A grants officer might request further information in considering your application.*

- *The City of Parramatta regularly receives more funding applications than the available budget. Successful applications are those that satisfy the assessment to a high degree.*

- *All applicants will be contacted regarding the outcome of the application and if successful, a funding agreement will be offered.*

- *Successful applicants must confirm the final event details through SmartyGrants approximately 4 weeks before the event date.*

- *Before funding can be paid, successful applicants must complete the tasks below within 8 weeks of the event date –*

  - *submit the acquittal form online at SmartyGrants*
  - *submit an event report*

- *submit a final budget*

  NOTE: Payment of event grant funding is only made AFTER the event and after all stages above are complete

- *If an applicant feels they have been incorrectly assessed, they can appeal through the <u>City of Parramatta Customers Compliments and Complaints form</u> online.*

- *City of Parramatta grant programs are administered under the principle of 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.*

- *City of Parramatta decision makers must comply with the <u>Grants and Donation Policy</u> requirements*

FUNDING AGREEMENT

The Responsibilities of Grant Recipients

If you are successful and are offered a grant, a funding agreement will be offered to outline the conditions and requirements you are obliged to fulfil.

Grant recipients must -
- *Present the event as described in the application*
- *Ensure the funding is spent within 12 months*
- *Provide a report less than 8 weeks after the event*
- *Submit an acquittal report on the SmartyGrants website.*
- *Understand that failure to acquit the grant will affect future funding requests.*

Important Points To Note

- *The applicant is responsible for meeting all the conditions and demands in the funding agreement.*

- *Council will not make any payments until after the event has been delivered and acquittal and reporting has been completed by the applicant.*
- *Council can withhold funding to pay for any damages, waste services, unpaid debts incurred by the event.*
- *Failure to comply with funding agreement terms can lead to the forfeit of your event grant and affect your application for funding in the future.*

FREQUENTLY ASKED QUESTIONS

Can I request funding for the entire event cost from City of Parramatta?

No. You can ask for only 20% of your event costs. You must have funding from other sources. Describing your funding sources will strengthen your application.

Must the event be free to the public?

Not necessarily - but events are preferred if they are free or low-cost to the public. If this is not possible, make your event accessible to a broad audience and consider including a free component.

Will my project be funded again if it has been funded in previous years?

If you have received funding for your event in a previous year, this does not affect your current application. Previous funding from City of Parramatta for a particular event is neither a preference nor a liability for your current application. The City of Parramatta is committed to ensuring the assessment process is fair and equitable for all applicants in each Round.

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

Council cannot provide event support aside from the grant funding. Council cannot provide design, printing, marketing, promotion, media, or waste services for your 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 such as 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.

What is Smarty Grants?

The City of Parramatta uses the online program called SmartyGrants for all grant submissions. SmartyGrants is not owned or run by Council, but is an independent online system designed for grant applications used by many organisations. Applicants need to register with SmartyGrants before you can 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.

DEFINITIONS OF TERMS USED IN THIS GUIDE

Acquittal

Acquittal of Funds is the term used for your reporting on the activities of a project as set out in the funding agreement. This includes providing financial reports, written reports, evidence of activity performance, marketing materials and photos of the event and how the grant funding was spent.

Grant

Funding for a specified purpose directed at achieving goals and objectives consistent with the policies of the funding organisation

Incorporated Association

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

GRANT APPLICATION CHECK LIST & PREPARATION ADVICE

GIVE YOURSELF TIME

1. *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*

2. *Will you have time and skills to proof-read? If not, will someone else? Every detail should be correct.*

PLAN

3. *Have you checked the project with everyone who will be involved?*
4. *Does your event team agree about why the grant is needed, what it will be used for, and how much is being requested?*
5. *Work out a detailed budget ready to supply with the application.*
6. *Ensure you have all the items listed in the section above called ASSESSMENT CRITERIA to attach to the application*
7. *Make a back-up plan in case you are granted only part of the funding you want. Can you reduce the costs and features yet still present a good event?*

REVIEW

8. *Has the proposal been checked and rechecked for typos and misspellings?*
9. *Are acronyms spelled out in full at first use? e.g. Deductible Gift Recipient [DGR]*
10. *Is the language concise and clear in short, simple sentences?*

CONSIDERATIONS

11. *Are the event features and details been described well, so that someone who is not familiar with your organisation or event will understand clearly what will happen 'on the day' and how it will be presented?*
12. *Have you addressed every criterion in the application?*
13. *Does the submission show funding you will receive from other sources?*
14. *Does the proposal demonstrate that your organisation has the ability to deliver the project?*
15. *Does the budget show the contribution (in money, in kind, or in volunteer time) from your own organisation?*
16. *Does your project require a DA or any consent from authorities?*