

Community Grants Program Guidelines



**CITY OF
PARRAMATTA**

A high-angle, top-down photograph of a diverse group of approximately ten people of various ages and ethnicities. They are all smiling and looking towards the center, with their arms raised and hands touching in a circular huddle. The background is a light-colored wooden floor with a visible grain pattern. A large, dark blue circle is superimposed over the center of the image, containing the text 'ANNUAL COMMUNITY GRANTS PROGRAM' in white, bold, sans-serif capital letters.

ANNUAL COMMUNITY GRANTS PROGRAM

Community Capacity Building Grant

Overview

This category supports community-based groups, sport and recreation clubs, and service organisation to develop effective projects that address the social, economic and/or environmental needs of residents in the Parramatta LGA, as described in City of Parramatta Council's Community Strategic Plan.

Category Objectives

- Projects that address the social, economic and/or environmental needs of residents in the Parramatta LGA;
- 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

Outcomes

Applicants can apply for the community capacity building grant to achieve a range of potential outcomes. Below is a list of outcomes for which grants funding may be utilised:

1. An increase in community involvement and engagement in social activities and community life (projects must be delivered in context of public health orders).
2. An increase in access to information and skills development.
3. An increase in the number of people, including staff, feeling a strong sense of social connectedness and/or physical or mental wellbeing.
4. An increase in service capacity or safety through an equipment purchase.

Available Funding

\$225,000 is allocated to the Community Capacity Building Grants. All organisations (both 100% voluntary organisations and those with paid staff) may apply for a grant up to a funding cap of \$10,000.

However, Council can also award a further amount of \$10,000 to a maximum grant of \$20,000 in total for projects which demonstrate that:

- Additional funds will go towards a different aspect of the project being delivered.
- Additional funds will increase community benefit/impact.
- Additional funds are not just an increase of original project outputs but are something different/extra that compliments the original project.

Program Timelines

This program is open once a year. Projects must start after January 1st. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding.
- Submit a Progress Report at the six months mark and a Final Acquittal Report upon project completion. Final Acquittal Report due date is January 1st (following year).

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

Types of Activity Supported

- Project development and implementation;
- Capital purchase directly related to community capacity building project;
- Building the internal capacity of the organisation;
- Resource developments.

Ineligible Activities

Funding cannot be used for:

- Activities and programs that duplicate existing services or repeat previously funded projects;
- Attendance at conferences or academic course fees, except within scholarship or fellowship programs;
- Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose;
- Profit making activities where the profits are allocated to shareholders, owners and/or members; or
- The establishment or attainment of fundraising objectives.

Conditions for Program Eligibility

To be eligible for funding, applicants must demonstrate:

- That they are an incorporated not-for-profit organisation or individual; or can provide evidence of an auspice arrangement with an incorporated not-for-profit organisation. Where indicated in specific grant programs, individuals, social enterprises, schools or businesses may be eligible to apply;
- That they are located within the boundaries of the City of Parramatta local government area and/or principally services the City of Parramatta; and
- That there will be a local benefit.

Financial Information

Council administers Community Grants as the custodian of public funds. As a result we need to know that recipients can manage funds and prioritise financial accountability.

Requests for amounts below \$5,000 must provide an itemised budget proposal (with receipts of projects expenditure to be provided at the acquittal stage):

- ONE quote for budget expenses \$500 or more.
- TWO written quotes for budget expenses \$1,000 or more.

For funding requests of amounts between \$5,001 - \$20,000, applicants are required to provide:

- Most recent signed audited financial statements
- Provide evidence of appropriate insurance coverage.

If your organisation is not required by the Australian Charities and Not-for-profit Commission (ACNC) to have audited financial statements OR your organisation has only registered within the previous 12 months and an audited financial statement is not available, please provide the following:

- Profit and Loss Statements (certified by an accredited accountant); and
- Organisational Balance Sheet (last 10 months)
- Provide evidence of appropriate insurance coverage.

Assessment Criteria

CRITERIA	DESCRIPTION	WEIGHTING
CRITERIA A	<p>NEED</p> <p>Applicant clearly demonstrates a compelling need, opportunity or demand, and provides supporting evidence. Project aligns with Grant program objectives.</p>	20%
CRITERIA B	<p>ENGAGEMENT</p> <p>Applicant clearly demonstrates that they are utilising networks, collaborations and partnerships that could support project outcomes and demonstrate best practice.</p> <p>The project provides opportunities for community members (target group) to participate in project development, and/or delivery.</p>	30%
CRITERIA C	<p>IMPACT</p> <p>Project addresses the specific needs of the intended community for which it is designed.</p>	25%
CRITERIA D	<p>VIABILITY</p> <p>Applicant indicates key activities and reason for the approach they have taken. Sustainability of the project outcomes are demonstrated.</p>	25%