

Community Grants Program Guidelines



A high-angle photograph of a diverse group of approximately ten people of various ethnicities and ages, all smiling and holding hands in a circle. They are standing on a light-colored wooden floor. Overlaid on the center of the image is a dark blue circle containing the text 'ANNUAL COMMUNITY GRANTS PROGRAM' in white, bold, sans-serif capital letters.

**ANNUAL
COMMUNITY
GRANTS
PROGRAM**

Community Events Grant



Overview

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.

Category Objectives

We are looking for events which:

- Are free or low-ticket cost to the public
- Are a fresh offering, complimenting 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.

Available Funding

Applicants may request funding of up to 50% of their total event budget, but no more than \$10,000.

The total pool amount available is \$75,000 per financial year.

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

Program Timelines

This program is open once a year. Projects must start after January 1st within the new calendar year. 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.

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.

Ineligible Activities

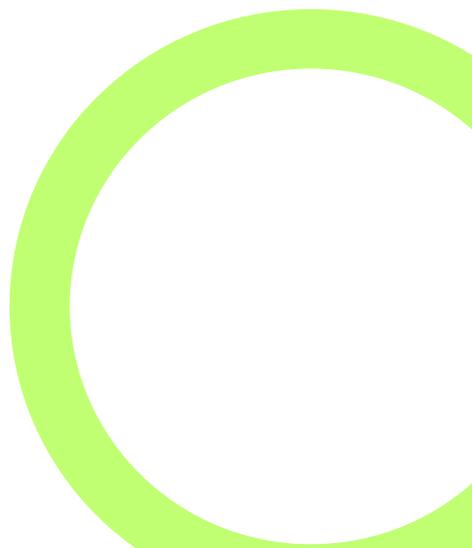
Funding cannot be used for:

- 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.

Conditions for Program Eligibility

To be eligible for funding, applicants 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 50% of the total event budget, with an upper limit of \$10,000. For example, if your total event cost is \$20,000 you may request 50% of your event costs which reaches the maximum \$10,000 limit. If your total event cost is \$60,000 however, you may only request \$10,000, as that is the highest amount possible for grant funding.
- Ensure that the event takes place within January 2024 - January 2025.
- 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 insurance and licences.
- Submit the application before the closing date with the application fully completed.



Financial Information

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

- Most recent signed audited financial statements

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 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, 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 up to three City of Parramatta Council Staff.

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 6-8 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 applications 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 from online at SmartyGrants
- Submit an event report
- Submit a final budget

NOTE: Payment of event grant funding is 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 City of Parramatta Customers Compliments and Complaints form online.

City of Parramatta grants 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 Grants and Donation Policy requirements.

