

Community Grants Program Guidelines



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Introduction

City of Parramatta Council's Community Grants provide a funding opportunity for the Parramatta Local Government Area (LGA). The grants program aims to support local not-for-profit community, recreation and sporting groups, clubs, organisations, services, social enterprise, and in some cases, individuals. Through the Community Grants, Council supports a wide range of services and activities that contribute to City of Parramatta's vision and priorities.

Before you write your application, you are encouraged to have already planned your project/s and read these Guidelines thoroughly. Council holds information sessions during the year. Applicants are encouraged to attend an information session and/or speak with council staff before submitting an application.

For more information and/or to start an application, please go to cityofparramatta.nsw.gov.au/living-community/grants/community-grants-program for specific round opening and closing dates.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Grants Officer on 9806 5110, alternatively grants@cityofparramatta.nsw.gov.au.

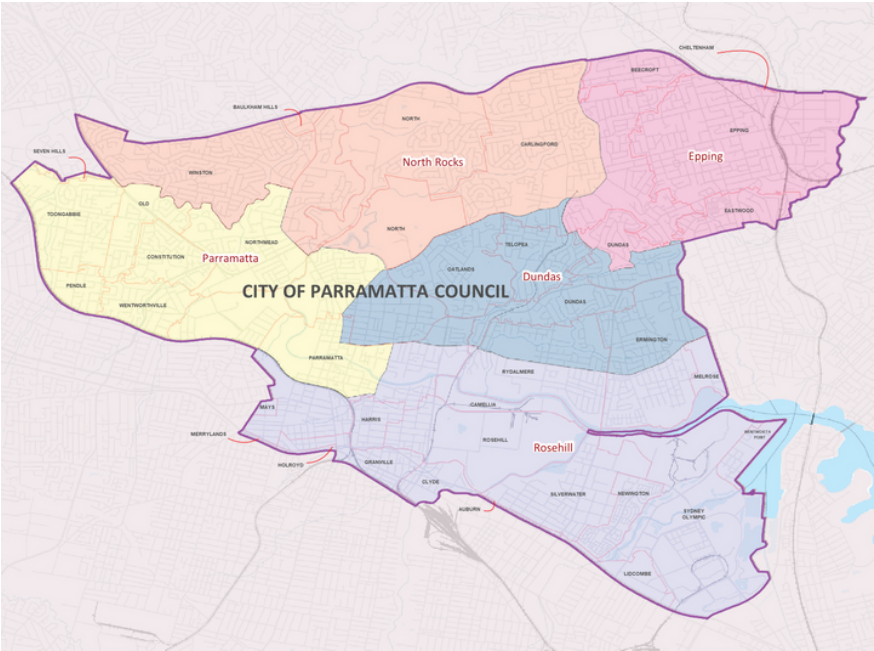
For projects relating to social enterprise, contact Lucy Brotherton on 9806 5792 or email lbrotherton@cityofparramatta.nsw.gov.au



City of Parramatta Local Government Area

As Australia's second oldest city, Parramatta has always played an integral role in shaping Sydney's future and is poised to do so again. As the epicentre for significant infrastructure investment across transport, education, health, sport and culture, Parramatta is transforming into a place of growth and long-term prosperity.

By proclamation dated 12 May 2016, the City of Parramatta has been divided into five electoral areas known as Wards: North Rocks, Epping, Parramatta, Dundas and Rosehill.



City of Parramatta Strategic Goals

Through the Community Grants, Council supports a wide range of services and activities that contribute to City of Parramatta's strategic goals. Project proposals for all funding categories must align with Parramatta's strategic goals. This plan drives the delivery of projects and programs to address identified needs and issues in the community.

6 STRATEGIC GOALS



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.

CITY OF PARRAMATTA COMMUNITY GRANTS PROGRAM OFFERING

FUNDING CATEGORY	FUNDING CAP	TOTAL AVAILABLE FUNDING
Annual- Community Grants Program - Assessed once a year		
Community Capacity Building Grant	\$10,000 (with an option to apply for additional \$10,000)	\$225,000
Community Events Grant	\$10,000	\$75,000
Creative Projects Fund	\$20,000	\$75,000
Cultural Heritage and History Projects Fund	\$10,000	\$20,000
Growing Social Enterprise in Parramatta	\$25,000	\$75,000
Parramatta Artists' Studios Creative Fellowship Fund	\$20,000	\$20,000
Quarterly Grants Program - Assessed four times a year		
Small Grants Fund	\$2,000	\$40,000
Social Enterprise Business Planning Grant	\$2,000	
Sport & Recreation Grant	\$2,000	\$30,000
Representative Sports Grant - Open all year.		
Representative Sports Grant	\$1,000	\$30,000

Grant Eligibility Chart

ELIGIBILITY CATEGORY	GRANTS FUNDING CATEGORY	FREQUENCY
Not - for - Profit Incorporated Organisations	Community Capacity Building Grant	Annually
	Community Events Grant	Annually
	Creative Projects Fund	Annually
	Cultural Heritage and History Projects Fund	Annually
	Small Grants Fund	Quarterly
	Sport & Recreation Grant	Quarterly

Social Enterprise	Social Enterprise Business Planning Grant	Quarterly
	Growing Social Enterprise in Parramatta	Annually
Individual Entrepreneurs auspiced by a not-for-profit incorporated organisation	Social Enterprise Business Planning Grant	Quarterly
	Growing Social Enterprise in Parramatta	Annually
Individuals	Parramatta Artists' Studios Creative Fellowship Fund	Annually
	Representative Sports Grant	All Year

Grant Making Policy

All applications must meet the eligibility criteria. The eligibility criteria common to all of Council's Community Grants are listed below. In addition to this, each grant category has category-specific eligibility criteria. Common eligibility criteria require that the organisation must:

- Be an incorporated not-for-profit organisation, a social enterprise or can provide evidence of an auspice arrangement with an incorporated not-for-profit organisation;
- Be located within the boundaries of the Parramatta local government area and/or principally service Parramatta residents;
- Address City of Parramatta's vision statement and at least one of the eight priorities;
- Set project start dates after the grant funding commencement date and does not require retrospective, recurrent or ongoing funding;
- Have a bank account in its name with a minimum of 2 signatories, except where individuals have been named eligible for a specific program;
- Not have overdue progress or acquittal reports for previously funded grants.

Ineligible Applications

The City of Parramatta does not provide grants for:

- Activities and programs that duplicate existing services or repeat previously funded projects;
- Attendance at conference 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 shareholder, owners and/or members;
- The establishment or attainment of fundraising objectives.



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.

Outcomes orientation in which grants administration focuses on maximising the achievement of strategic directions and lasting outcomes rather than outputs.

Proportionality in which key program design features and related administrative process 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.



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. Computers can be booked at all City of Parramatta Council library branches, if required.

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. So as 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

Assessments & Recommendations

When applications are received, they are processed by Council staff, who check each application's eligibility. Applications determined to be ineligible will not process 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 Councilors, who review recommendations that will be made to Council.

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 to expended in each category, based on the applications received. Due to competition for funds, partial funding is sometimes offered.

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.

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 to 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.

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.

Grants Support and Monitoring Program

City of Parramatta Council is committed to achieving industry best outcomes in partnership with grant recipients. To achieve this, Council coordinates a Grants Support and Monitoring Program to strengthen the community sector in Parramatta. The program has four components:

- Grants monitoring - ensuring implementation of relevant Council policies and protocols, assisting Council Officers to effectively target support and resources to grant recipients and identify delivery and/or reporting challenges.
- Individual support and consultancy - a Council Officer is matched to each applicant who received the offer of tailored advice and support as required.
- Professional development workshop program - covering relevant topics for potential grant applicants e.g., grant writing, showcasing of successful community capacity building projects, auspicing, philanthropy, evaluation and leadership.
- Community Capacity Building email information network - used to distribute information on funding and professional development opportunity.



OTHER KEY CONSIDERATIONS

Auspicings

Sometimes individuals, unincorporated associations with with great community project ideas partner with existing not-for-profit organisations to access funding and help a project happen in our community. This type of relationship is often called 'auspicing'.

Auspicing can be relatively quick and efficient way to secure funding and get a community project started, in some cases, without establishing your own organisation. The organisation providing the auspice for your project may offer particular skills, infrastructure, resources, legal and insurance protection and management assistance for your project, depending on what is agreed.

City of Parramatta Council accepts applications from organisations that are providing such auspice arrangements to groups that would otherwise not be eligible for funding. In such cases, the organisations providing auspice should complete the application from as the "Applicant Organisation" as they are the organisation that enters into a formal funding relationship with Council if successful.

In recognition of the services provided by an auspicings organisation, City of Parramatta Council accepts the inclusion of an auspice fee in the budget up to 10% of the total amount being applied for.

Taxation

In accordance with the Goods & Services Tax (GST) legislation that came into effect on 1 July 2000, if you do not have an Australian Business Number (ABN), City of Parramatta

Council may be required to withhold 48.5% of any funds allocated.

All financial information provided should be exclusive of GST. Successful organisations/groups that have provided GST registration information will receive the allocated grant amount plus GST.

Projects involving Children

Where a project will involve adults working with children, successful applicants must undertake the necessary 'Working with Children' checks. The applicant must provide City of Parramatta Council with a letter advising of the successful completion and clearance of these checks within four months. The letter must be signed by an office bearer of the organisation receiving the grant.

Multiple Applications

Multiple applications from one organisation (or partnership) will be considered where proposals relate to separate projects. Applications for a specific project will be considered in one category only, and applicants must nominate the category in which they wish to be considered.

The exception to this is for Small Grant Fund applications, where applicants are able to apply for new project costs or liabilities that emerge since applying in the annual application process. Organisations also applying for annual grants are also able to apply for quarterly grants in rounds that commence after the closing date of the annual grant round.

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%

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.



Creative Projects Fund

Overview

The City of Parramatta Council's Creative Projects Fund aims to support professional groups and organisations with creative projects in the Parramatta region. This category is open to those working in all art forms, including but not limited to, music, sculpture, dance, painting, interpretation, writing/literature, theatre, design, film/video and digital media.

For the purpose of these guidelines, 'professional groups or organisations' are those employing qualified staff at the appropriate award rate. They would usually have an appropriately qualified administrator or director.

Funding Priorities

The proposed project must meet at least one of the following on following objectives with outcomes/project activity occurring partially or wholly within the Parramatta LGA. Preference will be given to applications who address more than one objective:

- Develop the skills of our local creative talent;
- Increase participation in arts and creative sectors;
- Stimulate connection to community, through the development of works and/or activities that explore the identity of the Parramatta region!
- Encourage growth and increase the value of the creative sector to the Parramatta community, culture and economy;
- Foster innovation in the arts and creative sectors.

Available Funding

Approximately \$60,000 per financial year is available for the Creative Projects Fund. There is a funding cap for each application of \$20,000.00.



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 February 1st (following year).

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

Types of Activity Supported

- Incubation of new creative, arts & cultural based organisations in Parramatta;
- Assistance in locating organisations in Parramatta (i.e. attracting them to the Parramatta area);
- Produce projects, festivals, exhibitions or events that provide opportunities for local artists/creatives to work in the Parramatta LGA.

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 overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Provide a copy of most recent audited financial statements (last 20 months for grants up to \$20,000).
- 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 audited financial statement is not available, please provide:
 1. Profit and loss statement (certified by an accredited accountant); and
 2. Organisational Balance Sheet (last 12 months).
- Provide evidence of appropriate insurance coverage;

Supporting Documents Required

- CVs for key project staff, no more than two pages each;
- If your proposal includes individual equipment purchases over \$1,000, provide at least one quote for each item, and compile these as ONE .pdf document up to 20MB;
- Visual support material can include any of the following:
 - Up to 10 images, with credits, formatted into ONE .pdf document up to 20MB. Image credits should include a one sentence description of the work depicted in the image and the year it was produced.
 - Audio and/or moving image file of up to 5 minutes, in one of the following file formats: .mov or .mp4 (for moving image); and .wav or .mp3 (for audio), up to 20MB each.
- For written work, samples of writing in .pdf or .doc file format, up to 20MB. Maximum 4 x A4 pages, with each writing sample exceeding no more than 2 pages.

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

Applicants are encouraged to discuss their arts project with the Parramatta Artists' Studios on 9806 5230.

Assessment Criteria

	CRITERIA	DESCRIPTION	WEIGHTING
Criteria A	LOCAL TALENT	Project demonstrates significant contribution to the development of local creative talent from/or working in the Parramatta LGA	20%
Criteria B	NEW AUDIENCES	Potential for development of new audiences and new participants in arts and creative endeavour	20%
Criteria C	OUTCOME REACH	Description of project results/ output and demonstration of how it can be shared with, or presented to the local arts sectors, communities and other interested parties	25%
Criteria D	INNOVATION & GROWTH	Fostering of innovation and contribution to the growth of the arts and creative sectors	20%
Criteria E	BUDGET	Well researched and realistic budget, clearly indicating what Council funds would be spent on and the sources and application of matching contributions.	15%

Cultural Heritage and History Projects Fund

Overview

The Parramatta Cultural Heritage and History Projects Fund supports projects which add to and support the knowledge of Parramatta's history and cultural heritage.

The Fund aims to encourage projects which documents and interprets the Stories of Parramatta for the benefit of current and future generations.

Grant applications must demonstrate the significance and relevance of the projects to Parramatta's cultural heritage of the research topic to Parramatta's cultural heritage and history.

Applications should aim to enhance knowledge in areas that have not been previously researched.

Category Objectives

Priority will be given to projects which explore:

- Aboriginal heritage (for example; traditional and contemporary culture);
- Social history (for example; aspects of everyday life, people who have made significant contribution to Parramatta, community groups);
- Cultural heritage of our diverse communities (for example; Chinese, Lebanese, Indian, etc.);
- Contemporary heritage (for example; living histories, or contemporary cultural trends)

It is expected that projects will make a significant contribution to the research of Parramatta's cultural history and heritage and to gaps in knowledge regarding local history.

Available Funding

Approximately \$20,000 per financial year is available for the Cultural Heritage and History Projects Grant. There is a funding cap for each application of \$10,000.

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 6 month mark and a Final Acquittal Report due date 31st January (following year).

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



Retail Precinct - Fashion Parade in Parramatta.

Examples of Activity Supported

Applicants should also consider projects that will deliver enhanced knowledge within any of the following key themes:

- Cultural Heritage (including Aboriginal, Colonial, Urban/Contemporary & Multi - Cultural)
- Food Culture
- Arts, Culture, Events & Entertainment
- Outdoors
- Social History

Successful projects have previously included:

- 'From Canton with courage: Parramatta and beyond, Chinese arrivals 1800 - 1900', author Jack Brook (LS 305.8951 BRO, which can be viewed at the Parramatta Public Library)
- St Johns' Cemetery project stjohnscemeteryparramatta.org

Type of Activity Not Supported

City of Parramatta Council does not provide grants for:

- Purchasing equipment;
- Purchasing, repairing, or maintaining buildings and object;
- Activities or research that has been completed;
- Living expenses

Grant funds are not intended solely for the purpose of administration costs (printing, scanning, etc.) and costs for the development and presentation of the research. Expenditure these types of costs must be clearly outlined and must not make up the total expenditure of the grant.

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 overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Applicants must provide an itemised budget proposal (with receipts of project expenditure to be provided at the acquittal stage).
- Applicants must supply Council with a digital copy of the research output - or a URL link to the material. It is optional, though recommended, that applicants discuss opportunities for presentation, display or archiving of content developed as a part of their grant with the City of Parramatta Research & Collection Services Coordinator 8839 3324.
- A version of the final project report will be made available for public access through the City of Parramatta's Research & Collections Services under a Creative Commons Share - Alike (CC BY-SA) copyright license (where culturally appropriate) and will be integrated into the Council's collections.
- Approved projects which involve copyright must contain the following acknowledgement: This project was funded through the Parramatta Cultural Heritage and History Projects of City of Parramatta Council. The contents of the research will not necessarily reflect the views of Council.

Council prefers that output is accessible through a creative commons share-alike copyright license and which can be integrated into the Council's collections. Project Managers may have to gain approval for the use of images owned by other parties and:

- The project may include a variety of research methodologies such as interviewing via video/media, and/or desk research;
- The project manager must clearly outline the copyright status of research content producers as a result of the grant;
- The project manager must agree to gain the written permission of participants in line with this outline;

Supporting Documentation

- CVs for key staff, no more than two pages each;
- If you are successful in your application, evidence will need to be provided that you have planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, we ask that you attach the Certificate of Currency to your application.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on 9806 5110.

Applicants are encouraged to discuss their research topic with the Research & Collection Service Coordinator on 8839 3324.

Any applications related to Aboriginal Culture will be required to consult with Council's Aboriginal and Torres Strait Islander Advisory Committee. For details about the advisory committee, please contact the Community Capacity Building Team on 9806 5110.



Assessment Criteria

CRITERIA	DESCRIPTION	WEIGHTING
Criterion A	Extent of significance of the research topic to Parramatta's Cultural History, heritage and key themes	25%
Criterion B	Extent that contributions to gaps in knowledge regarding local history will be made	25%
Criterion C	Clearly describes the final delivery format of the research (e.g. website, book)	20%
Criterion D	Demonstrates appropriate merit and methodology	15%
Criterion E	Quality, cost effectiveness and realism of the budget to achieve desired outcomes with clear costing for all aspects of the project	15%

Growing Social Enterprise in Parramatta



Overview

This category is designed to fund existing social enterprises that have demonstrated their ability to be sustainable and achieve high-impact on their social mission, and are seeking to grow and expand their operations.

It is expected that any proposals put forward for a Social Enterprise Grant will be clearly developed ideas. They must clearly articulate how the proposed project will further your social mission and what impact it is expected to have for the communities of Parramatta.

Category Objectives

- The funding of a specific growth activity by a successful social enterprise that is already located within the Parramatta LGA; or
- The re-location of a successful social enterprise to the Parramatta LGA or a replication of the social enterprise, either as a physical presence or as a commitment to running ongoing programs, within the Parramatta LGA.

Outcomes

The Growing Social Enterprise in Parramatta Grant program aims to achieve the following broad outcomes:

- Positive impact on disadvantaged communities
- Positive environmental impact
- Positive impact on social/cultural engagement

Social Enterprise will be required to detail their intended project outcomes and include metrics and targets to measure these. Applicants will also need to show how their project outcomes align with one or more of Council's grant program.

Available Funding

Approximately \$75,000 per financial year is available for the Growing Social Enterprise in Parramatta program. There is a funding cap for each application of \$25,000.

Program Timelines

This program is open once a year. Projects must start after January 1st 2024. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding
- Submit a Progress Report at the six-month mark and a Final Acquittal Report at the six-month mark and a Final Acquittal Report due date 31st January (following year).

Conditions for Program Eligibility

Applications must be from an eligible social enterprise structure. Social Enterprises as defined in City of Parramatta's Grants and Donations Policy are defined as having the following characteristics:

- Social environmental, cultural mission / objectives core to the purpose and focus;
- Limited distributions of profits - the majority of profits are invested in the enterprise and/or an associated social entity;
- Generation of a social return in addition to a financial return, and commitment to demonstrating this;
- Can have a mixture of capital inputs - the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade;
- Favour democratic decision-making structures and seek high levels of accountability to their stakeholders, rather than just to shareholders.

Commercial business applications, including for small or micro-businesses, are not eligible for funding under this category.

'Regular' community services programs are not eligible for funding under this category.

Further Conditions

You must provide a copy of your most recent audited financial statements (last 12 months for grants up to \$20,000; Last 24 months for grants above \$20,000).

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 statements is not available, please provide:

- Profit and Loss Statement (certified by an accredited accountant); and
- Organisational Balance Sheet (last 12 months).
- Provide evidence of appropriate insurance coverage; and
- You must have discussed your application with the Community Capacity Building Team within Council prior to submission. For projects relating to social enterprise, contact Lucy Brotherton on 9806 5792 or email lbrotherton@parramatta.nsw.gov.au

Supporting Documentation

You must also provide a business plan which demonstrates that the proposed activity is viable and can be realistically achieved (Note: your business plan will be treated as commercial in confidence).

Evidence that you are a social enterprise, must also be provided. This must include a clear social enterprise mission statement and evidence of public documents that contain this statement.

Written quotations are required as follows:

- One quote for budget expenses \$500 - \$999.
- Two written quotes for budget expenses \$1,000 or more.

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.

Applicants in this category must contact Lucy Brotherton on 9806 5792 or email lbrotherton@parramatta.nsw.gov.au prior to submitting an application.



Assessment Criteria

CRITERIA	DESCRIPTION	WEIGHTING
Criterion A	Degree to which the Social Enterprise's social, environmental or cultural mission is clearly described	10%
Criterion B	Degree to which the organisation identifies why Parramatta is a good fit for their project/Enterprise and can demonstrate some level of engagement already undertaken with organisations/communities in Parramatta LGA	10%
Criterion C	Degree to which the activities of the project/Enterprise will benefit the communities of Parramatta	15%
Criterion D	Evidence of the likely success of the project (e.g. previous experience with similar projects; existing collaborations/partnerships; demonstrated success in meeting their social enterprise mission)	15%
Criterion E	Degree to which the project is clearly described and identifies who the intended audience/participants are and the benefits the project will deliver	10%
Criterion F	Degree to which the impact of the project/Enterprise can and will be measured	10%
Criterion G	Extent to which the project plan exhibits a realistic, achievable, effective process to deliver the intended project	15%
Criterion H	Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve the desired outcomes with clear costings for all aspects of the project	15%

Parramatta Artists' Studios Creative Fellowship Fund



Overview

The City of Parramatta's Parramatta Artists' Studios Council Creative Fellowship Fund aims to support the development of new work and/or the professional development of Parramatta artists and creative workers.

One Fellowship is awarded annually. The Fellowship is presented as part of the Parramatta Artists' Studios' Artistic Program. Parramatta Artists' Studios is an initiative of the City of Parramatta Council.

This category is open to those working in all art forms, including but not limited to, music, sculpture, dance, painting, writing, literature, theatre, design, film/video and digital media.

Definition of Professional Artist and Creative Worker:

The definition is deliberately broad to take into account factors such as:

- Artists/creatives from diverse cultural backgrounds whose artistic or cultural knowledge has been developed through oral traditions;

- Professional artists/creatives who are trained or self-taught;
- Artists/creatives of professional calibre who may work outside the arts/creative sectors to generate income;
- Those that identify themselves as such on the basis of skill or experience;
- Acceptance by peers or the arts/creative sectors as a professional and may or may not earn income from their work.

Funding Priorities

- Provide an opportunity for a professional artist or creative worker to develop their practice in the Parramatta region;
- Stimulate connection to community and/or explore the identity of Parramatta through the development and presentation of new works and/or activities;
- Foster innovation and contribute to the growth of the arts and creative sectors.

Available Funding

The maximum funding available in this category is \$20,000.00 for one fellow.

Program Timelines

This program is open once a year. Projects must start after 1 January 2024. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding
- Submit a Final Acquittal Report by 16 February (the following year).

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

Examples of Activity Supported

- Production and presentation of a new work/s;
- Researching and developing new techniques;
- Researching new art/creative forms to extend your practice.

Conditions for Program Eligibility

To be eligible for funding applicants must:

- be residents of the City of Parramatta or be able to demonstrate an existing and significant contribution to the arts/creative sector of the City of Parramatta;
- Not have overdue progress or acquittal reports for previously funded grants.

Further Conditions

If you are successful in your application, evidence will need to be provided that you have planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, we ask that you attach the Certificate of Currency to your application.

Supporting Documents Required

- CVs for key project staff, no more than two pages each;
- If your proposal includes individual equipment purchases over \$1,000, provide at least one quote for each item, and compile these as ONE .pdf document up to 20MB;
- Visual support material can include any of the following:
 - Up to 10 images, with credits, formatted into ONE .pdf document up to 20MB. Image credits should include a one sentence description of the work depicted in the image and the year it was produced.
 - Audio and/or moving image file of up to 5 minutes, in one of the following file formats: .mov or .mp4 (for moving image); and .wav or .mp3 (for audio), up to 20MB each.
- For written work, samples of writing in .pdf or .doc file format, up to 20MB. Maximum 4 x A4 pages, with each writing sample exceeding no more than 2 pages.

Contact Details

If you need assistance in understanding these guidelines, or have any questions, please contact the Community Grants Officer on 9806 5110 or email grants@cityofparramatta.nsw.gov.au.

Applicants are encouraged to discuss their arts project with the Parramatta Artists' Studios on 9806 5230.

Assessment Criteria

CRITERIA	DESCRIPTION	WEIGHTING
Criteria A	ARTISTIC MERIT - Merit of existing work and experience as a practicing artistic/creative professional	15%
Criteria B	CAREER GROWTH - Potential for the Fellowship to significantly progress the applicant's practice/career	20%
Criteria C	NEW WORK - Potential for completion of significant new work/s as a tangible outcome of the Fellowship	15%
Criteria D	NEW SKILLS - Potential for the acquisition of significant new skills as an outcome of the Fellowship	20%
Criteria E	OUTCOME REACH - How new work and/or skills can be shared with, presented to the local arts sector, communities and other interested parties	30%

A group of nine people, including eight children and one adult woman, are gathered around a wooden planter box filled with dark soil and green plants. They are all smiling and looking towards the camera. The children are wearing colorful t-shirts (pink, orange, yellow, green, purple, blue, red, and lime green). The adult woman is wearing a dark brown t-shirt and purple gardening gloves. They are wearing various colored gardening gloves (pink, red, purple, green). In the background, a city skyline with tall buildings and a construction crane is visible under a clear sky. A large blue circle is overlaid on the right side of the image, containing the text "QUARTERLY GRANTS PROGRAM" in white, bold, sans-serif capital letters.

QUARTERLY GRANTS PROGRAM

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 find one application over a financial year, regardless of the number application 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 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 overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Must provide an itemised budget proposal (with receipts of project expenditure to be provided at the acquittal stage).

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%

SOCIAL ENTERPRISE BUSINESS PLANNING

Overview

This category has two purposes:

1. Assist existing local social enterprises to engage professional services that can assist with the ongoing operation and sustainability of the business (such as marketing, web design, and book - keeping).
2. Provide funding for existing organisations or groups of individuals who are at the concept development stage of a social enterprise project and need assistance in the research, development and writing of a social enterprise business plan.

Project funds for business plans can be used to engage the services of a business planning consultant, or to fund the research activities and staff time associated in writing a business plan.

Suggested Outcomes

- Increased community benefit and social impact;
- Increased economic prosperity and business sustainability;
- Improved business development and management ability;
- Increased awareness and presence in Parramatta.

Available Funding

Approximately \$40,000 per financial year is shared with the Small Grants Fund. There is a funding cap for each application of \$2,000.

City of Parramatta Council will only find one application over a financial year, regardless of the number application 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 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.

Types of Activity Supported

Engaging professional services to assist with:

- The ongoing operation and sustainability of an existing social enterprise
- The research, development and writing of a social enterprise business plan

For business plan ideas, there must be clear evidence that there is a need and how the social enterprise activity will meet that need.

Funding Cannot Be Used For

The engagement of professional services must go to an external organisation/individual (not existing internal staff).

Conditions for Program Eligibility

Applications must be from an incorporated body or have incorporated body providing auspice until the new entity can be set up independently or from an eligible social enterprise structure.

Social Enterprises as defined in City of Parramatta's Grants and Donations Policy are defined as having the following characteristics:

- Social, environmental, cultural mission / objectives core to purpose and focus;
- Limited distributions of profits - the majority of profits are reinvested in the enterprise and/or an associated social entity;
- Generation of a social return in addition to a financial return, and commitment to demonstrating this;
- Can have a mixture of capital inputs - the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade;
- Favour democratic decision-making structures and seek high levels of accountability to their stakeholders, rather than just to shareholders.

Commercial business applications, including for small or micro-businesses, are not eligible for funding under this category.

Further Conditions

- Must provide an itemised budget proposal (with receipts of project expenditure to be provided at the acquittal stage);
- Provide evidence of appropriate insurance coverage;
- If applying under the auspice of an organisation, a letter of support from the organisation providing auspice that demonstrates their willingness to support your project and to take on responsibility for grant funds must be provided;
- If you are an existing not-for-profit organisation exploring a new social enterprise concept, we ask that you provide evidence that the Board of your organisation supports the development of the concept and the inclusion of social enterprise activities within the service.

Supporting Documentation

- Provide evidence of the existence of a high quality constitution or rules which ensure that the majority of profits are reinvested into the enterprise for continuation of its social mission (i.e. are not allocated to shareholder, owners or members) or a plan for how this will be achieved during the funding period;
- Include one or more quotes for the professional service you are looking to engage.

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.

Applicants in this category must contact Lucy Brotherton on 9806 5792 or email lbrotherton@parramatta.nsw.gov.au prior to submitting an application.



Assessment Criteria

For a local social enterprise:

CRITERIA	DESCRIPTION	WEIGHTING
Criterion A	Degree to which the Social Enterprise's social, environmental or cultural mission is clearly described	15%
Criterion B	Degree to which the mission of the Social Enterprise benefits the residents of the Parramatta LGA	20%
Criterion C	Degree to which the need for this proposal is clearly explained	25%
Criterion D	Degree that the professional service will assist with the sustainability of the social enterprise or assist with business planning into the future	25%
Criterion E	The extent that the cost of services provided in the quote(S)/budget is realistic in achieving intended outcomes	15%

Assessment Criteria

For an existing organisation new to social enterprise:

CRITERIA	DESCRIPTION	WEIGHTING
Criterion A	Degree to which the proposed Social Enterprises's social, environmental or cultural mission is clearly described	20%
Criterion B	Degree to which the activities of the proposed Social Enterprise could benefit the residents of the Parramatta LGA	25%
Criterion C	Degree to which it has demonstrated that a social enterprise model is the best model for the proposed organisation/activities	20%
Criterion D	Degree that evidence of business planning experience and relevant skills to undertake the project has been provided (this includes skills of internal staff if doing the plan in-house, or external specialists being engaged to undertake the work)	20%
Criterion E	The extent that the costs of services provided in the quote(s)/budget is realistic in achieving intended outcomes	15%

SPORT & RECREATION GRANT

Category Objectives

Increase participation in local sport and recreation activities, particularly in regards to the inclusion of:

- Aboriginal and Torres Strait Islanders; disengaged young people;
- Newly arrived migrants, refugees and humanitarian entrants;
- People experiencing homelessness; people from culturally and linguistically diverse backgrounds;
- People living with disabilities;
- People of diverse genders and/or sexually (LGBTI);
- People over 55 years of age, particularly those living alone;
- Women and girls.

Address barriers to participation in sport and recreation.

Increase the capacity of local clubs by improving the knowledge and skills capacity of their volunteers.

Increase the availability of resources and equipment within local sport and recreation clubs.

Suggested Outcomes

- Increased opportunities for participation of the above population groups in local sport and recreation activities;
- Improved accessibility for participation of the above population groups in local sport and recreation activities;
- Increased number of skilled volunteers, coaches, officials, etc.;
- Enhanced sustainability outcomes for local communities related to Council's strategic priorities.

Available Funding

Approximately \$30,000 per financial year is available for the Sport & Recreation Grant. 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 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 overdue progress or acquittal reports for previously funded grants.



Further Conditions

- Must provide an itemised budget proposal (with receipts of project expenditure to be provided at the acquittal stage).
- 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 and the need for the project is evident and/or clearly explained	35%
Criterion B	Degree to which the project benefits the residents of the Parramatta LGA and/or positively impacts the organisation	35%
Criterion C	Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve desired outcomes	30%



**REPRESENTATIVE
SPORTS GRANTS
PROGRAM**

REPRESENTATIVE SPORTS GRANT

Overview

This category is designed to support people (i.e. athletes, coaches, umpires, referees and team managers) who are excelling at sport and representing Parramatta at a state, national or international level.

Category Objectives

- Support people (i.e. athletes, coaches, umpires, referees and team managers) who are excelling at sport and representing Parramatta at a state, national or international level;
- Reduce financial pressure on individuals and families presented by excelling in representative sport;
- Role Modelling active lifestyles and fair play to the Parramatta community;
- Promote and develop athlete pathways;
- Leverage off/disseminate knowledge and experience with other athletes;
- Develop leaders to promote participation pathways in their chosen sport or recreation fields.

Available Funding

Approximately \$30,000 per financial year is available for the Representative Sports Grant. Applicants are eligible to receive funding to cover 50% of participant expenses up to a maximum of \$1,000 (ex GST) as per below, whichever is lesser:

- i. International competition = \$1,000.00
- ii. National Competition = \$1,000.00
- iii. State Competition = \$500.00

City of Parramatta Council will only fund one application over a financial year, regardless of the number of applications received from an organisation or individual.

Program Timelines

Applications are open all year round.

Applicants must submit an application at least 4 weeks before the sporting event start date. The assessment and approval process can take longer than 4 weeks resulting in applicants being notified of a funding decision after the event has occurred.

Applicants are encouraged to apply well in advance of their competition so that, if successful, they may receive funding prior to their event.

Please contact the Community Grants Officer on 9806 5110 or grants@cityofparramatta.nsw.gov.au if you did not receive enough notice for the competition and are unable to apply for 4 weeks in advance.

For successful applicants who are notified after their competition date, payments will be conditional on proof of competition attendance.

Successful applicant who are notified after their competition date, payments will be conditional on proof of competition attendance.

Successful recipients in this category are required to:

- Submit an acquittal report within 4 weeks of the competition outlining the results and proof of competition attendance.

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

Conditions for Program Eligibility

To be eligible for funding applicants must:

- A resident of the Parramatta LGA for twelve months or more;
- Be participating in an amateur competition with no appearance fees;
- Be participating as an athlete, coach, umpire, referee or team manager in:
 - i. An official state championships endorsed by the relevant Sport Australia (SA) recognised national sporting organisation (NSO), or
 - ii. An official state school sport championship endorsed by a School Sport Australia member body, or
 - iii. An official national championships endorsed by School Sport Australia, or an international competition as a member of an official Australian team, endorsed by an SA recognised NSO or School Sport Australia.
- Not have overdue progress or acquittal reports for previously funded grants.

Further Conditions

- Applicants under the age of 18 years must have their applications submitted by a parent or guardian;
- No more than three people will be funded to attend the same competition.

Supporting Documentation

- Evidence of Parramatta LGA residency for twelve months or more;
- A letter of selection from the state or national body (as listed in the program eligibility) must accompany the application. Ideally this letter would detail the total cost of participant expenses;
- Proof of cost of participant expenses;
- Evidence of insurance coverage (where this is not covered by the organising body)

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	The quality and clarity of the budget. Event costs are clear and evidence provided of event expenses.	25%
Criterion B	Clarity of documentation to support the application. Documentation clearly and concisely states event details, applicant's selection and event expenses. All documentation required is included in the application.	25%
Criterion C	Degree to which the proposal is clearly explained and submitted within an acceptable timeframe.	25%
Criterion D	Degree to which the event supports the applicant to further their sporting pathways	25%

Definitions

Acquittal: An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An Acquittal report usually consists of a written report summarising how the project fared against the initial objectives of the grant. It also provides a financial statement detailing how the funds were spent.

Auspice: An arrangement where an incorporated community organisation ("the Auspice Body") agrees to apply for funding on behalf of a second organisation that is, most often, not incorporated ("the Auspiced Party"). If the funding application is successful, the Auspice Body then receives, holds and administers the funding to the Auspice Party, so that they Auspiced Party can complete the funded project or activities. The Auspice Body works with the Auspiced Party to ensure all reporting requirements are met, assisting the Auspiced Party to further develop project management knowledge and skills with a view to the Auspice Party becoming independent (as appropriate) of the Auspice Body.

Community Capacity Building: Empowers communities by building on community strengths to address issues identified as important by communities. This is achieved through a variety of actions that build strength, resilience and access to resources, including knowledge & skills development, as well as networks & partnership development for collective action.

Community Organisation: All voluntary community groups, service organisations, community services, sporting groups, art organisations, heritage societies, and other organisations that come under the definition of "not-for-profit". Social enterprises that are auspiced by a not-for-profit organisation or that have a clear governance structure that precluded profits from being disbursed to individuals are eligible under this subsection.

Funding Agreement: An agreement that states the purpose of the funding, the dollar amount and the conditions attached to the grant. It also defines the rights and responsibilities of the agreement. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.

Grants: Cash or value-in-kind support given to applicants for a specified purpose directed at achieving policy outcomes. Funds assist with the services or projects proposed by applicants and Council receives acknowledgement as the grant giver.

Incorporated Organisation: A legal entity separate from its individual members that has been incorporated under Australian State or Territory law.

In-kind Support or Value In-kind support: Includes volunteer labour, administrative support, rent free accommodation or donations of material or equipment. Applicants are asked to include in-kind contributions in their application budgets. Successful recipients will also be asked to report on the value of in-kind contributions in project acquittals so that City of Parramatta can benchmark the contributions of the community sector to local projects.

DEFINITIONS

Insurance: A framework under which the insurer indemnifies (accepts the risk) on behalf of the insured (person or group of people) for loss or damage caused. Insurance protects a community organisation against its legal liability to pay damages. The most commonly required insurance third Part Insurance which covers an organisation for the potential costs associated with:

- Compensation to third parties (for example, members of the public) for bodily injury;
- Property damage that may occur as a result of the community organisation's activities;
- The legal costs that a community organisation may have if it needs to defend bodily injury and property damage claims made against it.

Not-for-profit organisation: An organisation that is not operating for the profit or gain of its individual members whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out the purposes of the organisation and must not be distributed to owners, members or other private individuals.

Social Enterprise: A 'social business' that has the following characteristics:

- Social, environmental, or cultural mission/objectives core to its purpose and focus.
- Limited distribution of profits - profits are reinvested in the enterprise and/or an associated social entity and not disbursed to individual shareholders.
- A mixture of capital inputs - the enterprise is supported through a mixture of grant income/subsidized income and trading income, but most trade.
- Generation of social return in addition to a financial return, and a commitment to demonstrating this.
- Favors democratic decision-making strictures and seeks high levels of accountability to their stakeholders, rather than just to shareholders.

