

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

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	The applicant clearly demonstrates a compelling need, opportunity or demand and provides supporting evidence.	10%
Criterion C	Degree to which the organisation identifies why Parramatta is a good fit for their project.enterprise and demonstrates how the activities will benefit the communities of Parramatta.	20%
Criterion D	Evidence of the likely success of the project (e.g. previous experience with similar projects; evidence of some level of engagement or existing collaborations/partnerships with organisations or communities in Parramatta; demonstrated success in meeting their social enterprise mission)	20%
Criterion E	Degree to which the impact of the project/Enterprise can and will be measured.	10%
Criterion F	Extent to which the project plan exhibits a realistic, achievable, effective process to deliver the intended project.	15%
Criterion G	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%