

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.

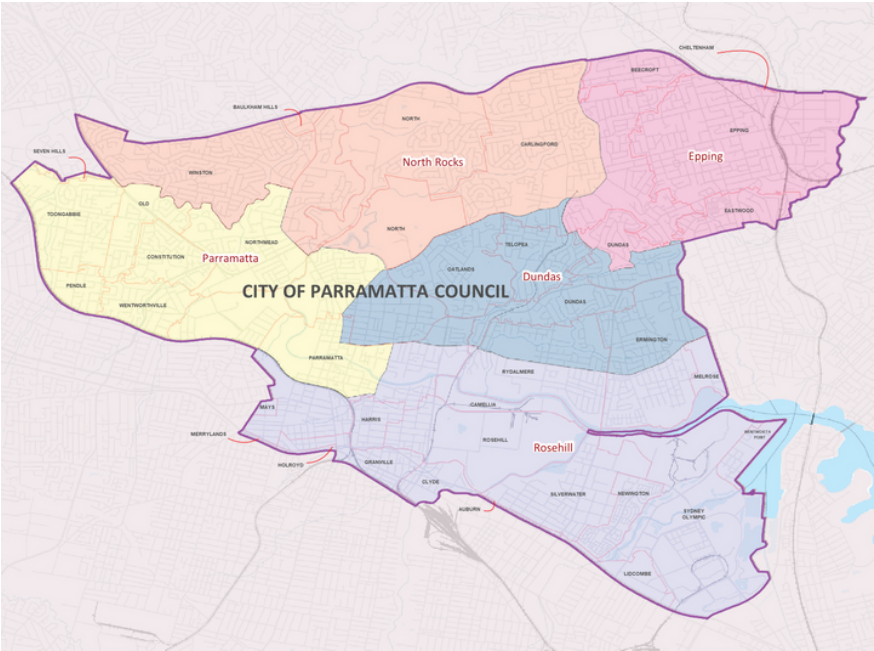
For projects relating to social enterprise, contact Lucy Brotherton on 9806 5792 or email lbrotherton@cityofparramatta.nsw.gov.au



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.

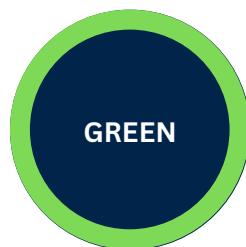
6 STRATEGIC GOALS



We can all benefit from the opportunities our city offers.



We can all get to where we want to go.



We care for and enjoy our environment.



We celebrate culture and diversity - past, present and future.



We benefit from having a thriving CBD and local centres.



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 group of nine people, including eight children and one adult woman, are gathered around a wooden raised garden bed on a rooftop. They are all smiling and wearing colorful clothing. The garden bed is filled with dark soil and some green plants. In the background, a city skyline with various skyscrapers 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%

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.

