Community Capacity Building Grant Guidelines

CITY OF PARRAMATTA

Overview

This category supports community-based groups, sport and recreation clubs, and service organisations to develop effective projects that address the social, economic and/or environmental needs of residents in the Parramatta LGA, as described in the 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.
Support the development of networks and partnerships between communities, local community groups, agencies and City of Parramatta Council.	Encourage community participation in the development and delivery of projects and activities.

Available Funding

Total Funding Pool: $245,000
Funding Cap: $12,500

There is an option to apply for an additional $7,500 to support second stage projects. It is recommended that all organisations speak to a council officer prior to applying for this additional funding.

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:

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

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

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- 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.

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.

GRANTS PROCESS

| Applications & Agreements | Assessments & Recommendations | Funding Decision | Reporting |

Applications

All applications must be made online through the SmartyGrants 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 panela 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.

OTHER KEY CONSIDERATIONS

Auspicing

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 auspicing 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.

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.

Eligible Applications

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.	

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 faired against the initial objectives of the grant. It also provides a financial statement detailing how the funds were spent.

Auspice: An arrangement where on 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 received, 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 organisation 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.
- Favours democratic decision-making strictures and seeks high levels of accountability to their stakeholders, rather than just to shareholders.