

2025 Community Grants - Community Capacity Building Form Preview

Instructions to Applicants

General

General eligibility criteria and information and requirements may be found in the [Grant Category Guidelines](#). All applicants are strongly encouraged to read these guidelines before proceeding.

ROUND CLOSES: 26th August, Monday 11.59PM

Funded projects need to be completed between 1 January 2025 and the 30th December 2025

Getting Support

Please do not hesitate to contact us during business hours.

9806 5110

grants@cityofparramatta.nsw.gov.au

Please remember to quote your application number.

Contacting a Council Officer

WE STRONGLY ENCOURAGE ALL APPLICANTS TO PLEASE DISCUSS THEIR APPLICATION WITH A COUNCIL OFFICER.

Please contact the Community Capacity Building Team (**9806 5110**), and we will connect you with a CCB staff member.

Council Officer name

Date of contact

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Project Categories

When submitting your application, please make sure your project aligns with one of the following categories:

- 1.Community well-being initiatives (e.g. projects that connect communities, improve health, improve social inclusion, increase access to information and skills);
- 2.Building the internal capacity of an organisation (e.g. staff training & upskilling, changes to business models);
- 3.Increasing service capacity and/or safety through the purchase of equipment (eg. fridge, laptops).

Grant Assessment Criteria

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Eligible applications will be assessed on the following criteria. Weighting % for each criteria is listed on the right.

Criteria 1

Need

The applicant clearly demonstrates a compelling need, opportunity, or demand, and provides supporting evidence. The project aligns with Grant program objectives.

25%

Criteria 2

Engagement

The applicant clearly demonstrates that they are utilizing networks, collaborations, and partnerships that could support project outcomes and demonstrate best practices.

The project provides opportunities for community members (target group) to participate in project development, and/or delivery.

20%

Criteria 3

Impact

Key activities are indicated and reasons are provided for the approach, addressing the identified needs of (opportunity with) the intended participants or community. This includes consideration in project design for the impact of gender on planned activities.

30%

Criteria 4

Viability

The extent to which the budget is cost-effective, realistic, and reflects expenses relevant to the delivery of the intended project outcomes.

The sustainability of the project outcomes beyond the funding period is addressed. The sustainability of the project outcomes beyond the funding period is addressed.

25%

Grant Funding Category

* indicates a required field

Funding category

What funding category are you applying for?

- Community wellbeing initiatives (eg. projects that connect communities and encourage social inclusion)
- Building the internal capacity of your organisation (e.g. staff training/skills building, changes to business models)

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- Increasing service capacity and/or safety through the purchase of equipment (e.g. fridge, laptops)

Auspicings

With an auspiced project, Council's primary funding relationship is with the incorporated organisation providing auspice (**The Auspice Organisation**).

We recommend an Auspice Agreement be established between the two organisations. Council can provide advice on what should be included in this agreement.

Call 9806 5110 for more information.

Council allows an Auspice Fee to be in the project budget, at a maximum of 10% of the total grant.

Is this an auspiced project? *

Yes

No

Auspiced group's details

If this project is an auspiced project, the organisation or group being auspiced should fill out this section.

Auspiced group's name

Postal address

Address

Suburb State Postcode

E-mail address

Applicant Details

* indicates a required field

Incorporated Organisation's details - The applicant (Auspice Body is the applicant)

Applicant organisation's name *

Applicant ABN

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

The applicant must be incorporated and have an ABN. If you do not have an ABN, you may need to have an incorporated organisation act as your Auspice.

Applicant Postal Address

Address

Any, but at least one field is required.

Applicant Office Address

Address

Must be an Australian postcode.

Status

Is your organisation a not-for-profit organisation or a social enterprise? *

Yes No

Is your organisation incorporated? *

Yes No

If yes, please indicate which form of incorporation:

- Australian Public Company
- Company Limited by Guarantee
- Co-Operative
- Not-for-profit Incorporated Association
- Registered Australian Body

Organisation CEO or equivalent

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CEO / Chairperson / or other authorised office bearer of organisation *

Title

First Name

Last Name

Position *

Phone number *

E-mail address *

Information about your organisation

Please tell us a bit about your organisation (*dot points are acceptable*).

Please write a brief summary or description of your ORGANISATION'S key activities. *

Word count:

Please do not exceed more than 500 words.

General Eligibility

** indicates a required field*

Bank account details

The applicant's organisation must have a bank account with a minimum of two signatories.

Account name *

Account BSB *

Account number *

Remittance e-mail *

GST Registration

If you are successful in your application, and are registered with the ATO for the Goods and Services Tax (GST), Council will pay 10% GST on top of your grant amount.

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Is the applicant's organisation registered for GST? *

Yes

No

Financial information

Council administers Community Grants as the custodian of public funds. Council needs to know that recipients can manage funds and provide financial accountability. For funding requests of amounts between **\$5,000 - \$20,000**, applicants are required to provide supporting financial documents per one of the categories below, depending on the Total Annual Revenue (TAR) for your organisation. Please visit the Australian Charities and Not-for-profits Commission (ACNC) website to find out which category you fall into (<https://www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc/reporting-annually-acnc>):

- **Category 1:** If your organisation is medium or large according to the ACNC for the 2021 Annual Information Statement (TAR of \$250,00 or above) - Council requires the most recent signed audited financial statements (last 12 months), signed by an accredited accountant as part of your application.
- **Category 2:** If your organisation is small according to the ACNC 2021 Annual Information Statement (TAR under \$250,000) or your organisation has only registered within the previous 12 months and an audited financial statement is not available, Council requires the following as part of your application:

1. Profit and Loss Statement (certified by an accredited accountant); **and**
2. Organisational Balance Sheet (last 12 months)

For Category 1 Organisations, please upload your audited financial accounts signed by an accredited account here.

Attach a file:

For Category 2 Organisations, please attach the Profit and Loss Statement signed by an accredited accountant and Balance Sheet here.

Attach a file:

Insurance coverage

We require that you have an appropriate level of insurance for any funded project that has the potential to cause harm or loss to those involved.

Please upload a copy of your Certificate of Currency for Public Liability Insurance *

Attach a file:

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Please indicate the expiry date of your Certificate of Currency *

Must be a date.

If your organisation's Certificate of Currency for public liability expires during the course of the project, you will need to submit a renewed certificate of currency for public liability to cover the remainder of the project. This will be written as a condition of your funding agreement.

Strategic & Geographic

* indicates a required field

City of Parramatta Community Strategic Plan

City of Parramatta Community Capacity Building Grants are designed to help achieve our vision of Parramatta: 'Sydney's central city, sustainable, liveable, and productive - inspired by our communities'

For more information on [City of Parramatta's Strategic objectives and priorities](#) visit our website.

Please indicate which of Council's 6 Strategic goals your project best contributes to:

- 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

Geographic location

Please use the link to [Council's wards](#) to identify which ward your organisation sits within.

What locality is your project primarily happening in or benefiting? *

- Whole of Parramatta LGA
- Dundas Ward (comprising whole and parts of the suburbs of Dundas, Ermington, Oatlands and Telopea)
- Epping Ward (comprising whole and parts of the suburbs of Beecroft, Eastwood, Epping and Dundas Valley)
- North Rocks Ward (comprising whole and parts of the suburbs of Carlingford, North Parramatta, North Rocks and Winston Hills)
- Parramatta Ward (comprising whole and parts of the suburbs of Constitution Hill, Old Toongabbie, Parramatta, Pendle Hill, Seven Hills, Toongabbie, Northmead, Wentworthville and Westmead)
- Rosehill Ward (comprising whole and parts of the suburbs of Camellia, Clyde, Harris Park, Granville, Lidcombe, Mays Hill, Melrose Park, Merrylands, Newington, Rosehill, Rydalmere, Silverwater, Sydney Olympic Park and Wentworth Point)

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Project Contact Details

* indicates a required field

Main project contact

Which organisation is the main project contact person from? *

Applicant Organisation Auspiced Organisation

Project contact person from Applicant Organisation

The Project contact person **cannot** be the same as CEO of organisation

Project contact person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone number *

Business hours preferred

E-mail address *

Must be an email address

Project contact person from Auspiced Organisation

Project Contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone number *

Business hours preferred

Email address *

Must be an email address.

Please upload Auspice Letter of Support

Attach a file:

If you are being Auspiced, this Letter of Support is essential

Project Details

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* indicates a required field

Details on the particular project being applied for

Project Name *

Word count:

No more than 10 words.

Amount applied for *

\$

Must be a dollar amount and no more than 12500.

Project start date *

Must be a date and no earlier than 1/1/2025.

Project end date *

Must be a date and no later than 30/12/2025.

Brief project description

*

Word count:

Please do not exceed 300 words.

Who will benefit?

Who are the primary beneficiaries of this project/program? *

Please choose the 3 most relevant groups that will benefit from this project.

Project Description

Refer to the Assessment Criteria before commencing this question.

If you have any questions regarding this section, please contact the Community Capacity Building Team on **9806 5110**.

Please provide a summary of the intended community benefits to be created by your project, and which can be directly attributed to your project. You can use dot points to describe these.

Word count:

60 Word Limit.

Why is this project needed?

Word count:

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250 Word Limit.

Please detail how you have engaged with your project's intended primary beneficiaries (or intended participants if not the same) to develop the project?

Word count:
60 Word limit.

Please detail any collaboration with relevant local partners, in development of the project design and/or planned to take [place, including agreements in principle obtained. Or, explain why this is not relevant for your project.

Word count:
60 Word Limit.

Please list the key activities for your project and explain why they are important for achieving your intended outcomes.

Word count:
150 Word Limit.

Please explain how you plan for the benefits of the project to continue once the project has been completed (sustainability of the project)

Word count:
60 Word Limit.

Grant Program Outcomes

* indicates a required field

Project Outcome Guidelines

When developing a project, it is essential to define clear outcomes that specify the changes you aim to achieve. These outcomes might include:

- Changes in behaviour
- Increases in skills or knowledge
- Improved confidence or social engagement
- Meeting or exceeding standards (e.g. Work, Health, and Safety Standards)

Your outcomes should be **realistic, achievable and measurable.**

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For the project you propose to be funded under the Community Capacity Building Grant, please fill out the table below with the following information:

- The project outcomes you aim to achieve
- The indicators you will use to measure success
- The targets you are aiming for
- The methods you will use to collect data

Note: This section focuses on **outcomes** not outputs.

Outcomes are the changes or benefits resulting from your project. Outputs are the tangible products or services your project delivers (e.g., leaflets, training programs, webpage visits, participant numbers/types).

You must include at least 1 outcome goal but do not list more than 5 outcome goals (choose the most significant).

OUTCOME:

Increase in participant skills/knowledge, positive change in behaviour and/or life circumstance.

OUTCOME

INDICATOR

TARGET

COLLECTION METHOD

Increase in participant skills/knowledge, positive change in behaviour and/or life circumstance.

Unit [e.g. cm, metres, people, people-days, %, etc];

Must be a number.

How will you collect and verify the data? E.g. Survey, headcount, observation/estimation, externally verified sources (e.g. government or public datasets).

Direction of change [increase; decrease; etc.];

20% increase in confidence;

Timeframe [e.g. per month; per year]

500kg of waste diverted from landfill every month;

****Below is an example of a equipment purchase****

Service capacity example: Purchase of packing equipment in response to increasing demand for service

- Outcome: Increase in service capacity to better meet needs of community
- Indicators: Staff have capacity to use new equipment safely; Packaged meals
- Target: 100% of relevant staff know how to use new equipment safely; 50 packaged meals produced per day (7 day week)

For additional information on Outcomes Measurement please see the following summary documents:

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[Outcomes Indicators Summary](#)

[Outcome Statements Results Based Management Framework](#)

Outcome*	Indicator*	Target*	Collection Method*

Second Stage Project - Additional \$7,500

Optional: You can apply for up to an additional \$7,500, but the proposed expenses must meet the following criteria:

- This funding **IS NOT** to increase the scale or number of participants in the first stage project.
- Second stage project will **relate to and build on** the project proposed for the first stage project.
- Second stage project will contribute to the first stage project and will **have its own additional outcomes.**

Please provide a brief description of your second stage project.

What are you going to do? what are you going to achieve?

Additional amount sought - up to \$7,500 (please press the enter key after adding \$ amount):

This number/amount is calculated.
Must be a dollar amount no more than \$7,500.

Carefully read each question below and answer accordingly.

You can add detail regarding time frames in the next section.

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How is the second stage project related to the first stage project?

How are the activities in this second funding request related to the activities in the first funding request?

List the additional activities that will be delivered.

What are the additional outcomes that you seek to achieve with this second funding request? (This can be listed in dot points.)

Timeline

What is your delivery plan?

If you are applying for a second stage project, please include these project actions.

If you have any questions regarding this section, please contact the Community Capacity Building Team on 9806 5110.

Add a line for each new key action. (Please complete a minimum of one key action and a maximum of ten).

Key Actions

Timeframe for Key Actions

Key Actions	Timeframe for Key Actions
What are the key actions that need to be done in order to reach your project's outcome/s?	When will this step be completed? Please give month and year in answer.

Budget

* indicates a required field

Project Budget

Important Budget Information

If you are applying for a second-stage project, please complete the second-stage project budget table in the next section.

To show that your project is financially viable and can be successfully delivered, your budget should clearly indicate which parts of the project you are requesting the City of

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Parramatta (CoP) to fund and which parts will be funded from other sources (including in-kind contributions).

GST Information:

- If you are registered for GST, do not include GST in your costings as it will be added to the requested amount at the time of payment.
- If you are not registered for GST, please add 10% GST to your costings.

Provide detailed explanations for each expenditure item. For example:

- Facilitator Fees: *\$40/hour x 2 hours/week x 10 weeks.*

Include volunteer hours under other funding sources. For example:

- Relevant [SCHCADS Award Rate](#) /hour x 2 hours/week x10 weeks.

Quotes:

- For any itemised expense between \$500 and \$999, provide ONE quote.
- For any expense of \$1000 or more, provide TWO quotes.

A quote is a statement from a supplier that describes the item or service and its cost. Quotes can be screenshots from a supplier's webpage or a written document detailing the items and associated costs.

Expenditure item	To be paid for by CoP Grant funds	To be paid for by other funding source	Funding Source	Please add your expenditure quotation here
	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		
We encourage you to include volunteer hours, with the total cost shown under other funding sources.		This may be a venue that is being donated, or a graphic designer doing your work for free etc.	Eg. Name of organisation providing funding, other grant program.	Quotes must be provided for expenses \$500 or over. For any items costing \$1000 or over, 2 quotes must be provided.

Budget Totals

Total Project Cost
\$
This number/amount is calculated.

Total Requested from Council
\$
This number/amount is calculated.

Total from Other Funding Source
\$
This number/amount is calculated.

Project Budget - Second Stage

This section is for providing details that relate only to a funding request for a second stage project.

Expenditure item	Additional Costs (from \$10,001 - \$20,000) for funds (B)	To be paid for by other funding source	Please add your expenditure quotes here
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	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	Must be a dollar amount.	You may also indicate paid staff time going into the project.	Quotes must be provided for expenses \$500 up to \$1,000. For any items costing \$1,000 or above, 2 quotes must be provided.

Budget Totals

Total Project Cost

\$

This number/amount is calculated.

Total Column B (Additional Funding Request)

\$

This number/amount is calculated.

Total from Other Funding Source

\$

This number/amount is calculated.

Other Supporting Documents including Quotes

Please upload any documentation that supports your application. This should include any quotes required by Council to support your budget.

This may also include letters of support or commitment to participation from partners, further financial records, or statistics supporting the need for your project.

Upload documentation

Attach a file:

Please consider the following before moving on: *

- I have attached at least ONE quote for expenses \$500 up to \$1,000.
- I have attached TWO quotes for items \$1,000 and above.

Declaration

* indicates a required field

Acknowledgement by Office Bearer and Project Officer of Applicant Organisation

By adding my name to this form, I declare that I am an authorised office bearer of the Applicant Organisation.

I declare that the information submitted in this application is, to the best of my knowledge, true and presents fairly, in all material respects, the financial position of the Applicant Organisation. I will notify City of Parramatta Council as soon as the Applicant Organisation becomes aware of any changes to this information or any circumstances that may affect this application but not limited to information regarding the financial viability of the organisation.

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I acknowledge that City of Parramatta Council may seek further information regarding this application if required.

I understand that this is an application only and may not necessarily result in funding being provided by the City of Parramatta Council.

Note: The principal office bearer of the Applicant Organisation (or the auspicing organisation) will be required to sign the below Funding Agreement, accepting responsibility for the delivery of the project.

Funding Agreement

I understand that if my organisation is successful in this application, the following conditions as set out in the below Funding Agreement will apply:

This Funding Agreement records the entire agreement between City of Parramatta Council and my organisation (Organisation) in relation to the Organisation's successful application for grant of funding to City of Parramatta Council under the 2025 Annual Community Grants Program - Community Grants round. The terms of this Funding Agreement are as follows:

(1) The community grant provided by City of Parramatta Council to the Organisation under the 2025 Annual Community Grants Program - Community Grant is for the purpose listed in the application made by the organisation (Organisation Application) and must be expended during the 2025 calendar year.

(2) Where a project set out in the Organisation Application (Project) will involve adults working with children, the Organisation must ensure that they comply with the Work with Children Check (WWCC) requirements in NSW. The Organisation must provide City of Parramatta Council with a letter confirming that the Organisation is compliant with WWCC requirements in NSW and the status of any required checks. This letter must be signed by an office bearer of the Organisation and provided with this Funding Agreement. Evidence of working with children checks can be provided in progress/acquittal reports.

(3) Any equipment acquired through the Community Grant must be insured against theft and fire and must remain in the ownership of a not-for-profit incorporated body, unless alternative arrangements have been approved by City of Parramatta Council.

(4) If the Organisation's Certificate of Currency for public liability insurance expires before the end date of the Project, the Organisation must email City of Parramatta Council the new Certificate of Currency to cover the remaining period of the Project.

(5) The Organisation is required to work in the spirit of collaboration with City of Parramatta Council in the development and delivery of the Project throughout the term of the Project. A City of Parramatta Council Officer will be assigned to the Project for this purpose (Grant Support Officer).

(6) The Organisation is required to use the Community Grant to principally serve residents in the Parramatta Local Government Area.

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(7) Acknowledgment of City of Parramatta Council's support must be given wherever practicable. Including the sentence "This project has been supported through a City of Parramatta Council Community Grant" where appropriate is sufficient to meet this requirement. For example in:

(i) the Organisation's annual reports that include the Community Grant funding;**(ii)** advertising material of the Organisation; or**(iii)** the Organisation's media releases.

The logo of City of Parramatta Council will be provided to the Organisation for this purpose.

(8) If the Organisation wishes to apply for an extension of time or alteration to the planned expenditure of the Community Grant (Amended Application), this must be made through a Grant Variation form. The Organisation can contact the Grant Support Officer or by emailing grants@cityofparramatta.nsw.gov.au for further information about making an Amended Application.

(9) Approval of any Amended Application must be approved by City of Parramatta Council's Line Manager Community Capacity Building (Approval). The Organisation agrees that it will not make any changes to planned expenditure of the Community Grant under the Project without receiving the Approval.

(10) The Organisation must submit a progress report to City of Parramatta Council at the six-month milestone of the Project. A template progress report will be provided by City of Parramatta Council to the Organisation via SmartyGrants.

(11) Where practicable, invitations to any promotional events related to the Project should be forwarded to the Office of the Lord Mayor of Parramatta.

(12) The Organisation must complete and submit a final report when the funds from the Community Grant are fully expended. A template final report will be provided by City of Parramatta Council to the Organisation via SmartyGrants.

(13) The Organisation must submit a Financial Acquittal form that specifies how the Community Grant was applied with the Final Report.

(14) The Organisation must keep receipts and upload them to the Financial Acquittal Form. If receipts cannot be obtained, please contact the Grants Support Officer prior to expenditure.

(15) If the Organisation prepares audited financial statements, the Organisation agrees that it will supply a copy to the City of Parramatta Council in the period the Community Grant is expended and there will be an acknowledgment of City of Parramatta Council related to the Community Grant in the audited financial statements.

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(16) The Organisation is required to complete a Project Partner Form where requested by City of Parramatta Council. This form can be obtained from the Grant Support Officer. Failure to complete this form may delay a receipt of funds under the Funding Agreement.

(17) If the Organisation experiences difficulty with implementing and acquitting the Project, the Organisation will contact their nominated Grant Support Officer for assistance as soon as difficulties are identified. The Organisation may make an Amended Application as set out in Clause 7 of this Funding Agreement and follow the process set out in Clause 8 of this Funding Agreement.

(18) The Organisation must notify City of Parramatta Council if its contact person for the Project changes and provide the contact details for the new contact person to the Grant Support Officer. If the Organisation fails to notify City of Parramatta Council of the change within 30 days of the change occurring, the Organisation will be required to return any remaining funding held under the Community Grant to City of Parramatta Council.

(19) If the Organisation fails to meet any requirements set out in this Funding Agreement, City of Parramatta Council has the right to require the return of the Community Grant funds.

(20) If a dispute arises between the Organisation and City of Parramatta Council about this Funding Agreement, then the Organisation and City of Parramatta Council are required to resolve the dispute by negotiation within ten business days (Negotiation Period). If the dispute cannot be resolved within the Negotiation Period, then either party may terminate this Funding Agreement by written notice.

(21) If this Funding Agreement is terminated, the Organisation must return all unexpended funds from the Community Grant to City of Parramatta Council within 28 business days of the termination of this Funding Agreement. City of Parramatta Council reserves the right to pursue the Organisation for the Community Grant funds upon termination of this Funding Agreement.

(22) On termination of this Funding Agreement, all rights conferred on the Organisation under this Funding Agreement will immediately cease, and the Organisation must immediately cease all activities using those rights.

(23) This Funding Agreement is to be governed and construed in accordance with the laws of New South Wales. The Organisation and City of Parramatta Council irrevocably submit to the non-exclusive jurisdiction of the Courts of that jurisdiction.

Signatures

Authorised office bearer *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Position *

Email *

I, the above office bearer, agree to the above declaration. *

Agreed

Date of acknowledgement *

Project Officer - cannot be the same person as Authorised Office Bearer *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position *

Email *

Must be an email address.

I, the above project officer, agree to the above declaration *

Agreed

Date of Acknowledgement *

Must be a date.

Please remember to SUBMIT

If you have completed all questions, click **NEXT PAGE** to review your application. Please remember to hit the **SUBMIT** button. SmartyGrants will alert you if there are compulsory questions that you have not completed.

When you hit submit you will receive a confirmation e-mail. If you do not receive this confirmation, you may not have submitted successfully.

Feedback

To help us improve City of Parramatta Council is keen to hear about your experience in applying for grants with us.

Did you attend a grants information session? *

- Yes
 No
 Didn't know you had online information sessions

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If yes, how useful did you find the grants information session?

- 1 - Not useful at all
- 2 - Somewhat useful
- 3 - Useful
- 4 - Very useful

Where did you hear about City of Parramatta Community Grants? *

- City of Parramatta website
- Community Connective Parramatta e-news
- Social media (FB & LinkedIn)
- Community networks
- SmartyGrants email
- Word of mouth / other

Did you find the grant information on the Council website useful in applying for this grant?

If no, please suggest any improvements that could be made.

If you spoke to a Council Officer, were they.....

Any other comments or feedback?

Word count:

Must be no more than 100 words