2025 Community Grants - Community Events
Form Preview

Instructions to Applicants

2025 Community Grants - Community Events

This form is for applicants to the City of Parramatta Community Events Grant Program.

This program supports events organised by eligible not-for-profit organisations, community groups, professional associations, and in certain cases, individuals who are sponsored by an organisation. It is intended for public events held within Parramatta Local Government Area (LGA).

Grants are available to those involved in various types of events, including but not limited to arts, community, cultural and sporting events.

The Community Events Grants aim to establish and promote public events in the City of Parramatta that:

- Are low - cost or free to the public.
- Offer new experiences to the City or compliment the existing events calendar.
- Attract new visitors to the City.

General eligibility criteria and information about requirements specific to this grant category can be found in the COMMUNITY EVENT GRANT GUIDELINES **. Applicants must read these guidelines before proceeding.**

Round Opens: 1 July 2024, Monday 6AM

Round closes: 26 August 2024, Monday 11.59PM

Projects must be completed within 12 months of the announcement of the grant application's success. Projects will not be considered more than 12 months in advance of the event delivery date.

Note: Event grant funds are paid **after** the event, after the acquittal report is received.

Getting Support

If you need more information about your application, contact the Community Grants Officer at grants@cityofparramatta.nsw.gov.au and quote your application number or event title.

Applicant Details

* indicates a required field

Incorporated Organisation's details - The applicant

Applicant organisation's name *

Applicant ABN

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

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

The applicant must be incorporated and have an ABN. If you do not have an ABN, you will need to ask an incorporated organisation to Auspice your application.

Postal address for applicant organisation *

Address

Suburb State Postcode

Street Address (if applicable)

Address

Suburb State Postcode

Website

Does you organisation use:

☐ Twitter ☐ Facebook ☐ LinkedIn

Status

Is your organisation a non-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
- ○ Other:

If Co-operative or Incorporated Association, please supply your incorporation number.

If Registered Australian Body, please supply your Australian Registered Body Number.

Organisation CEO or equivalent

	Title	First Name	Last Name
CEO / Chairperson / or other authorised office bearer of organisation *			

Position

Phone number

E-mail address

Information about your organisation

Please provide a detailed description of your organisation, addressing the following:

a) The Social Mission Statement of your organisation.

b) The purpose of your organisation.

c) What or who your organisation represents.

d) The activities your organisation undertakes.

Please answer the above questions a, b, c, and d. Add any other information that describes your organisation.

Word count:
Must be no more than 500 words.

Upload any supporting documentation
Attach a file:

Event Details

* indicates a required field

Details on the particular event being applied for

Event Name *

Amount of funding requested *

$
Must be a whole dollar amount (no cents) and no more than 10000.
Must be a whole dollar amount (no cents) and no more than 10000. The amount requested cannot be more than 50% of the total event cost. For example, if your total event cost is $20,000 you may request up to 50% which is $10,000. If your total event cost ist $50,000 or more, you may request only $10,000.

Briefly describe your event. Include highlights, performers, speakers, guests.

Provide a description of your event that gives the overall picture and atmosphere. Describe briefly what will happen at your event. List the highlights and features of the event.

Please write a simple running order and timetable of the event. A draft description is acceptable.

Event delivery start date *

Must be a date within 12 months of funding announcement.

Event delivery end date

Must be a date within 12 months of funding announcement.

Event time:

What time is the event open to the public? Include public start and finish times for each day if the event is happening on more than one day.

Event location

Attendance projection *

Must be a number. Approximately how many people do you expect will attend?

Event ticket or entry fee

Please detail the ticket or entry fee. Please write 'Free Event' if there is no fee.

Number of years event has been running *

Must be a number. Can be approximate - explain the event's history in the next section.

Event background/ history *

How was the event established? Was it previously at a different venue or in a different format?

VIP guests, speeches or receptions.

Is there a VIP function or other hospitality occasion to which you might invite City of Parramatta Councillors? Is there an opportunity for the Lord Mayor to deliver a speech?

Event Manager *

Title First Name Last Name

Key event contact person. This should be a professional, experienced Event Manager. If not, Council will impose a funding condition that you consult or engage an Event Manager to deliver your event.

Event Manager's CV

Attach a file:

Must include experience managing public events of a similar size to your event..

Event Manager's Phone Number

Must be an Australian phone number.

Event Manager's Email

Must be an email address.

Event Sponsors

List confirmed and proposed sponsors involved with the event.

Name

Organisation Name
Organisation Name
Organisation Name

Event Stakeholders

List all stakeholders including partners and supporters.

Name

Organisation Name
Organisation Name
Organisation Name

Project Description

1. What is the purpose of your event?

Examples :Is it a celebration, a commemoration, awareness-raising, a cultural event, a festival? Please describe with some detail.

2. Why is it important that this event takes place?

In what ways is the event important to community groups and people? Who will benefit positively from the event and how?

3. Describe the audience that will participate in or benefit from this event? For example: age group, cultural, specialist interest, gender, suburbs or other demographics

4. How will you encourage the broader community and the general public to participate in this event? How will you ensure that promotion is inclusive and that all people feel welcome to attend?

Describe how you will promote and market the event to people outside your own community.

Event Operation Manual

You MUST upload a detailed Event Operation Manual. Grants cannot be offered to events without a professional-level Event Operations Manual (click for an example manual here).

For each of the 10 points listed below, you must submit the required item, or state the date you will have the item available. You should contact us with the updated information on that date.

The Event Operations Manual must have the following 10 items (or state the date that you will supply the item)

1. **Contact list**
2. **Site Plan: Accurate, clearly drafted site plan**
3. **Running schedule** (Draft is acceptable)
4. **Risk assessment document**
5. **Emergency management plan**
6. **Waste management plan**
7. **Security management plan**
8. **Event traffic management plan** (if applicable)
9. **Site care plan if event takes place at a heritage site or a fragile environment**
10. **COVID Safety Check list as per NSW Govt guidelines** (Click here for Check List)

Once again - you must look carefully at the sample Event Operations Manual Click for Event Operation Manual SAMPLE and supply detailed information such as in the sample.

File Upload *
Attach a file:

You can attach more than one document

Event Communication Plan

Provide details of your Communication Plan. Include marketing, promotion and publicity plan, media plan, residents and local business notification plans. Write COMMUNICATION PLAN ATTACHED if you would prefer to upload documents below.

How will you inform the public, the community, the audience that the event will be on? How will you inform the event site's neighbouring residents and businesses?

Upload your Communication Plan here or write an overview in the section above
Attach a file:

Strategic Alignment

* indicates a required field

City of Parramatta Community Strategic Plan

Our Community Strategic Plan is built around a vision:

Sydney's central city, sustainable, liveable and productive - inspired by our communities and six key goals, which were developed following extensive consultation within our community:

1. **Fair -** We can all benefit from the opportunities our City and neighbourhoods offer.
2. **Access -** We can all take part and get to where we want to go.
3. **Welcoming -** We foster belonging and celebrate culture and diversity.
4. **Green -** We value and care for our environment.
5. **Thriving -** We are a nation-leading City with prospering communities and industries.
6. **Innovative** - We champion new ideas to create a better future.

City of Parramatta Vision Statement - Please indicate which statements are relevant to your event *

☐ FAIR - We can all benefit from the opportunities our City and neighbourhoods offer.
☐ ACCESS - We can all take part and get to where we want to go.
☐ WELCOMING - We foster belonging and celebrate culture and diversity.
☐ GREEN - We value and care for our environment.
☐ THRIVING - We are a nation-leading City with prospering communities and industries.
☐ INNOVATIVE - We champion new ideas to create a better future.

Please describe how your event aligns with Council's Vision Statements listed above *

Word count:
500 word limit. Vision Statement: ‘Sydney’s Central City, Sustainable, Liveable, and Productive – inspired by our communities’

City of Parramatta Priorities Framework

The program's objective is to support community projects that address the following priorities:

Having a Community Focus Foster and celebrate a sense of community that is friendly, welcoming and embraces diversity. Respect, protect and celebrate the Aboriginal and European heritage, songlines, stories and history of our city. Create a place that encourages social connectivity and is inclusive and accessible to all. Understand the needs of the community and ensure the provision of relevant, accessible and exceptional services.

Supporting Arts and Culture Celebrations and Destination Celebrate our cultural life and build positive perceptions of Parramatta by delivering a program of high quality festivals, local and major events and street activities. Provide a variety of cultural experiences and attractions unique to Parramatta which make it a destination of choice for residents and visitors.

Creating Vibrant Neighbourhoods and Precincts Drive renewal in key precincts in order to increase jobs, housing, development, transport options including Epping, Camellia, Westmead, Wentworth Point, the Greater Parramatta to Olympic Park (GPOP). Create welcoming and distinctive local neighbourhoods, that foster a sense of community and local identity for residents right across the Local Government area.

Please indicate which of Council's priorities are relevant to your event. *
- ☐ Having a community focus
- ☐ Supporting arts and culture celebrations and destinations
- ☐ Creating vibrant neighbourhoods and precincts

Please detail how your event addresses the priorities you have ticked above.

500 word limit. The use of dot points are encouraged.

Geographic location

What locality is your project primarily happening in or benefiting? *
- ○ Whole of Parramatta LGA
- ○ Parramatta CBD
- ○ North Parramatta, Westmead, Northmead
- ○ Harris Park, Rosehill, Camellia
- ○ Clyde, Granville (north of the railway line)
- ○ Silverwater, Newington, Wentworth Point
- ○ Sydney Olympic Park, Lidcombe (north of M4)
- ○ Rydalmere, Dundas, Telopea, Oatlands
- ○ Dundas Valley, Ermington
- ○ Carlingford, North Rocks
- ○ Epping, Eastwood
- ○ Wentworthville, Constitution Hill, Pendle Hill
- ○ Toongabbie, Old Toongabbie, Winston Hills
- ○ Greater Western Sydney
- ○ Outside of Parramatta LGA
- ○ Online / Virtual community
- ○ Other

Contact Person

* indicates a required field

Details of the person submitting this grant application

Name * Title First Name Last Name

Position or Role *

Phone number *

Business hours preferred

E-mail address *

Must be an email address

Budget

Project budget

Applicants must provide accurate financial information as part of the submission process. It is important to demonstrate that your application is financially viable, and that the project can be successfully delivered within the budget specified. Please prepare your financial information carefully, as errors may jeopardise the success of your application. Please ensure that your budget shows which parts of your project you want City of Parramatta to fund and which parts are funded from other sources (including in-kind).

- Costings should not include GST

Detailed Budget

Please provide us with a detailed event budget. Include income and expenditure. The budget must detail the **full** cost of the event - not just the components to be funded by City of Parramatta.

Set the budget out in a similar style to this sample.

Click here to see and download an example of a detailed budget.

Detailed Budget
Attach a file:

Total Event Budget

$

Must be a dollar amount.

Other funding sources

Please describe other funding sources including government grants, other grants, event partners, your organisation's own contribution, other funding bodies contributing to this event.

Must be no more than 150 words

Please detail any in-kind support or contributions which will be made to this event. You can include the cost of time and work contributed by volunteers

This may be a venue that is being donated, or a graphic designer doing your work for free. You may also indicate the volunteer hours that are being contributed to the project or the paid staff time going into the project.

General Eligibility

* indicates a required field

Bank account details

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

Account name *

Account BSB *

Account number *

Remittance email *

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

You **must** have an appropriate level of insurance for a public event.

Do you already have insurance coverage for the type of project you are seeking funds for?

○ Yes ○ No

If yes, please upload a copy of your Certificate of Currency from your insurance provider.

Attach a file:

If no, state the date by which you can supply us with your Certificate of Currency and the name of your insurance provider.

Your response to this question does not affect eligibility. However, if you are successful in your application, evidence will need to be provided that you have appropriate insurance coverage and a risk management plan..

Contacting a Council Officer

Which of our Council Officers have you discussed your application with?

(If you have not yet contacted an officer and have questions about your application, you may email grants@cityofparramatta.nsw.gov.au. It's best to email at least 7 days before the the submission date.)

Council Officer name	Date of contact

Declaration

* indicates a required field

Acknowledgement by office bearer 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 in this application is, to the best of my knowledge, true and presents fairly, in all material respects, the financial position of the organisation. I will notify City of Parramatta Council as soon as the 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.

I acknowledge that City of Parramatta Council may seek further information regarding this application if required. I acknowledge that Council reserves the right to negotiate what expenditure items it will contribute to and/or in-kind contributions made to the event.

I understand that this is an application only and may not necessarily result in funding.

Note: *The principal office bearer of the applicant organisation (or the auspicing organisation) will be required to sign the funding agreement accepting responsibility for the delivery of the project*

Authorised office bearer Title First Name Last Name

Position

Email

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

○ Agreed

Date of acknowledgement

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 our methods, City of Parramatta Council is keen to hear about your experience in applying for grants with us. Choose a response from the drop-down list.

Your responses below will not affect your application's success. Feel free to be honest.

How easy did you find the online application process?

If you visited the City of Parramatta Council's Website, did you find it...

Did you find the Grants Council Officer helpful?

Any other comments or feedback?

Must be no more than 100 words