

2025 Community Grants - Growing Social Enterprise in Parramatta Form Preview

Instructions to Applicants

2025 Community Grants - Growing Social Enterprise in Parramatta

This form is for applicants applying for the 2025 Annual Community Grants Program, under the Community Grants round.

For general eligibility criteria and detailed information about the Growing Social Enterprise in Parramatta grant, please refer to the [guidelines](#). We highly recommend that all applicants review this document before applying.

Applications must be submitted by 11.59PM on Monday, August 26, 2024. Funded projects are to be completed between January 1 2025 and December 30, 2026.

Getting Support

Contact us on 9806 5110 during business hours or email grants@cityofparramatta.nsw.gov.au and quote your application number.

City of Parramatta Council uses the Smarty Grants online system for its grants management. If you have used Smarty Grants for any other grants program, you can use the same login.

Contacting a Council Officer

It is essential that Social Enterprise applicants contact Lucy Brotherton, Community Capacity Building Lead - Social Investment, prior to submitting an application. This is to ensure you obtain guidance on eligibility, criteria requirements and advice on your proposal. Ph: 9806 5792 Email: lbrotherton@cityofparramatta.nsw.gov.au

Council Officer name

Date of contact

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Grant Assessment Criteria

Eligible applications will be assessed on the following criteria. Relevant weighting for each criterion is on the right.

Criteria A

Degree to which the Social Enterprise's social, environmental or cultural mission is clearly described

10%

Criteria B

The applicant clearly demonstrates a compelling need, opportunity or demand and provides supporting evidence.

10%

Criteria C

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Degree to which the organisation identifies why Parramatta is a good fit for their project/enterprise and demonstrates how the activities will benefit the communities of Parramatta.

20%

Criteria D

Evidence of the likely success of the project (e.g. previous experience with similar projects; evidence of some level of engagement or existing collaborations/partnerships with organisations or communities in Parramatta; demonstrated success in meeting their social enterprise mission)

20%

Criteria E

Degree to which the impact of the project/Enterprise can and will be measured

10%

Criteria F

Extent to which the project plan exhibits a realistic, achievable, effective process to deliver the intended project

15%

Criteria G

Extent to which the budget exhibits the quality, cost-effectiveness and realism required to achieve the desired outcomes with clear costings for all aspects of the project

15%

Details of the current round

Grant Round Opens -
6AM, 1 July 2024

Grant Round Closes -
11.59PM, 26 August 2024

Project Start Date - from
1 January 2025

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.

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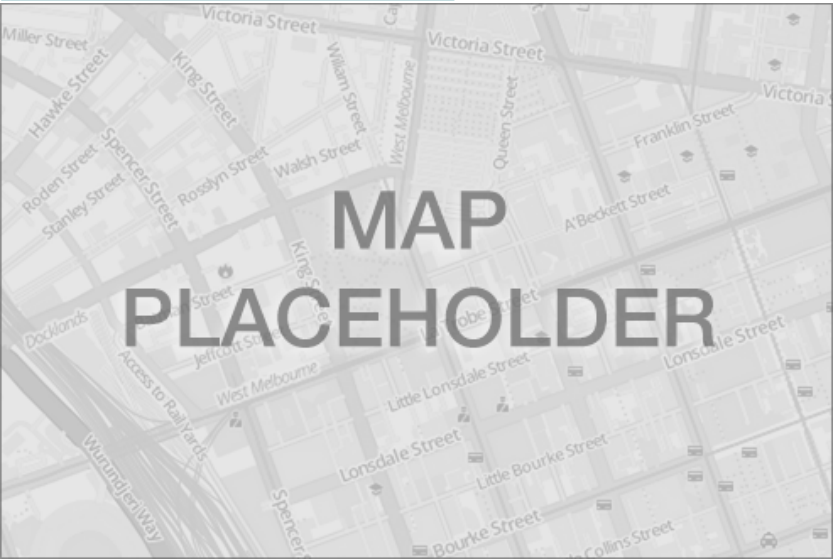
Information from the Australian Business Register

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



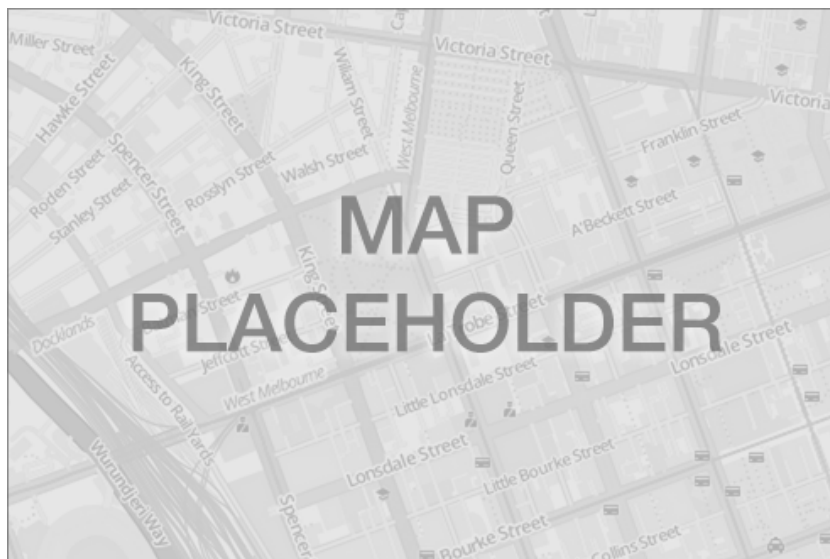
Any, but at least one field is required.

Applicant Office Address

Address

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Must be an Australian postcode.

Website

Does your organisation use:

☐ Twitter ☐ Facebook ☐ LinkedIn

Status

Is your organisation an established social enterprise? *

☐ Yes ☐ No

How long has your social enterprise been in operation? *

Number of years/months

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

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

If Registered Australian Body, please supply

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**your Australian
Registered Body
Number.**

Organisation CEO or equivalent

**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.

Please detail your social enterprise mission statement. *

Please provide a copy of your constitution or a public document that contains this statement. *

Attach a file:

Public documents could include Annual Reports, Social Impact Reports. If no formal document is available, please provide copies of brochures/web-text etc which contain your mission statement information.

Please write a brief summary or description of your organisation's key activities. *

Word count:

Must be no more than 200 words.

General Eligibility

*** indicates a required field**

Bank account details

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

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Account name *

Account BSB *

Account number *

Remittance e-mail *

GST Registration

If you are successful in your application, you will be required to sign a funding agreement to provide the funded service/project. If you are formerly registered with the ATO for the Goods and Services Tax, Council will pay 10% GST on top of your grant amount.

Is the applicant organisation registered for GST? *

☐ Yes

☐ No

Financial information

Council administers Community Grants as the custodian of public funds. As a result we are keen to know that recipients can manage funds and prioritise financial accountability.

You **MUST** provide the relevant financial information in line with one of the three options below:

1. For funding requests of amounts between **\$5,001 - \$20,000** applicants need to provide:

- Most recent audited financial statements (last 12 months)

2. For funding requests of amounts between **\$20,001 - \$25,000** applicants need to provide:

- Most recent audited financial statements (last 24 months)

3. If your organisation is **not required** by the Australian Charities and Not-for-profit Commission (ACNC) to have audited financial statements **OR** your organization has only registered within the previous 12 months and an audited financial statement is not available, please provide:

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

Please attach your most recent financial statements *

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.

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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 existing Certificate of Currency from your insurance provider. *

Attach a file:

Please indicate the expiry date of your Certificate of Currency *

Must be a date.

If no, please explain what risk management strategies you will have in place by 1 January 2025 including insurance coverage.

Word count:

Must be no more than 100 words. 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 planned appropriate coverage.

Strategic and Geographic

* indicates a required field

City of Parramatta Community Strategic Plan

City of Parramatta Community 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

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

- ☐ Whole of Parramatta LGA
- ☐ Parramatta CBD
- ☐ North Parramatta, Westmead, Northmead
- ☐ Dundas Valley, Ermington, Melrose Park
- ☐ Carlingford, North Rocks
- ☐ Epping, Eastwood

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- | | |
|--------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="radio"/> Harris Park, Rosehill, Camellia | <input type="radio"/> Wentworthville, Constitution Hill, Pendle Hill |
| <input type="radio"/> Clyde, Granville (north of the railway line) | <input type="radio"/> Toongabbie, Old Toongabbie, Winston Hills |
| <input type="radio"/> Silverwater, Newington, Wentworth Point | <input type="radio"/> Greater Western Sydney |
| <input type="radio"/> Sydney Olympic Park, Lidcombe (north of M4) | <input type="radio"/> Outside of Parramatta LGA |
| <input type="radio"/> Rydalmere, Dundas, Telopea, Oatlands | <input type="radio"/> Other |

Project Contact Details

* indicates a required field

Main Project Contact Person

Project contact person *

Title

First Name

Last Name

Position *

Phone number *

E-mail address *

Growing Social Enterprise in Parramatta

* indicates a required field

Definition of a Social Enterprise

Applicants must meet the following definition of a Social Enterprise.

A social enterprise is a business that puts people and planet first. They trade like any other business but exist specifically to make the world a better place.

Social enterprises do three things:

1. Have a social, cultural or environment purpose.
2. Generate a substantial portion of their income from trade, and
3. Invest profit & resources into their purpose so that public/community benefit outweighs private benefit.

Location

Are you replicating or relocating your social enterprise activity to Parramatta?

- ☐ Yes
- ☐ No (already based in Parramatta)

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Why Parramatta?

Please tell us why you wish to start operating in Parramatta. *

Word count:
Must be no more than 200 words.

Details on the particular project being applied for

Project Name *

Amount applied for *

Project start date *

Must be a date and between 1/1/2025 and 30/12/2025.
Project must start no earlier than 1 January 2025.

Project end date *

Project must be completed no later than 30 December 2025.

Brief project description *

Word count:
Must be no more than 80 words.

Project description - general

Please detail why this project is needed and why Parramatta is a good fit for this activity *

Word count:
Must be no more than 300 words.
Please include any evidence you have to support this.

Please detail the intended community benefits to be created by your project and how you will achieve this. *

Word count:
Must be no more than 300 words.
Identify the intended audience/participants, the benefits to them and benefits to the broader community/environment/economy.

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Please provide detail about any existing relationships you have with other organisations or communities in Parramatta; or provide evidence of engagement you have undertaken to support the commencement of your activities in Parramatta. *

Word count:

Must be no more than 200 words.

Evidence of previous experience

The Growing Social Enterprise in Parramatta Grant aims to support existing social enterprises with a track record of successful project/service delivery in line with their mission.

Please provide evidence to demonstrate the impact of your social enterprise to date and/or evidence of successfully delivering projects or programs similar to the one you are seeking funding for in this application.

Evidence could include reports or summary information about delivery of similar projects (including pilot programs); impact measurement reports for your organisation; Skills/expertise of key staff members; references from previous partners/funders.

Please provide any evidence to demonstrate your experience in delivering the project, program or service *

Attach a file:

A maximum of 4 files may be attached.

Outcomes

The Growing Social Enterprise in Parramatta Grant program seeks to achieve the following broad outcomes:

- 1.Positive impact on disadvantaged communities;
- 2.Positive environmental impact;
- 3.Positive impact on social/cultural engagement

To receive funding under the Growing Social Enterprise in Parramatta Grant your project must include some clearly articulated outcome goals, and these should align with one or more of Council's grant program outcomes.

Please list the outcome goals you expect to result from your project; identify which Council outcome goal it most closely aligns with and explain how your intended outcome helps contribute to Council's.

Please ensure your goals are realistic, achievable and measurable (you will be asked for your outcome metrics and targets in the following question). You must include at least 1 outcome goal but do not list more than 5 outcome goals (choose the most significant).

Your outcome goals

**Alignment with our
outcome goals**

**How does your intended
outcome link to our
outcome goals?**

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What changes do you expect will occur as a result of your project (e.g. Enhanced physical fitness)? Please be brief. One per row.	Which of our outcome goals will your project contribute to? Pick the most relevant to 'Your outcome goal' on each row. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.

Your metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

There are two types of metrics. An 'Outcome Metric' is a measurement designed to help you determine whether progress towards an outcome is occurring or not and quantify the extent to which it is occurring. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example.)

Please detail the relevant metrics for your project. You must include at least one Outcome metric.

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Type of metric	Target	Collection method	Explanatory notes
One per row. Add more rows if you want to list additional metrics.	'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Increase in self-confidence reported by young people')	Identify a target for the metric you have chosen - an estimated total for your project. 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).	Please indicate which of your Outcome Goals this metric aligns to.

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Project description - sustainability

How will receiving grant funding allow your organisation to be more sustainable?

*

Word count:

Must be no more than 200 words.

Business planning

An existing Business Plan (or similar planning document) is an eligibility requirement for this funding category. We ask you to provide us with a copy for the use of our assessment panel. Your plan is treated with the highest level of confidence and is not made available beyond the funding panel.

From your current Business Plan, please draw out the following information:

Projected income over the next 1 - 3 years

Projected outcomes your social enterprise will make over the next 3 years in line with your social, environmental or cultural mission

e.g. Amount of waste diverted from landfill; employment or training opportunities created; improvement in levels of social connection.

Upload your Business Plan

Attach a file:

If you have issues providing a soft copy, please contact 9806 5110 for alternative delivery methods.

Work Plan

* indicates a required field

Project workplan

What steps will you take to complete your project? Please list the main activities you must undertake in order to deliver your project, as well as the associated timeframes.

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

Key Actions *

Please include key activities and deliverables required to deliver your project?

Key Actions *

Timeframe for Key Actions *

When will this action be completed? Please indicate which month of the year.

Timeframe for Key Actions *

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Please include key activities and deliverables required to deliver your project?

When will this action be completed? Please indicate which month of the year.

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 (CoP) to fund and which parts (if any) are funded from other sources (this could include volunteer hours, in-kind offerings, pro bono work or additional funding secured for the project).

You **MUST** include written quotes for any items over \$500 that are being procured with Council grant funds. One written quote is required for purchases between \$500-\$999. Two written quotes are required for purchases of \$1,000 or more. Quotes must be attached in this section or your application may be considered ineligible.

Quotes are not required for internal staff costs but please explain the basis for each expenditure item, for example:

Staff workshop facilitation @ \$40ph x 2hpw x10 weeks

- If you are registered for the GST, costings **should not** include GST (*GST will be added on to the \$ amount you have requested*).
- If you are not registered for the GST, quotations and costings **should include** GST (*no GST will be added on to the \$ amount you have requested*).

Expenditure item	To be paid for by CoP Grant funds	To be paid for by other funding source	Funding Source	Please attach your written quotes here
Please include all anticipated expenditure items associated with the project delivery. You may also wish to include significant budget items that your organisation will cover (outside of the grant funds), such as volunteer hours or staff costs where these are directly relevant to running the project.			Eg. Name of organisation providing funding, other grant program, crowdfunding.	For items being procured with CoP Grant funds you must provide: One quote for budget expenses between \$500-\$999 OR Two written quotes for budget expenses \$1,000 or more.
	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		

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	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		

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.

Other Supporting Documents

Please upload any documentation that supports your application.

This may also include letters of support or commitment of 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.

Funding Agreement and 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 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

Funding Agreement if grant application is successful

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.

(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.

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(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.

(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.

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(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

Position *

Email *

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

☐ Agreed

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Date of acknowledgement *

Project Contact (cannot be the same as Authorised Office Bearer)

Title First Name Last Name

Position *

Email *

Must be an email address.

I, the above office bearer, 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. Smarty Grants 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 an online Information Session?

Where did you hear about City of Parramatta Community Grants?

- ☐ City of Parramatta website
- ☐ Parramatta e-news
- ☐ Social media (FB & LinkedIn)
- ☐ Community Networks
- ☐ SmartyGrants email

How did you find the online application process?

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

If you spoke to a Council Officer, did you find them...

Any other feedback or comments?