

Application Form: 23-24 Quarterly Grants

Form Preview

Instructions to Applicants

City of Parramatta Quarterly Grants

This form is for applicants for the City of Parramatta Quarterly Grants in the following categories:

- - Small Grants Fund
 - Sport and Recreation Grant
 - Social Enterprise Business Planning Grant

General eligibility criteria and information and requirements specific to each of the above categories may be found in the [Community Grants Guidelines](#). **All applicants are strongly encouraged to read these guidelines before proceeding.**

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 SmartyGrants online system for its grants management. If you have used SmartyGrants for any other grants program, you can use the same login.

City of Parramatta Council Quarterly Grants

Please [read the Funding Guidelines](#) thoroughly before completing this form.

Contacting a Council officer

We encourage all applicants to have discussed their application with a relevant Council Officer.

Council Officer's Name

Date of Contact

Must be a date.

Funding Category

* indicates a required field

Which quarterly grant sub-category are you applying for?

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The response you make to this question, will disable the parts of this form that you do not need to fill out. You will still be able to see all the questions, but it should be obvious which ones are no longer required.

Funding Category *

- ☐ Parramatta Small Grants Fund
- ☐ Parramatta Sport and Recreation Grant
- ☐ Social Enterprise Business Planning Grant

Applicant Details

* indicates a required field

Status

Is your organisation a non-profit organisation or a social enterprise? *

- ☐ Yes ☐ No

Is your organisation incorporated? *

- ☐ Yes ☐ No

Incorporated Organisation's details - The applicant

Applicant Organisation Name *

Organisation 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.

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	

Must be an ABN.

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.

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Applicant Postal Address *

Address

Street Address (if applicable)

Address

Website

Must be a URL.

Incorporation

Please indicate which form of incorporation.

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

Auspiced Group details (compulsory if your organisation is NOT incorporated)

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

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

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 **15%** of the total grant.

Name of organisation being auspiced

Organisation Name

Auspiced Organisation Postal Address

Address

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Auspiced Organisation Primary Email

Must be an email address.

As this project is an auspiced project, a letter from the organisation providing auspice needs to be included, indicating support for the project and willingness to take on responsibility for the grant. Please upload this letter of support here.

Attach a file:

Which organisation is the Project Contact Person from?

- ☐ Incorporated Applicant Organisation
☐ Auspiced Organisation

Auspiced Organisation Project Contact

Project Contact

Title First Name Last Name

Position

Email

Must be an email address.

Phone Number

Must be an Australian phone number.

Information about your organisation

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

Word count:

Must be no more than 100 words.

Project Details

* indicates a required field

Project Details

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What are the primary areas of focus for this project/program? *

No more than 5 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

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

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

Details on the particular project being applied for

Project Title *

Amount applying for *

Must be a dollar amount.

Project Start Date *

Note: Grants can take up to 3 months from the assessment deadline before payments may be made. To avoid disappointment, ensure your project is scheduled to start 3 months after the upcoming Quarterly Grants assessment deadline.

Project End Date *

Note: Grants must be completed within 6 months of receipt of funding.

Brief project description *

Word count:

Must be no more than 50 words.

Provide a short description (50 words recommended) of your project - what are you wanting to do?

Contact person

* indicates a required field

Project contact person from Applicant Organisation

Project contact person **CANNOT** be the same as the CEO or equivalent for an organisation

Project Contact person *

First Name

Last Name

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Position *

Mobile Phone Number *

Must be an Australian phone number.

Project Contact e-mail *

Must be an email address.

General Eligibility

* indicates a required field

Bank Account details

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

Bank Account Name *

Must be an account with at least two signatories

BSB Number *

Enter in the formal XXX-XXX

Bank Account Number *

Remittance E-mail Address *

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

Your response to this question does not affect your eligibility. However, if you respond YES, your budget should include GST exclusive amounts. If you answer NO and are not registered, your budget should reflect GST inclusive amounts.

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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.

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.

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

*

Attach a file:

Expiry date for Certificate of Currency *

Must be a date.

Geographic location

* indicates a required field

What locality is your project primarily happening in or benefiting?

*

- ☐ Whole of Parramatta LGA
- ☐ Greater Western Sydney
- ☐ Online / Virtual community
- ☐ Other
- ☐ 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)

Small Grant Fund Details

* indicates a required field

Activity Category

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Please indicate which ONE activity category applies to your project: *

- ☐ A: Development of a project that will build resilient, vibrant and healthy communities in the Parramatta LGA
- ☐ B: Capital purchase directly related to Community Capacity Building project(s)
- ☐ C: Building the internal capacity of your organisation
- ☐ D: Resource development

Objectives

This category is designed to assist voluntary and staffed not-for-profit incorporated organisations with the following:

- Project development and implementation;
- Capital purchase directly related to a discreet and defined activity or project;
- Building the internal capacity of the organisation;
- Resource

The funding has to be linked to a discreet and defined activity or project

OBJECTIVE 1:

Support community-based groups and service organisations to develop effective projects that address the social, economic and/or environmental needs of residents in the City of Parramatta Local Government Area, as described in City of Parramatta's Community Strategic Plan

OBJECTIVE 2:

Maximise access to and use of community resources, services and facilities, including equity of access for people experiencing social exclusion, marginalisation or isolation.

OBJECTIVE 3:

Encourage community participation in the development and delivery of projects and activities

OBJECTIVE 4:

Support the development of networks and partnerships between communities, local community groups, agencies and Council

Small Grants are designed to assist voluntary and staffed not-for-profit incorporated organisations to fund one-off costs that will directly support the progression of their capacity building activities, projects or programs. **Small Grants funding has to be linked to a discreet and defined activity or project.**

Project Description

Include a description of how your project meets the above objective(s)

What will your project do? *

Word count:

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Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

Why does this work need to be done? *

Word count:

Describe the specific issue or need you want to address (200 words recommended)

How have you included the people you are hoping to work with in the development of this project? *

Word count:

Must be no more than 200 words.

Does the project provide opportunities for community members (target group) to participate in or engage with project development, and/or delivery outcome measure development?

Evaluation

What outcomes are you anticipating as a result of your project, and how will you measure those outcomes? *

Word count:

Must be no more than 150 words.

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Sustainability

How will you ensure the sustainability of this project or its outcomes after funding has ended? *

Word count:

Must be no more than 200 words.

Sport and Recreation Grant Details

*** indicates a required field**

Sport and Recreation Grant Fund objectives

The objectives of this category are to:

Objective 1

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Increase participation in local sport and recreation activities, particularly in regards to the inclusion of Aboriginal and Torres Strait Islanders; disengaged young people; newly arrived migrants, refugees and humanitarian entrants; people experiencing homelessness; people from culturally and linguistically diverse backgrounds; people living with disabilities; people of diverse genders and/or sexuality (GLBTI); people over 55 years of age, particularly those living alone; women & girls.

Objective 2

Address barriers to participation in sport and recreation.

Objective 3

Increase the capacity of local clubs by improving the knowledge and skills capacity of their volunteers.

Objective 4

Increase the availability of resources and equipment within local sport and recreation clubs.

Project Description

Include a description of how your project meets the above objective(s)

What will your project do? [Include a description of how your project meets the above objective(s). What will take place and when will it take place?]

Why does this work need to be done? [Describe the specific issue or need you want to address. How do you know it is a need?]

Who will you work with? [Who are your partners in this project? Have you enquired about sharing resources with another Club? If applicable, provide contact details.]

How many members does your club have?

What percentage of those members reside within the City of Parramatta local government area?

Evaluation

How will you know if your project is successful?

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Word count:
(No more than 200 words)

Sustainability

How will you ensure the sustainability of this project or its outcomes after funding has ended? *

Word count:
(No more than 200 words)

Social Enterprise Business Planning Details

* indicates a required field

Social Enterprise Category Objectives

Council seeks to support the growth of social enterprises that have the following characteristics:

- Social, environmental, cultural mission/objectives core to purpose and focus.
- Limited distributions of profits – the majority of profits are reinvested in the enterprise and/or an associated social entity.
- Mixture of capital inputs – the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade.
- Generation of a social return in addition to a financial return, and commitment to demonstrating this.
- Favour democratic decision-making structures and seek high levels of accountability to their stakeholders, rather than just to shareholders.

The **Social Enterprise Business Planning** category is designed to:

- assist local social enterprises with engaging in professional services that can assist with the ongoing operation and sustainability of the business (e.g. marketing, web design, book-keeping, etc.)
- provide organisations or groups of individuals with access to funds to prepare business plans for social enterprise concepts that will benefit the Parramatta Local Government Area

Applicants must have spoken to Council's Social Investment Officer, Lucy Brotherton on 9806 5792 or lbrotherton@cityofparramatta.nsw.gov.au

Your organisation

Are you a local social enterprise seeking professional services or an existing organisation (or group of individuals) preparing a business plan? *

- ☐ Local Social Enterprise
- ☐ Existing organisation new to Social Enterprise

Amount applying for *

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\$

Must be no more than \$2,000

Project Description - Professional Services

Funds for the engagement of professional services must go to **an external organisation** (not existing internal staff).

Describe the social, environmental or cultural mission of your Social Enterprise. *

Word count:

Must be no more than 200 words.

Describe the activity the professional service will provide. *

Word count:

Must be no more than 200 words.

How will this professional service assist with the sustainability of your social enterprise or assist with business planning into the future? *

Word count:

Must be no more than 200 words.

Please upload at least one quote for the professional services you are seeking. *

Attach a file:

New to Social Enterprise

** indicates a required field*

Project Description - Business Plan Development

Outline the social, environmental and/or cultural mission of the proposed social enterprise. *

Word count:

Must be no more than 200 words.

Describe the trading and market activities of the proposed social enterprise. *

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Word count:

Must be no more than 200 words.

Describe how the proposed social enterprise will benefit the City of Parramatta Local Government Area and how you have identified this. *

Word count:

Must be no more than 200 words.

Social Enterprise Model

Is this social enterprise the concept of: *

- ☐ An existing organisation
- ☐ An individual or group (requires an auspice)

Following on from the previous question, please describe the support that has been offered from either your Board/Management Committee or the organisation that is providing auspice. *

Word count:

Must be no more than 200 words.

What business skills and/or experience do the applicants bring to the social enterprise? *

Word count:

Must be no more than 200 words.

Describe why you think that a social enterprise model is the best choice for your proposed activities? *

Word count:

Must be no more than 200 words.

You must include a letter of support from your Board or the organisation providing auspice. Upload at least one quote if you are seeking professional services for the development of your business plan *

Attach a file:

Project Workplan

Please complete the below project work plan that includes:

- **Project milestones**

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- **Tasks / Actions**
- **Performance indicator**
- **Timeframe**

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

Add a line for each new Milestone / Stage. Please complete a minimum of two Milestones and a maximum of six.

Milestone / Stage	Key Tasks / Actions	Measurements of Completion	Timeframe for Key Task/Action
What are the key milestones/stages to be reached in order to achieve your project outcomes?	What are the important tasks that need to be done in order to reach each milestone/stage?	How will you measure the success of this milestone/stage?	When will it be done by?

Other funding sources

In addition to the amount you are applying for from Council, we are keen to know the full costs of projects and how the other parts are funded.

What are the other funding sources? If you are applying to other funding bodies, when will you know the result? What financial contribution is your organisation making?

Must be no more than 150 words.

What are the in-kind contributions being made to your project?

Must be no more than 150 words. 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.

Budget

*** indicates a required field**

Other funding sources

In addition to the amount you are applying for from Council, we are keen to know the full costs of projects and how the other parts are funded.

Are you applying to other funding bodies for \$ for this project? *

☐ Yes

☐ No

What are the in-kind contributions being made to your project? *

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Other funding requested

When will you know the result?

What financial contribution is your organisation making?

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 are funded from other sources (including in-kind).

- If you are registered for the GST, costings should not include GST (*Council will add on 10% GST*)
- If you are not registered for the GST, costings should be inclusive of GST.

Budget

Expenditure	(A) To be paid for by CoP Grant funds	(B) To be paid for by other funding source
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Budget Totals

The total expenditure amount is the addition of Column A and Column B

Total Column A

\$

This number/amount is calculated.

Total Column B

\$

This number/amount is calculated.

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Total Expenditure Amount

\$

This number/amount is calculated.

Supporting Documents

Upload budget quotations and any additional supporting documents you'd like to include here.

File Upload *

Attach a file:

Gender Equality

Gender Equality

Gender equality is about recognising the affect that gender plays in our lives, leading to different needs and priorities, different constraints, different aspirations and contribute to and participate within community in different ways.

Achieving gender equality in our communities requires the recognition that every policy, program and project affects men, women and gender-diverse people differently. Using a gender lens when analysing, planning, and making decisions means carefully and deliberately examining all the implications of our work in terms of gender. A gender-wise program is one that considers the different needs and circumstances of people of all genders within the target beneficiary group.

The following questions are for data collection purposes only and will not affect the assessment of your grant application. Your responses will help inform gender-wise grant-making in the future.

Gender Lens

How will you address the needs of people of different genders in the design and management of your initiative?

We want you to show us how you have considered gender differences in designing your project/program so that you are reaching people equitably. If you are running a gender-specific initiative, please tell us why only one gender is being targeted. For more information on applying a gender lens to your work, visit <http://www.fundingcentre.com.au/help/gender-lens>.

How will you measure the gender reach of your project/program?

Please outline how you will know whether or not you have reached all genders equitably (presuming your initiative is designed for all genders). For more information on applying a gender lens to your work, visit <http://www.fundingcentre.com.au/help/gender-lens>

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Will your project address gender inequality?

☐ Yes

☐ No

☐ Don't know

Answer 'yes' if your project/program is specifically designed to improve opportunities for people who identify as women and girls, or you think this may occur as a side-benefit to your initiative.

How will your initiative address gender inequality? *

What will you do to address gender inequality and what changes do you expect will occur as a result?

Declaration

* indicates a required field

Privacy Personal Information Protection Notice

Purpose of collection: In order to assess grant applications received in the City of Parramatta Community Grants Program.

Intended recipients: City of Parramatta Council staff, contractors or consultants appointed for a particular task and City of Parramatta Councillors. Applicant information such as organisation name, project title and amount of project funding allocated by Council will be made publicly available if the applicant is successful in receiving funding.

Supply: A Grant Application is voluntary, however, a completed form is required for City of Parramatta staff, contractors or consultants and Councillors to assess grant applications for funding. Council reserves the right not to assess any application which does not provide sufficient information on an organisation or person's identity in order to sufficiently assess its eligibility for funding.

Access/Correction: Contact the City of Parramatta Council Governance Team to access or correct this information.

Storage: City of Parramatta Council, 126 Church Street, Parramatta NSW 2150. Secure servers of Our Community Pty Ltd, providers of SmartyGrants.

Funding Agreement if Successful

I understand that if my organisation is funded, that the following conditions will apply:

(i) Grants provided by City of Parramatta Council are for the purpose listed in the application and must be expended during the 2023 - 2024 financial year.

(ii) Where a project will involve adults working with children, successful applicants must ensure that they comply with the [working with children check regulation](#). The applicant must provide the City of Parramatta with a letter confirming that they have checked their compliance and the status of any required checks. The letter must be signed by an office bearer of the organisation receiving the grant and provided with this agreement. Evidence of working with children checks can be provided in progress/acquittal reports.

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- (iii) Successful applicants are required to work in the spirit of collaboration with Council in the development and delivery of the project throughout the term of the funded project. A Council Officer will be assigned to your project for this purpose (Grant Support Officer).
- (iv) Successful applicants are required to use the grant to principally serve residents in the Parramatta Local Government Area.
- (v) Acknowledgment of City of Parramatta's support must be given wherever practicable. The sentence **"This project has been supported through a City of Parramatta Council Community Grant"** in annual reports and advertising material, as well as media releases where appropriate is sufficient to meet this requirement. The logo of City of Parramatta Council will be provided to you if you are successful in your grant application.
- (vi) Approval for extensions of time or alteration to the planned expenditure must be requested through a **Grant Variation form** and sought from Council's Line Manager Community Capacity Building. In the first instance contact should be made with the Council Officer assigned to your project at grants@cityofparramatta.nsw.gov.au.
- (viii) Where practicable, invitations to any promotional events related to the funded project should be forwarded to the Office of the Lord Mayor of Parramatta.
- (ix) Any equipment acquired through this grants program 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 Council.
- (x) **A Final Report must be completed and submitted when the funds are fully expended.** A template will be forwarded to you via SmartyGrants. A financial acquittal that specifies how City of Parramatta Council grant monies were applied must also be submitted with the Final Report. **Receipts must be kept and uploaded to the acquittal form. If receipts cannot be obtained, please contact the Community Grants Officer prior to expenditure.**
- (xi) All organisations that currently prepare audited financial statements will supply CoP with a copy of these statements, which will specify how City of Parramatta Council grants were applied.
- (xii) Recipients are required to complete a Project Partner Form where requested by Council. This form can be obtained from the Community Grants Officer. Failure to complete this form may delay a receipt of funds.
- (xiii) **Any group that experiences difficulty with implementing and acquitting their project should contact the Community Grants Officer for assistance as soon as difficulties are identified, to determine whether the Funding Agreement can be varied.**
- (xiv) If the contact person for your project changes you must immediately notify Council and update the details for a new contact person and your Organisation details if necessary. If this is not done within 30 days of the change, Council will request return of any Grant funding.
- (xv) If any of the above conditions are not met, Council may request the return of funds.
- (xvi) If a dispute arises between the parties about this agreement or Council makes a claim under section (xiv) of this agreement, then the parties will endeavour to resolve the dispute by negotiation within ten business days (Negotiation Period). If the parties cannot resolve the dispute within the Negotiation Period, then either party may terminate this agreement by written notice.
- (xvii) The Recipient must return all unexpended funds to Council within 28 business days of the termination of this agreement.

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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

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.

Applicant Support

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 receives the offer of tailored advice and support as required.

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- 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 opportunities.

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.

In the past 12 months, have you attended one of Council's online grant information / writing workshops? *

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

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

How did you find the online application process? *

What grant information would you like to access from City of Parramatta Council's Website? *

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

Any other comments or feedback?