

2025 Cultural Grants - Heritage Activation

Form Preview

Instructions to Applicants

2025 Heritage Activation Grant

This form is for applicants submitting an application to the Heritage Activation Grant.

Many sites of historical significance in Parramatta are currently under-utilised but have incredible potential to attract visitors from within and outside of the LGA. Through the 2025 Heritage Activation Grants, visitation to these sites will be bolstered by a program of onsite visitor experiences such as tours, workshops, public installations, and performances.

The proposed project must meet one of the following objectives:

OBJECTIVE 1: Activate heritage sites and sites of historical significance within the Parramatta LGA beyond the current programming offerings

OBJECTIVE 2: Develop skills and provide professional network development opportunities to businesses and individuals contributing to Parramatta's visitor economy

OBJECTIVE 3: Increase visitation to heritage sites or sites of historical significance through extending hours of access to sites and the diversification of creative and cultural programming and events

OBJECTIVE 4: Stimulate connection to community, through the development of activities that explore the unique identity and rich histories of the Parramatta region.

OBJECTIVE 5: To celebrate and amplify Parramatta's complex histories through supporting visitor economy businesses to expand their cultural activities.

General eligibility criteria and information and requirements specific to each of the above categories may be found in the program guidelines located on Council's website [here](#).

All applicants are strongly encouraged to read these guidelines before proceeding. Applications close 12 AM, Tuesday, March 4 2025. Funded projects will be completed between 1 July 2025 and 30 June 2026.

Need Support Reach out to the Community grants team via email grants@cityofparramatta.nsw.gov.au and quote your application number.

Applicant Details

* indicates a required field

2025 Heritage Activation Grants

Please read the [program guidelines](#) thoroughly before completing this form.

Applicant's Details - The Applicant

2025 Cultural Grants - Heritage Activation

Form Preview

Name *

Full legal name (organisation, business, sole trader)

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

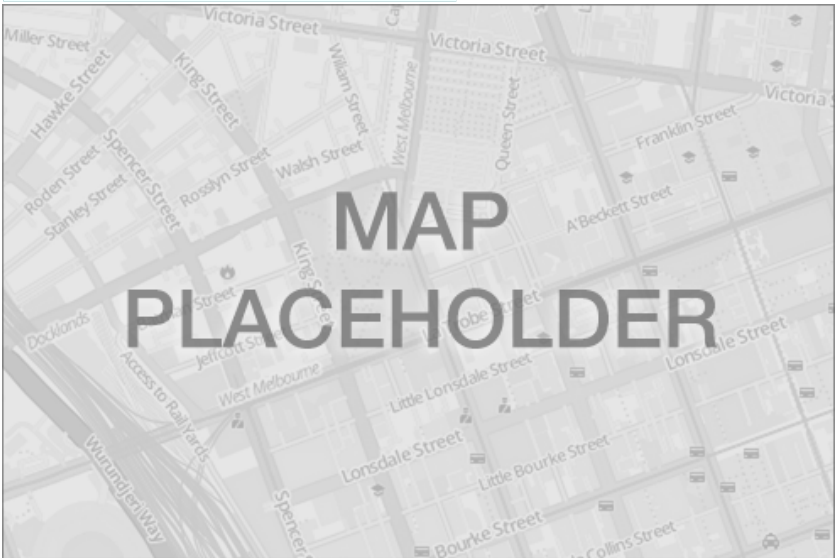
Tax Concessions

Main business location

The applicant must have an ABN to apply.

Applicant Postal Address

Address



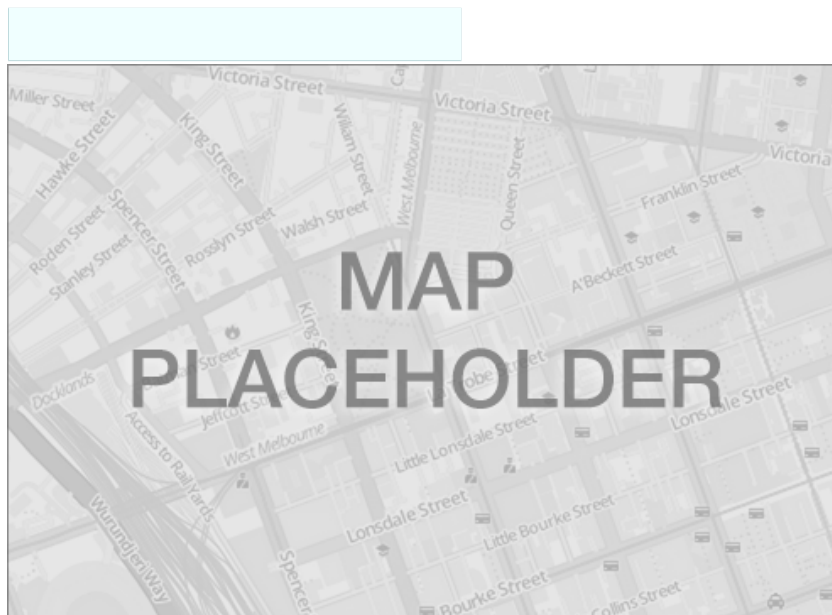
Any, but at least one field is required.

Project Venue Address

Address

2025 Cultural Grants - Heritage Activation

Form Preview



Must be an Australian postcode.
Location where the project will take place.

Website

Does your organisation use:

- ☐ Twitter ☐ LinkedIn ☐ Instagram ☐ TikTok
☐ Facebook

Status

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.

This is often a number beginning with a Y that is found on your Certificate of Incorporation.

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

2025 Cultural Grants - Heritage Activation

Form Preview

Is your organisation a non-profit or social enterprise *

- ☐ Yes
☐ No

Authorised Person

Authorised person of organisation *

Title

First Name

Last Name

Position

Phone number

E-mail address

Financial information

As the custodian of public funds, Council administers Community Grants with a focus on financial accountability, We need to ensure that recipients can manage funds responsibly.

For funding requests between \$5,000 and \$10,000, applicants must provide:

- The organisation's most recent signed audited financial statements.

If your organisation is not required by the Australian Charities and not-for-profit Commission (ACNC) to have audited financial statements, or if your organisation has registered within the last 12 months and an audited financial statement is unavailable, please submit:

- A Profit and Loss Statement (certified by an accredited accountant).
- Organisational Balance Sheet (covering the last 10 months).

Please upload your financial documents here. *

Attach a file:

If you do not have an electronic copy of your statements, create a Word Document that simply states that you will be mailing the report and upload that Word file.

Auspiced group's details

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

Name

☐ Individual ☐ Organisation

Organisation Name

Title

First Name

Last Name

2025 Cultural Grants - Heritage Activation

Form Preview

Auspiced group 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.

Auspiced group Address

Address

Auspiced group Email

Must be an email address.

Auspiced group Website

Must be a URL.

General Eligibility

* indicates a required field

Bank account details

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

Account BSB *

2025 Cultural Grants - Heritage Activation

Form Preview

Account name *

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

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.

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, such as **Public Liability Insurance**.

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:

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

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.

Contacting a Council Officer

We encourage all applicants to have discussed their application with the Grants Program Team prior to lodging an application. This ensures you are able to ask any questions and access any support available.

The Grants Program Team can be contacted via **grants@cityofparramatta.nsw.gov.au**

2025 Cultural Grants - Heritage Activation

Form Preview

Council Officer name

Date of contact

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Project Details

* indicates a required field

Details on the particular project being applied for

Project Name *

Amount applied for *

\$

Must be a dollar amount. At least 50% of the funding requested must be matched by the applicant if successful. Funding is capped at \$10,000.

Total Project cost *

\$

Must be a dollar amount.
Council will only contribute up to \$10,000 regardless of the total cost of the project. The applicant is responsible for supplying further funds if necessary.

Project Commencement Date *

Must be a date and between 1/7/2025 and 30/6/2026.

Project Completion Date *

Must be a date and between 1/7/2025 and 30/6/2026.

Brief Project Description *

Briefly Describe your project. Please keep this section short as you will be able to expand on your project throughout the application.

Property/Building Ownership- Only fill in if applicable

If you plan for your project to take place inside, or on the grounds of a building, you must:

- **own the property** you intend to conduct an activity;
- **be authorised by the owner to conduct the activity** or lodge an application or be authorised to conduct such activity under the terms of your **Commercial Tenancy Agreement, or;**
- have a **licence or permit** to conduct the activity on the land.

Proof of property ownership, Commercial Tenancy Agreement or License/Permit
Attach a file:

2025 Cultural Grants - Heritage Activation

Form Preview

Proof of ownership such as mortgage documents or a copy of a Commercial Tenancy Agreement - you must have a minimum of twelve months remaining on the lease from the time the grant application has been lodged.

If you are not the property owner, please provide a letter of permission from the owner.

Attach a file:

Letter must include property owner's contact details and proof of ownership.

Project Contact details

* indicates a required field

Main project contact

Which organisation is the main project contact from *

- ☐ Applicant organisation
- ☐ Auspiced organisation

Project Contact person from Applicant organisation *

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

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Project contact person from Auspiced organisation if applicable

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

Position

Phone Number

Must be an Australian phone number.

2025 Cultural Grants - Heritage Activation

Form Preview

Email

Must be an email address.

Strategic Alignment

* indicates a required field

City of Parramatta's vision for heritage and visitor economy

Projects funded by the Heritage Activation Grant must align with the City of Parramatta's strategic vision for a global City.

Our visitor and heritage City vision

Global Parramatta is a place with unique cultural identity and heritage, and the home of leading artists and arts organisations. This creates an authentic point of difference for domestic and International Visitors.

Like many global cities, Global Parramatta is home to places of exceptional natural and built heritage significance, which acknowledge shared and challenging histories.

In what ways will your project contribute to realising our City vision of Heritage and Visitor Economy? *

No more than 100 words

Please indicate which of Council's 6 strategic objectives your project best aligns 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

Please choose one objective only

Project Questions- Tell us more

* indicates a required field

Heritage Activation Grant objectives

Many sites of historical significance in Parramatta are currently under-utilised but have incredible potential to attract visitors from within and outside of the LGA. Through the Heritage Activation Grants category, visitation to these sites will be bolstered by a program of onsite visitor experiences such as tours, workshops, public installations, and performances.

The proposed project must meet one of the following objectives:

2025 Cultural Grants - Heritage Activation

Form Preview

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OBJECTIVE 4: Stimulate connection to community, through the development of works and/or activities that explore the unique identity and rich histories of the Parramatta region.

OBJECTIVE 5: To celebrate and amplify Parramatta's complex histories through supporting visitor economy businesses to expand their cultural activities.

Which of the above objectives does your project meet? *

- ☐ Objective 1
- ☐ Objective 2
- ☐ Objective 3
- ☐ Objective 4
- ☐ Objective 5

Must be between 1 and 5 choices selected

Geographic location

Which ward will your project be delivered? *

- ☐ 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)
- ☐ Parramatta CBD

If unsure please choose where you are hoping this project takes place

If the location is not listed above, please include here the location of where your project will be delivered.

Please explain why the location is outside of the Parramatta Local Government Area and who the target audience is.

Project details

What are the planned project details? *

2025 Cultural Grants - Heritage Activation

Form Preview

200 Word Limit. Explain your project idea, and what it includes.

What category does your project best align with? *

- ☐ Live music
- ☐ Performance/entertainment
- ☐ Workshop or classes
- ☐ Exhibition
- ☐ Panel or talk
- ☐ Other

What are the outcomes of your proposed project? *

300 Word Limit. Examples include; how many people will be paid? Partnerships between people and collectives? Skill building?

How will your project develop new audiences, and which audiences are you looking to engage with? *

200 Word Limit. Different audiences can be locals, young people, First Nations, those with Access needs etc.

Promotion

Please list up to three ways in which your project will be promoted to the local community.

Method 1

1. Method of promotion *

Details *

Method

2. Method of promotion *

Details *

Method 3

3. Method of promotion *

Details *

Supporting Documents

* indicates a required field

Project Team

Please list the key personnel involved in the project. Please indicate each person's role. Include CVs for principal team members (optional, but preferred). Add a new line for each key team member by clicking add more.

2025 Cultural Grants - Heritage Activation

Form Preview

Name *	Role on project	Hours per week on project	CV of principal team members Attach a file:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Work Plan and Evaluation

* indicates a required field

Project workplan

Please complete the below project work plan that includes:

- **Project milestones** - What are the key milestones/stages to be reached in order to achieve your project outcomes?
- **Tasks / Actions** - What are the important tasks that need to be done in order to reach each milestone/stage?
- **Performance indicator** - How will you measure the success of this milestone/stage?
- **Timeframe** - When will it be done by?

If you have any questions regarding this work plan, please contact the Community Grants team via grants@cityofparramatta.nsw.gov.au

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

Milestone / Stage *	Tasks / Action *	Performance indicator *	Timeframe *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Evaluation

What does success look like? How will you know if your project is successful? *

Must be no more than 150 words.

Documenting the project is important, please list how you are planning on documenting this project? *

Such as: recording attendance numbers, taking still images and video recordings of performances

Budget

* indicates a required field

2025 Cultural Grants - Heritage Activation

Form Preview

Other funding sources

The Heritage Activation Grant is a matched funding grant, this means that this project needs to be supported by other funding or in kind support, such as other grants, partnerships, or donation of services. 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 other funding, or support does this project include? *

Must be no more than 150 words

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** GST, costings **should not** include GST
- If you **are not registered** for GST, costings **should be** inclusive of GST.

Explain the basis for each expenditure item, for example: Facilitator Fees @ \$40ph x 2hpw x10 weeks

Expenditure Item	To be paid for by CoP grant funds	To be paid for by other funding source	Upload quote here
			For items over \$500 please upload one quote, for quotes over \$1000 please upload two quotes
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Project 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.

2025 Cultural Grants - Heritage Activation

Form Preview

Declaration

Declaration

The Applicant:

1. Declares the information submitted in this application is, to the best of the Applicant's knowledge, true and presents fairly, in all material respects, the financial position of the Applicant;
2. Agrees to notify City of Parramatta Council as soon as the Applicant becomes aware of any changes to this information or any circumstances that may affect this application, which includes, but is not limited to, information regarding the financial viability of the Applicant
3. Acknowledges that City of Parramatta Council may seek further information regarding this application, if required;
4. Acknowledges that this is an application only the application may not necessarily result in a grant funding being awarded by City of Parramatta Council, to the Applicant; and
5. Understands and agrees that if the applicant is successful in making this application, which results in City of Parramatta Council awarding a grant of funding to the Applicant, that is read and agrees to be bound by, and a party to, the Funding Agreement Standard Terms and Conditions, a copy of which you can find [here](#).

Signature of Applicant (also known as the Grantee, for the purposes of the Funding Agreement Standard Terms and Conditions), agreeing to the above Declaration:

Note: For the evidence of the doubt, by this signature, the Applicant will be bound by, and a part to, the Funding Agreement Standard Terms and Conditions, if the Applicant's application results in City of Parramatta Council awarding a grant of funding to the applicant.

Please confirm you understand the above declaration by clicking 'Agreed'. ☐ Agreed

If the Applicant is an individual

Full Legal name of the Applicant

Title First Name Last Name

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Signatory Name

--

Print.

Signature

--

Print.

2025 Cultural Grants - Heritage Activation

Form Preview

Date of Declaration

Must be a date.

If the Applicant is a Company

Name of Company

Insert name of company and any ABN, ACN, or ARBN.

Director's Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Equivalent to a Director Position.

Signature

Print.

Date of Declaration

Must be a date.

Director/Company Secretary Name

Print

Signature

Print.

Date of Declaration

Must be a date.

If the Applicant is an Incorporated Association

Full Legal name of the Applicant

Insert name of incorporated association and any ABN or other registration number.

Public Officer's Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Print.

2025 Cultural Grants - Heritage Activation

Form Preview

Signature

Print.

Date of Declaration

Must be a date.

Committee Member/Secretary Name

Print.

Signature

Print.

Date of Declaration

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

How did you find the online application process?

How did you find out about the Heritage Activation Grant?

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

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

**Any other feedback or
comments?**