

# 2025 Cultural Grants - History, Culture & Stories

## Form Preview

### Instructions to Applicants

#### 2025 Cultural Heritage and History Projects Application Form

This form is for applicants submitting an application to the 2025 Annual Cultural round of the History, Culture & Stories Fund.

This category is designed to back projects that boost and celebrate the understanding of Parramatta's historical and cultural legacy. The fund supports initiatives that capture and explain Parramatta's narratives for the advantage of both present and future generations. Grant proposals must clearly show the project's importance to Parramatta's cultural heritage and history.

We particularly encourage applications that delve into and highlight previously unexplored areas, enhancing our collective knowledge and appreciation of Parramatta.

Priority will be given to projects which explore:

- Aboriginal heritage (for example; traditional and contemporary culture);
- Social history (for example; aspects of everyday life, people who have made significant contribution to the Parramatta);
- Cultural heritage of our diverse communities (for example; Chinese, Lebanese, Indian, etc.);
- Significant heritage sites and structures in the Parramatta LGA (built or natural environment);
- Contemporary heritage (for example; living histories, or contemporary cultural trends)

Applicants should also consider projects that will deliver enhanced knowledge within any of the following key themes:

- Cultural Heritage (including Aboriginal, Colonial, Urban/Contemporary & Multi-Cultural);
- Food Culture;
- Arts, Culture, Events & Entertainment;
- Outdoors;
- Sport;
- Social History

### Assessment Criteria

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

#### **CRITERIA DESCRIPTION**

#### **WEIGHTING**

##### **Criterion A**

Extent of significance of the project to Parramatta's cultural history, heritage and key themes

5%

##### **Criterion B**

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Extent that contributes to gaps in knowledge regarding local history and cultural heritage  
25%

### Criterion C

Clearly describes the final delivery format of the project and how it will be accessed by the target audience

20%

### Criterion D

Demonstrates appropriate merit and methodology

15%

### Criterion E

Quality, cost effectiveness and realism of the budget to achieve desired outcomes with clear costing for all aspects of the project.

15%

## General

General eligibility criteria, information and requirements may be found on [Council's Website](#).

**All applicants are strongly encouraged to read these guidelines before proceeding.**

Applications close at 12AM on Monday 4th March 2025 11.59PM. Funded projects will be completed between 1 July 2025 and 30th June 2026.

### Getting Support

Contact us on 9806 5110 during business hours or email [grants@cityofparramatta.nsw.gov.au](mailto:grants@cityofparramatta.nsw.gov.au) and quote your application number.

## Contacting a Council Officer

We encourage all applicants to have discussed their application with a relevant Council Officer from the Heritage & Tourism Team. Tel: 8839 3324

**Council Officer name**

**Date of contact**

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## Applicant Details

\* indicates a required field

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### Incorporated Organisation's details - The applicant

**Organisation Name \***

**Organisation's 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

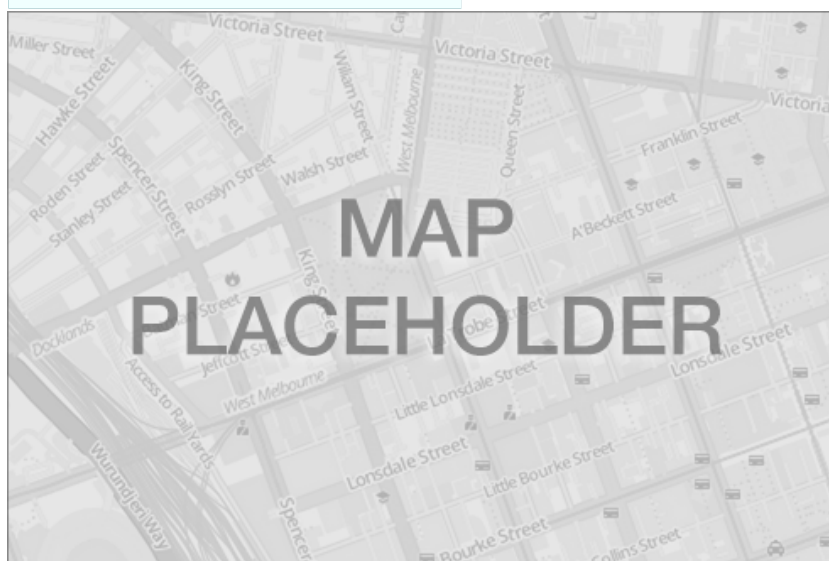
Tax Concessions

Main business location

The applicant must 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.

**Organisation's Postal Address**

Address

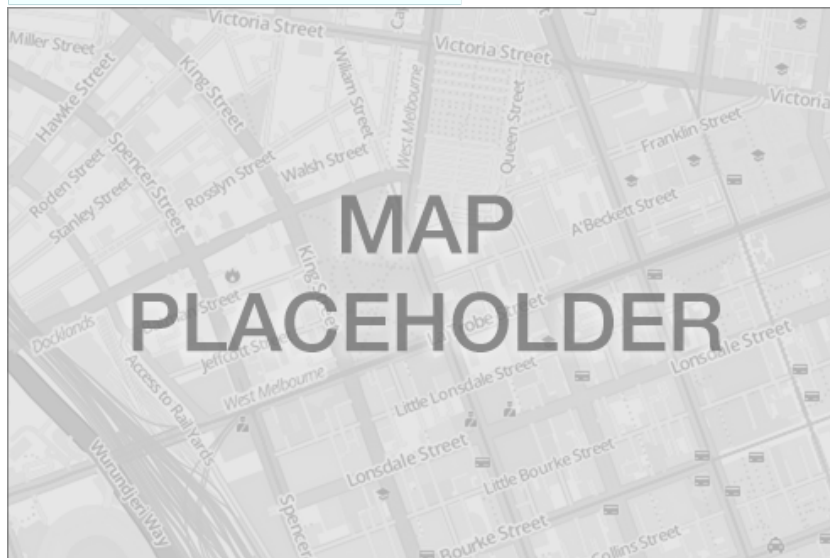
Any, but at least one field is required.

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### Organisation's Office Address

Address

Must be an Australian postcode.

### 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

**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

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

Title

First Name

Last Name

**Position**

**Phone number**

**E-mail address**

## Auspice Arrangement

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 10% of the total grant.

**Is this an auspiced  
project? \***

☐ Yes

☐ No

## Auspiced group's details

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

**Auspiced group's name**

**Postal address**

Address

Suburb State Postcode

**E-mail address**

## Information about your organisation

Please tell us a bit about your organisation.

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

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No more than 3 choices may be selected.

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

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

You may use dot points.

## General Eligibility

\* indicates a required field

### Bank account details

The applicant organisation must have a bank account with a minimum of two signatories (except for individuals in the Creative Fellowship).

**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

## Organisational Finances

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:

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

**Please upload your documents here. \***

Attach a file:

No blank documents will be accepted for this section of the eligibility.

### 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.

**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 1 July 2025 including insurance coverage.**

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.

### Project Contact Details

**\* indicates a required field**

#### Main project contact

**Which organisation is the main project contact person from? \***

☐ Applicant Organisation

☐ Auspiced Organisation

#### Project contact person from Applicant Organisation

**Project contact person \***

Title

First Name

Last Name

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**Position \***

**Phone number \***

Business hours preferred

**E-mail address \***

Project contact person from Auspiced Organisation

**Auspiced project contact \***

Title

First Name

Last Name

**Position \***

**Phone number \***

Business hours preferred

**Email address \***

Must be an email address.

## Project Details

\* indicates a required field

Details on your proposed project.

**Project Name \***

**Amount applied for \***

Must be a dollar amount

**Project Commencement Date \***

Must be a date and no earlier than 1/7/2025.

**Project Completion Date \***

Must be a date and no later than 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. You may use dot points.

### Strategic Alignment

#### City of Parramatta Vision and Priorities

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](#) check out our website.

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

#### Geographic location

**Which ward will your project be delivered?**

- ☐ Parramatta CBD
- ☐ 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)

**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 the Parramatta Local Government Area and who the targeted audience is.**

Please be clear. You may also use dot points.

### Project Information

\* indicates a required field

#### Objectives

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This fund aims to encourage projects that will assist in documenting and interpreting the story of Parramatta for the benefit of the wider community.

Grant applications must demonstrate the significance of the project to Parramatta's history and cultural heritage. The project should either provide new insights to established knowledge or focus on new areas of research.

Priority will be given to research projects in the following categories:

- Social histories (for example; aspects of everyday life, people who have made significant contribution to the community).
- Aboriginal heritage (for example; traditional and contemporary culture).
- Cultural heritage of our diverse communities (for example; Chinese, Lebanese, Indian, etc).
- Significant heritage sites in the City of Parramatta Local Government Area (built or natural environment).
- Contemporary heritage (for example; living histories, or a focus on Parramatta's evolution, communities or key periods and impacts in recent history).

Please indicate which ONE of these research categories your project relates to:

**Research categories \***

## Project Description

**What are the planned project activities? \***

Word count:

Must be no more than 200 words.

**What are the expected and tangible outputs of the project? How will they be made accessible to the Parramatta community and other interested parties? \***

Word count:

Must be no more than 200 words.

**In what ways does this project add to and support the knowledge of Parramatta's history and cultural heritage?**

Word count:

Must be no more than 150 words

## Promotion

Please list three ways in which your project will be promoted to the Parramatta community:

**Method 1**

1. Method of promotion \*

**Method 2**

2. Method of promotion \*

**Method 3**

3. Method of promotion \*

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Why has this been prioritised?	Why has this been prioritised?	Why has this been prioritised?

## Work Plan and Evaluation

### 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 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	Tasks / Action	Performance indicator	Timeframe

Milestone / Stage	Tasks / Action	Performance indicator	Timeframe

### Evaluation

**How will you know if your project is successful?**

Word count:

Must be no more than 300 words

### Sustainability

**How will you ensure that the research remains available and relevant to audiences after funding has ended?**

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Word count:

Must be no more than 200 words.

### Budget

#### 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?**

Word count:

Must be no more than 150 words

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

Word count:

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.

#### Venue hire information

Details regarding venue or facility hire.

**What venues/facilities are you planning on using? Have you already made a booking or enquired about their use?**

Word count:

Must be no more than 100 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.

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

### Project Budget Totals

Total Project Cost

\$

This number/amount is calculated.

Total to be paid for by CoP grant funds

\$

This number/amount is calculated.

Total from Other Funding Source

\$

This number/amount is calculated.

## Declaration

Declaration made by or on behalf of the applicant

### 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 this is an application only the application may not necessarily result in a grant of funding being awarded by City of Parramatta Council, to the Applicant; and
4. 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 it has 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 avoidance of the doubt, by this signature, the Applicant will be bound by, and a part to, the Funding Agreement Standard Terms and Conditions, as the named Grantee in those 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**

☐ Agreed

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**declaration by clicking  
'Agreed'.**

**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**

**Signature**

Print

**Committee Member/  
Secretary Name**

**Title**

**First Name**

**Last Name**

Print

**Date of Declaration**

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.

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

☐ Yes

☐ No

**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 Website, did you find it...**

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

**Any other feedback or comments?**