

## Instructions to Applicants

### Social Enterprise Business Planning

This grant is designed to:

1. Assist existing local social enterprises to engage on external professional service that can assist with the ongoing operation and sustainability of the business (such as marketing, web design, and book-keeping).
2. Provide funding for existing not-for-profit organisations who are at the concept development stage of a social enterprise project and need assistance in the research, development and writing of a social enterprise business plan.

Project funds for business plans can be used to engage the services of a business planning consultant, or to fund the research activities and staff time associated in writing a business plan.

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

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

### Social Enterprise Business Planning 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 structure and seek high levels of accountability to their stakeholders, rather than just to shareholders.

### 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.

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## Form Preview

Must be a date.

### Applicant Details

\* indicates a required field

#### Status

**Is your organisation an established social enterprise? \***

☐ Yes ☐ No

**How long has your social enterprise been in operation?**

Number of years/months.

#### Incorporation

**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

#### Incorporated Organisation's Details - The Applicant

**Applicant Organisation Name \***

**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	<a href="#">More information</a>
ACNC Registration	

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Tax Concessions

Main business location

Must be an ABN.

### Applicant Postal Address \*

Address

  

### Organisation's Website \*

Must be a URL.

### Which of the following does your Social Enterprise use?

- ☐ Twitter
- ☐ Facebook
- ☐ Instagram
- ☐ LinkedIn

### 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 to be established between the two organisations. Council can provide advice on what should be included in this agreement.

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

### Auspiced Organisation's Postal Address

### Auspiced Organisation's Primary Email

**As this project is an auspiced project, a letter from the organisation providing the auspice arrangements and indicating support for the project and willingness to take responsibility for the grant. Please upload the letter of support [HERE](#).**

Attach a file:

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### Auspiced Organisation Project Contact

**Project Contact's Name****Position****Email****Contact Number**

### Organisation Information

**Is your social enterprise located in City of Parramatta Local Government Area? \***

☐ Yes ☐ No

**If yes, please indicate the Council ward your organisation is located in. \*****Select one of the following:**

- ☐ I am a local social enterprise seeking professional services.  
☐ I am an existing organisation (or group of individuals) preparing a business plan.

**Amount Applying For: \***

Must be a dollar amount.

### Project Description - Professional Services

\* indicates a required field

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

Word count:

No more than 200 words.

**Describe the activity the professional service will provide: \***

Word count:

No more than 200 words.

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

Word count:  
No more than 200 words.

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

Attach a file:

## Project Description - Business Development Plan

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

Word count:  
No more than 200 words.

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

Word count:  
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:  
No more than 200 words.

## Social Enterprise Model

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

Word count:  
No more than 300 words.

**You must include a letter of support from your Board or the organisation providing Auspice. You will need to include ONE quote if you are seeking professional services for the development of your business plan.**

Attach a file:

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### Project Workplan

Please complete the below project work plan that includes:

- Project Milestones
- Tasks/Actions
- Performance Indicator
- Timeframe

If you have any questions regarding this work plan, please contact Lucy Brotherton at [lbrotherton@cityofparramatta.nsw.gov.au](mailto:lbrotherton@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	Key Tasks / Actions	Measurements of Completion	Timeframe for Key Task / Action

### Project Contact

\* indicates a required field

The project contact needs to be the owner of the project. If there is an auspicing arrangement, the contact person is from the organisation that meets Council's eligibility requirements.

**First Name \***

**Last Name \***

**Position \***

**Contact Number \***

**Email \***

**Alternative Email \***

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## Form Preview

### General Eligibility

\* indicates a required field

#### Bank Account Details

**Bank Account Name \***

**BSB Number \***

Enter in the format XXX-XXX

**Bank Account Number \***

Also known as ACC.

**Bank Name \***

**Remittance Email Address \***

#### Insurance Coverage

Council requires successful applicant's to 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.

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## Form Preview

### 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 your project and how the other parts are funded.

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

☐ Yes

☐ No

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

#### Budget

Expenditure Item	To be paid for by Council Funding
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

#### Budget Totals

**Total Expenditure Amount**

\$

This number/amount is calculated.

#### Supporting Documents

**Upload supporting budget quotations here.**

**Upload ALL quotations. \***

Attach a file:

### Declaration

\* indicates a required field

#### Privacy Personal Information Protection Notice



# 24/25 Quarterly Grants Program - Social Enterprise Business Planning Fund

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**Purpose of Collection:** In order to assess grant applications received in the City of Parramatta Council's Quarterly 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 funds allocated by Council will be made more public 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 Council 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.

**Assess/Correction:** Contact the City of Parramatta Council's Grants Officer to access or correct the information provided.

## 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 2024 - 2025 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.

(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](mailto: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

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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.

## Acknowledgment by Applicant Organisation

*By adding my name to this form, I declare that I am an authorised worker of the organisation submitting this application.*

*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 the 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.*

**Name \***

Title      First Name      Last Name

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**Position \***

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**Email \***

Must be an email address.

**I, the above applicant for my organisation, agree to the above declaration. \***

☐ Agreed

**Date of acknowledgment: \***

Must be a date.

Please remember to click SUBMIT.

If you have completed all of the required 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 click submit, an email from SmartyGrants will follow to alerts you of your submission. If you do not receive this confirmation, you may not have submitted your application successfully.

## Feedback

To help us improve City of Parramatta Council's Grant Programs, Council is keen to hear about your experience in applying for a grant with us.

**Where did you hear about Council's Community Quarterly Grants Program? \***

**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?**