

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.**

Applications are accepted year round with the following closing dates:

- - 4:00pm on 5 May 2021
 - 4:00pm on 4 August 2021
 - 4:00pm on 3 November 2021

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.

Funding Category

* indicates a required field

Which Quarterly Grants sub-category are you applying for?

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 Sports and Recreation Grants
- Social Enterprise Business Planning Grants

Applicant Details

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

* indicates a required field

City of Parramatta Council Quarterly Grants

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

Incorporated Organisation's details - The applicant

Applicant organisation's name *

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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.

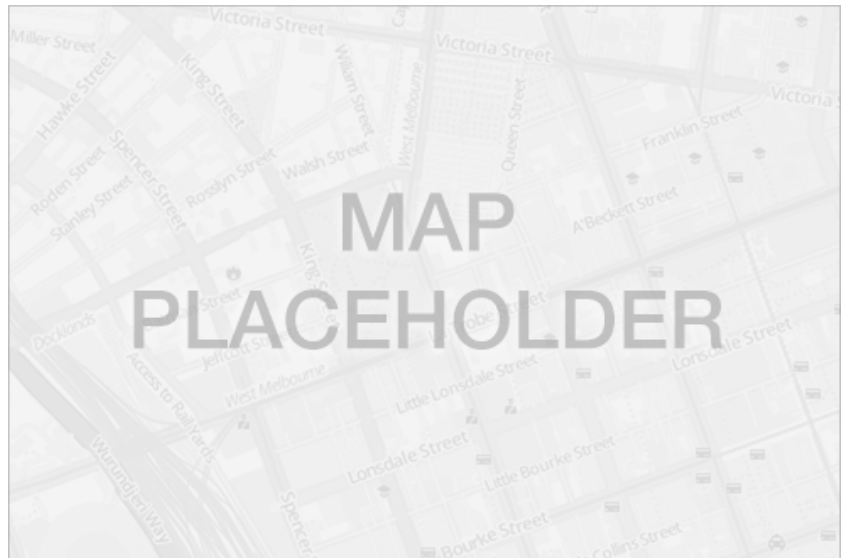
Postal address for applicant organisation *

Address

Suburb State Postcode

2020-2021 City of Parramatta Quarterly Grants Application Form

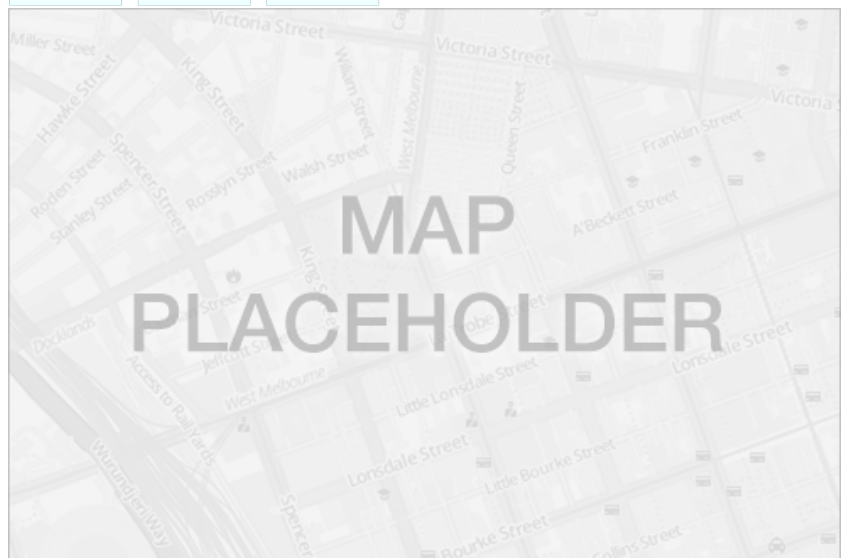
Form Preview



Street Address (if applicable)

Address

Suburb State Postcode

Website

Does your organisation use:

Twitter Facebook LinkedIn

Status

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

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

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
- Other:

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.

Organisation CEO or equivalent

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

Title

First Name

Last Name

Position

Phone number

E-mail address

Information about your organisation

Please tell us a bit about your organisation.

What area(s) is your organisation involved in? *

- | | | |
|---|--|--|
| <input type="checkbox"/> Aboriginal & Torres Strait Islanders | <input type="checkbox"/> Culturally & Linguistically Diverse Communities | <input type="checkbox"/> Heritage |
| <input type="checkbox"/> Ageing | <input type="checkbox"/> Disability | <input type="checkbox"/> Housing & Homelessness |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Education | <input type="checkbox"/> Recreation & Sport |
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Employment & Training | <input type="checkbox"/> Religion & Spirituality |
| <input type="checkbox"/> Children & Families | <input type="checkbox"/> Environment & Gardening | <input type="checkbox"/> Women |

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Civil Society | <input type="checkbox"/> Gay, Lesbian, Bisexual, Transgender & Intersex (GLBTI) | <input type="checkbox"/> Young People |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Health & Wellbeing | <input type="checkbox"/> Other |
| <input type="checkbox"/> Crime, Justice & Safety | | |

What services does your organisation or group provide? *

- | | | |
|--|---|--|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Drop-in | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Education & Training | <input type="checkbox"/> Performance |
| <input type="checkbox"/> Art / Creative Production | <input type="checkbox"/> Events | <input type="checkbox"/> Research |
| <input type="checkbox"/> Brokerage | <input type="checkbox"/> Food Services | <input type="checkbox"/> Social Enterprise |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Social Support / Groups |
| <input type="checkbox"/> Competitive Sport | <input type="checkbox"/> Leisure Activities | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Cultural Activities | <input type="checkbox"/> Mentoring | <input type="checkbox"/> Other |

What area will your project be focused on? (Please select ONE) *

- | | | |
|--|---|--|
| <input type="checkbox"/> Ageing | <input type="checkbox"/> Culturally & linguistically Diverse Communities | <input type="checkbox"/> Heritage |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Disability | <input type="checkbox"/> Housing & Homelessness |
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Education | <input type="checkbox"/> Recreation & Sport |
| <input type="checkbox"/> Children & Families | <input type="checkbox"/> Employment & Training | <input type="checkbox"/> Religion & Spirituality |
| <input type="checkbox"/> Civil Society | <input type="checkbox"/> Environment & Gardening | <input type="checkbox"/> Women |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Gay, Lesbian, Bisexual, Transgender & Intersex (GLBTI) | <input type="checkbox"/> Young People |
| <input type="checkbox"/> Crime, Justice & Safety | <input type="checkbox"/> Health & Wellbeing | <input type="checkbox"/> Other: <input type="text"/> |

Must be no more than 1 choice selected

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

Must be no more than 50 words.

Auspiced group's 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.

Auspiced group's name

Postal address

Address

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail address

If 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. If applicable, please upload this letter of support here.

Attach a file:

Which organisation is the Project Contact Person from? *

Applicant Organisation Auspiced Organisation

Auspice Organisation Project Contact

Name

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 Details

* indicates a required field

Details on the particular project being applied for

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

Project Name *

Amount applied for *

Must be a dollar amount

- Parramatta Small Grants Fund (<\$2000)
- Parramatta Sport and Recreation Grant (<\$2000)
- Social Enterprise Business Planning Grant (<\$2000)

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 *

Must be a date.

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

Brief project description *

Must be no more than 40 words

Contact Person

* indicates a required field

Project contact person from Applicant Organisation

Project contact person *

Title

First Name

Last Name

Position *

Phone number *

Business hours preferred

E-mail address *

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.

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

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.

Financial information

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

Does the applicant organisation have a set of audited financial accounts for the previous financial period?

Yes No

If you answer NO to this question, you may benefit from considering an auspice arrangement until you are able to demonstrate your financial management capacity.

Please attach your most recent financial statements *

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.

Insurance coverage

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

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 when the project begins, 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 recommend that you speak with a relevant Council Officer about your application prior to your submission.

Social Enterprise category

Please note that it is a requirement that you speak with the Social Investment Officer Lucy Brotherton prior to submitting an application in this category. She can be contacted on 9806 5729 or at lbrotherton@cityofparramatta.nsw.gov.au

Council Officer name

Date of contact

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Other Attachments

Please feel free to upload any other supporting documents that you feel may support your application here.

Attach files here

Attach a file:

Strategic Alignment

* indicates a required field

City of Parramatta Council Community Strategic Plan

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

City of Parramatta Community Capacity Building Grants are designed to help achieve our vision of Parramatta: 'Sydney's central city, sustainable, liveable, and productive - inspired by our communities'

We are keen to know which aspects of City of Parramatta's priorities your project could make a contribution to.

For more information on City of Parramatta's vision and priorities [click here to find it on our website.](#)

Please indicate which of Council's priorities your project contributes to

- Having a community focus
- Supporting arts and culture celebrations and destinations
- Providing opportunities for recreation and leisure
- Creating vibrant neighbourhoods and precincts
- Promoting green spaces and the environment
- Creating a strong economy with a strong city centre
- Building strong and innovative community infrastructure for our community's future
- Managing growth and transport

No more than 1 choice may be selected.

If you contribute to more than one priority, you can detail this in the text box below.

In what ways will your project contribute to the vision statement and this/these strategic objectives? *

Must be no more than 150 words. You will have more opportunity in the questions that follow to tell us about your project.

Geographic location

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

- | | |
|--|--|
| <input type="radio"/> Whole of Parramatta LGA | <input type="radio"/> Carlingford, North Rocks |
| <input type="radio"/> Parramatta CBD | <input type="radio"/> Epping, Eastwood |
| <input type="radio"/> North Parramatta, Westmead, Northmead | <input type="radio"/> Wentworthville, Constitution Hill, Pendle Hill |
| <input type="radio"/> Harris Park, Rosehill, Camellia | <input type="radio"/> Toongabbie, Old Toongabbie, Winston Hills |
| <input type="radio"/> Clyde, Granville (north of the railway line) | <input type="radio"/> Greater Western Sydney |
| <input type="radio"/> Silverwater, Newington, Wentworth Point | <input type="radio"/> Outside of Parramatta LGA |
| <input type="radio"/> Sydney Olympic Park, Lidcombe (north of M4) | <input type="radio"/> Online / Virtual community |
| <input type="radio"/> Rydalmere, Dundas, Telopea, Oatlands | <input type="radio"/> Other |
| <input type="radio"/> Dundas Valley, Ermington, Melrose Park | |

Community Capacity Building

Which of the following elements of a strong and resilient community will your project contribute to?

- Trust
- Connected to place
- Connectedness to services
- Connectedness to or between people
- Engagement

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

- Empowerment
- Creative users of resources
- Respect of differences
- Innovation
- Willingness to donate skills and time to others

Small Grant Fund Details

* indicates a required field

Small Grant Fund Objectives

The objectives of this category is to:

- **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.**

Which of the above objectives does your project meet?

- Objective 1 Objective 2 Objective 3 Objective 4

Briefly describe the existing activity, project or program that this application relates to.

Must be no more than 200 words.

Activity Category

Please indicate which ONE activity category applies to your project:

Activity Category

- 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

Project Description

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?] *

Must be no more than 200 words.

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? [Describe the specific issue or need you want to address. How do you know it is a need? What community strengths does it build upon?] *

Must be no more than 200 words.

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

Who will you work with? [Who are your partners in this project? Have you asked for support from anyone else? Provide contact details.] *

Must be no more than 200 words.

Note: Evidence informs us that projects implemented in partnership are more likely to successfully meet their objectives than those projects implemented in isolation.

Who will benefit? [Who is the specific target population that will participate in and/or benefit from this project? What location? Think about the gender, age, suburbs or other demographics.] *

Must be no more than 200 words.

Estimate number of project participants / those impacted by the project

Must be a number.

We encourage you to make this a realistic estimate.

What percentage of those project participants reside in the Parramatta Local Government Area?

Must be a number.

Please describe how you determined / calculated your estimates

Must be no more than 150 words.

How will you engage the target groups and the broader community? [How has the target group been involved in developing this project?] *

Must be no more than 150 words.

Note: Evidence informs us that those projects developed by the target group or with the target group, are more likely to successfully benefit the target group.

Evaluation

How will you know if your project is successful? *

Must be no more than 150 words.

Sustainability

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

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 is to:

- **OBJECTIVE 1:** 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.

Which of the above objectives does your project meet?

Objective 1 Objective 2 Objective 3 Objective 4

Project Description

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?]

Must be no more than 200 words.

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?]

Must be no more than 200 words.

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.]

Must be no more than 200 words.

Note: Evidence informs us that projects implemented in partnership are more likely to successfully meet their objectives than those projects implemented in isolation.

Who will benefit? [Who is the specific target population that will participate in and/or benefit from this project? What location? Think about the gender, age, suburbs or other demographics.]

Must be no more than 200 words.

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? *

Must be no more than 200 words.

Sustainability

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

Must be 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

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

Project Description - Business Plan Development

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

Must be no more than 200 words.

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

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. *

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.

Must be no more than 200 words.

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

Must be no more than 200 words.

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

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 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. *

Describe the activity the professional service will provide. *

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? *

Must be no more than 200 words.

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

Attach a file:

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 5277.

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

Evaluation and Sustainability

How will you know if your project is successful?

Must be no more than 300 words

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

Must be no more than 200 words.

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.

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.

Venue Hire Information

Details regarding venue or facility hire (if applicable).

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

Must be no more than 100 words.

Project budget

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

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
- If you are not registered for the GST, costings should be inclusive of GST. All Creative Fellowship applicants should include GST in their costings.

Expenditure item	To be paid for by CoP Grant funds	To be paid for by other funding source
	\$	\$

Quotes and Other Supporting Documents

Upload any additional supporting documents you'd like to include here. Please note that quotes are required for any purchases.

File upload *

Attach a file:

You may upload multiple files here.

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>

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.

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

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 2020-2021 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.

(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.

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

(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.

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

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

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

Agreed

Date of acknowledgement

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.
- 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.

In the past 12 months, have you attended one of Council's regular grant writing workshops?

Yes

No

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.

How did you find the online application process?

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

2020-2021 City of Parramatta Quarterly Grants Application Form

Form Preview

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

Any other feedback or comments?