



PCC QUARTERLY GRANT GUIDELINES

BACKGROUND:

Parramatta City Council's Quarterly Grants provide a funding opportunity for the Parramatta Local Government Area (LGA). The grants program aims to support local not-for-profit community, recreation and sporting groups, clubs, organisations, services, social enterprises, and in some cases, individuals. Through the Quarterly Grants, Council supports a wide range of services and activities that contribute to the strategic objectives of the Parramatta 2038 Community Strategic Plan.

AVAILABLE FUNDING:

Approximately **\$70,000** per financial year is available for the Quarterly Community Grants program.

Parramatta City Council will only fund **one application** over a calendar year, regardless of the number of applications received from an organisation.

GRANT FOCUS:

The Quarterly Grants program has a strong focus on delivering social, recreational and cultural benefits to Parramatta's community.

We encourage innovative project proposals which align with Parramatta's 2038 Strategic Plan. This plan drives the delivery of projects and programs to address identified needs and issues in the community.

The program's objective is to support community projects that primarily address the needs of:

ECONOMY

Parramatta's economic growth will help build the city as a centre of high, value-adding employment and the driving force behind the generation of new wealth for Western Sydney

ENVIRONMENT

Parramatta will be an eco-efficient city that effectively manages and uses the City's growth to improve and protect the environment

CONNECTIVITY

Parramatta will be city with a fast, reliable transport and digital networks that connect people to each other, to the information and services they need and to where they need to go

PEOPLE & NEIGHBOURHOODS

Parramatta will be a world-class city at the centre of Sydney that attracts a diversity of people; a city where people can learn, succeed and find what they need; a city where people live well, get together with others, feel like they belong and can reach their potential

CULTURE & SPORT

Parramatta will be a place where people want to be: a place that provides opportunities to relate to one another, the City and the local area; a place that celebrates its cultural and sporting heritage; and a place that uses its energy and cultural richness to improve quality of life and drive positive growth and joy

LEADERSHIP & GOVERNANCE

Parramatta will be widely known as a great city, a centre of excellence, and an effective capital of Western Sydney, with inspirational leadership and good governance

FUNDING CATEGORIES:

(Please refer to Parramatta City Council website for further details)

Parramatta City Council's Quarterly Grants provide a funding opportunity in the following categories:

1. Small Grants (Funding Cap \$1000)
(Total Pool \$20,000)
2. Parramatta Sport and Recreation Grant (Funding Cap \$2,000)
(Total Pool \$40,000)

SMALL GRANTS

OBJECTIVES

Support community based services & groups, sport & recreation clubs, and service organisations to develop effective projects that address the social, economic and/or environmental needs of residents in the Parramatta Local Government Area, as described in Parramatta City Council's 2038 Strategic Plan:

- Maximise access to and use of community resources, services and facilities, including equity of access for people experiencing social exclusion, marginalisation or isolation.
- Encourage community participation in the development and delivery of projects and activities.
- Support the development of networks and partnerships between communities, local community groups, agencies and Parramatta City Council.

This category is designed to assist voluntary and staffed not-for-profit incorporated organisation to fund one-off costs that will directly support the progression of their capacity building activities, projects or programs through small allocations of funding. **The funding**

has to be linked to an existing activity, project or program.

SPORT & RECREATION GRANTS

OBJECTIVES

Increase participation in local sport and recreation activities, particularly in regards to the inclusion of:

- Aboriginal and Torres Strait Islanders; disengaged young people;
- newly arrive 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 and girls.

ACTIVITY CATEGORIES:

Projects must fit into **ONE** of the following activities:

- Development and implementation of an existing project;
- Capital purchase directly related to community capacity building project;
- Building the internal capacity of the organisation (please note that conference or academic course fees and interstate or international travel are not eligible);
- Resource development

AND demonstrate that:

- The allocation of funding will not lead to a group/organisation becoming reliant on Council for project/activity sustainability

- Funds will not be used for attendance at, or production costs of, conferences or similar events.
- Funding will not be used for day-to-day operational expenses, such as rent and office supplies.

ELIGIBILITY CRITERIA:

To be eligible for funding, an organisation must:

- Be not-for-profit;
- Be incorporated or have evidence of auspice from an incorporated organisation, and have an ABN;
- Be located within the Parramatta LGA, or principally service Parramatta residents;
- Address at least one of the six strategic objectives of the Parramatta 2038 Community Strategic Plan
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants;
- Be developing and implementing an existing project; and ensure the project starts after the Grant commencement date;
- Must agree to the funding conditions;
- Have a bank account in its name with a minimum of two signatories;
- Application is received before the advertised closing date and all aspects of the form are completed.

Parramatta City Council does not provide grants for:

- activities, projects and programs that duplicate existing services or repeat previously funded projects;

- attendance at conferences or academic course fees (except for the Creative Fellowship Fund);
- religious ceremonies and/or activities in which the promotion of a single faith is the main purpose;
- organisations that make profits that are allocated to shareholders, owners and/or members; and
- the establishment or improvement of fundraising activities.

MULTIPLE APPLICATIONS:

Multiple applications from one organisation (or partnership) will be considered where proposals relate to separate projects.

Applications for a specific project will be considered in one category only.
(*eg: Organisation X has applied for one grant under the Small Grant category, and one grant under the Parramatta Sport and Recreation Grant category. Each application is for a different project.*)

Organisations applying for Small Grants are also able to apply for Annual Grants.

RESPONSIBILITIES OF GRANT RECIPIENTS:

Quarterly Grant recipients:

- Show that funds will be spent within 6 months of receipt of funding and acquitted within 4 weeks of project completion

Failure to acquit the grant will affect any future funding requests.

ASSESSMENT PROCESS:

Council officers will review project proposals in relation to objectives and anticipated outcomes in accordance with program criteria.

The Lord Mayor and CEO of Council, who have delegated responsibility for this grant category, then consider this feedback, a process that can take 6-8 weeks.

Once a decision has been made, we will contact applicants about the outcome of their application.

Due to competition for funds, partial funding is sometimes offered.

WORKSHOPS:

It is highly recommended that you attend a Grant Workshop conducted by the Parramatta City Council Grants Officer prior to submitting a grant application.

Topics covered are:

- Grant Writing
- How to Acquit a Grant
- Auspicing
- Why Incorporate?
- I have the Grant, now what do I do?

APPLICATION DETAILS:

Parramatta City Council uses the online program **SMARTYGRANTS**.

You will be required to register with SmartyGrants before you are able to access the online application form.

If you or your organisation has previously used SmartyGrants to apply for a grant, then you are already registered with SmartyGrants.

It is strongly recommended that you use a generic login such as admin@, info@, manager@ etc so as to keep your grant applications together.

Alternatively, visit

<https://www.cityofparramatta.nsw.gov.au/living-and-community/grants/community-grants-program>

or call 9806-5277 if you require any further assistance in registering or using the form.

NEED MORE INFORMATION?

Form information and advice, please contact the Parramatta City Council Grant Officer on 9806-5277 or email grants@cityofparramatta.nsw.gov.au

[Access the online application form for **Small Grants** here](#)

[Access the online application form for **Sport and Recreation Grants** here](#)