



CITY OF PARRAMATTA ANNUAL COMMUNITY CAPACITY BUILDING GRANT GUIDELINES

BACKGROUND:

City of Parramatta Council's Community Grants provide an annual 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 Community Grants, Council supports a wide range of services and activities that contribute to City of Parramatta's vision and priorities.

AVAILABLE FUNDING:

Approximately **\$490,000** per financial year is available for the Annual Community Grants program.

Of this **\$225,000** is allocated to the Community Capacity Building Grants.

GRANT FOCUS / OBJECTIVES:

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

Project proposals must align with Parramatta's vision and priorities. This plan drives the delivery of projects and programs to address identified needs and issues in the community.

CITY OF PARRAMATTA VISION & PRIORITIES:

'Sydney's central city, sustainable, liveable, and productive – inspired by our communities'

As a result of the council amalgamation a vision statement has been drafted to reflect the feedback of the new LGA and the important role that Council will play in shaping Sydney's Central City.

LIVEABLE

Supporting all of our community to succeed and live well. Foster and celebrate community that is inclusive, welcoming and embraces sustainability and diversity.

SUSTAINABLE

Stewards of our built and natural environment. Encourage active transport and the creation and maintenance of green spaces.

PRODUCTIVE

Drivers of the economy. Growing local jobs by positioning Parramatta as a global centre for business and investment

LEADING

Innovation in community services and productive partnerships. An agile, listening and transparent Council working in partnership and providing great services, now and into the future



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The program's objective is support community projects that primarily address the following priorities:

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

FUNDING CATEGORIES:

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

Community Capacity Building Grants

- 100% Voluntary *(Funding Cap: \$5,000)*
- Organisations with Paid Staff *(Funding Cap: \$10,000)*
- Second Phase Projects *(Funding Cap: \$10,000)*

Creative and Cultural Heritage Grants

(Please refer to separate Guidelines)

Social Enterprise Grants *(Please refer to separate Guidelines)*

ACTIVITY CATEGORIES:

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

- Project development and implementation;
- 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

CATEGORY OBJECTIVES:

- Support community based groups, sport and recreation clubs, and service organisations to develop effective projects that address the social, economic and/or environmental needs of residents in the Parramatta LGA, as described in City of Parramatta Council's Community Strategic Plan;
- Maximise access to and use of community resources, services and facilities, including equity of access for



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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 City of Parramatta Council.

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 City of Parramatta's vision statement and at least one of the eight priorities;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants;
- Ensure the project starts after the Grant commencement date (i.e. July 1), and does not require recurrent or ongoing funding;
- Submit a complete application form before the advertised closing date;
- Agree to the funding conditions;
- Have a bank account in its name with a minimum of two signatories;
- Provide accurate financial information and demonstrate financial viability;
- Produce evidence of appropriate insurance coverage;
- Provide a quotation for equipment purchases over \$300

City of Parramatta Council accepts the inclusion of an auspice fee in the budget of up to 15% of the requested amount for organizations providing auspice arrangements.

City of Parramatta 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

TAX CONSIDERATIONS:

In accordance with the Goods & Services Tax (GST) legislation, City of Parramatta Council requires you to adhere to the following:

- Provide an Australian Business Number (ABN)
- Should you not have an ABN, City of Parramatta may be required to withhold 48.5% of any funds allocated

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.



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(eg: Organisation X has applied for one annual grant under the 100% Voluntary category, and one grant under the Creative and Heritage category. Each application is for a different project.)

Organisations applying for annual grants are also able to apply for quarterly grants in rounds that commence after the closing date of the annual grant round.

ASSESSMENT PROCESS:

Council officers will review project proposals in relation to eligibility, objectives and anticipated outcomes in accordance with program criteria. A small Councillor Committee then assesses all applications. A report with recommendations for funding will be submitted for Council consideration and approval. After Council has made a decision, we will contact applicants about the outcome of their application.

ASSESSMENT CRITERIA:

Assessment of applications will include consideration of the following:

- Evidence that the organisation is 100% volunteer run OR that any staff costs are project related (as applicable);
- Degree to which the project addresses City of Parramatta's vision statement, at least one of the priorities and at least one of the activity category listed above;
- Relationship to community capacity building strategies;
- Evidence provided to support the need for or strengths based opportunity of the project;
- Achievability of the project objectives;

- The degree to which the target group has been engaged in the project development;
- Accessibility of the project to the target group and degree to which the target group/participants will benefit;
- Wherever possible, evidence of collaboration and partnership to maximise the use of existing community resources and avoid duplication;
- The extent to which strategies are innovative and creative, and/or draw on best practice approaches to project development and delivery;
- The extent to which sustainability of the project has been considered;
- A comprehensive timeline detailing the major tasks associated with the project, including milestone dates, and measures for monitoring and evaluation (See [Project Work Plan](#));
- The quality, cost effectiveness and realism of the budget to achieve desired outcomes with clear costing for all aspects of the project;
- For second phase projects the extent to which the project builds upon the knowledge, learning or skills acquired or needs and opportunities identified in implementing the first phase of the project

RESPONSIBILITIES OF GRANT RECIPIENTS:

Annual Grant recipients are required to:

- Complete their projects within **twelve months** of funding
- Submit two Progress Reports after four and nine months respectively during the funding period and a Final Acquittal Report is required upon project completion



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- 4 month Progress Report due date 1 November (same year as received grant)
- 9 month Progress Report due date 1 April (following year)
- Final Acquittal Report due date 1 July (following year)

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

WORKSHOPS:

It is highly recommended that you attend a Grant Workshop conducted by the City of Parramatta 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:

City of Parramatta 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/iving-and-community/grants>

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

NEED MORE INFORMATION?

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

**Annual Grants open 24
January 2017 and close 4pm
on Monday 6 March 2017.**