



CITY OF PARRAMATTA BI-ANNUAL COMMUNITY EVENTS GRANT GUIDELINES

BACKGROUND:

City of Parramatta Council's Community Events Grant program provides a funding opportunity for the Parramatta Local Government Area (LGA). The grants program aims to support not for profit organisations, community groups, professional groups, and in some cases individuals who are Auspiced with event projects delivered in the City of Parramatta LGA. The grants are open to those working in all types of events, including but not limited to arts, cultural, community and sporting events.

Through the Grants Program, Council supports a wide range of events that contribute to City of Parramatta's vision and priorities.

AVAILABLE FUNDING:

Available funding for the Community Events Grants program is \$45,000 per financial year.

City of Parramatta Council can only fund each organisation the maximum cap amount of \$10,000 over the calendar year.

GRANT FOCUS:

The Bi-Annual Community Events Grant program has a strong focus on delivering social, community, 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 FRAMEWORK:

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.

Vision Statement:

**'Sydney's Central City,
Sustainable, Liveable and Productive
– inspired by our communities'**

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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PRIMARY PRIORITIES:

The program's objective is to support community projects that address the following priorities from the framework:

HAVING A COMMUNITY FOCUS

Foster and celebrate a sense of community that is friendly, welcoming and embraces diversity.

Respect, protect and celebrate the Aboriginal and European heritage, songlines, stories and history of our city.

Create a place that encourages social connectivity and is inclusive and accessible to all.

Understand the needs of the community and ensure the provision of relevant, accessible and exceptional services.

SUPPORTING ARTS AND CULTURE CELEBRATIONS AND DESTINATIONS

Celebrate our cultural life and build positive perceptions of Parramatta by delivering a program of high quality festivals, local and major events and street activities.

Provide a variety of cultural experiences and attractions unique to Parramatta which make it a destination of choice for residents and visitors.

CREATING VIBRANT NEIGHBOURHOODS AND PRECINCTS

Drive renewal in key precincts in order to increase jobs, housing, development, transport options including Epping, Camellia, Westmead, Wentworth Point, the Greater Parramatta to Olympic Park (GPOP).

Create welcoming and distinctive local neighbourhoods, that foster a sense of community and local identity for residents right across the Local Government area.

FUNDING CATEGORY:

Applicants are eligible to receive funding to cover up to 20% of the total event budget up to a cap of \$10,000 (not including GST).

Your application asks for a budget to be uploaded but as part of the assessment and funding agreement negotiation Council reserves the right to determine how funds should be spent.

OBJECTIVES:

The Community Events Grants program aims to support professional groups and community organisations with event projects delivered in the City of Parramatta. This category is open to those working in all types of events, including but not limited to the arts, culture, community and sporting events.

The proposed project must meet at least one of the primary priorities with preference given to applicants who can address more than one primary priority.

The program only supports events occurring wholly primarily within the Parramatta local government area that principally benefits residents.

The City of Parramatta strives to support a range of events delivered across the Local Government Area including Parramatta CBD, neighbourhoods and suburbs. The location of the organisation applying for can also be considered. Preference is given to organisations based in Parramatta.

Applications should be well advanced in the event planning and be seeking contribution funds to assist in the delivery of their events.



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ELIGIBILITY CRITERIA:

City of Parramatta grant funding should only account for a maximum of 20% of the total budget. All other funding sources need to be confirmed prior to submission for this grant application. Applications which are seeking funds to pay 100% of their budget will not be considered.

Projects will not be considered more than 12 months in advance of the event delivery date.

To be eligible for funding, an organisation must:

- Be a not-for-profit organisation;
- 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 primary priorities;
- Not have outstanding debts to Council;
- Not have overdue progress or acquittal reports for previously funded grants;
- 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
- Events must be delivered within 12 months of the submission date.

City of Parramatta Council does not provide grants for:

- Activities, projects and programs that duplicate existing events;
- 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

Community Events Grants can take up to 3 months from the delivery deadline before payments may be made. To avoid disappointment, ensure your project is scheduled to start at least 3 months from the application closing date.

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 Council may be required to withhold 48.5% of any funds allocated



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ASSESSMENT REQUIREMENT:

- Event details including
 - a. Event name
 - b. Requested grant amount
 - c. Event delivery date(s)
 - d. Event time(s)
 - e. Event location and hire
 - f. Event purpose
 - g. Event description
 - h. Event background/history
 - i. Attendance projection
 - j. Event manager (key event contact for event delivery) including contacts
 - k. Event sponsors
 - l. Event stakeholders
 - m. Number of years event has been running
 - n. Detail any VIP component
 - o. Detail any Civic component (Speaking role for the Administrator/Lord Mayor)
- Event/Project Description
 - a. What is the purpose of your event? And what are you trying to achieve?
 - b. Why does this event need to be delivered? Describe the issue or need you wish to address.
 - c. Who will benefit from this event? Who is your target audience that will participate or benefit from the outcomes of this event? Think age, gender, suburbs or other demographics.
 - d. Who will you work with to deliver this event? Will you partner or receive support from anyone else.
 - e. How will you engage with the target audience and broader community to deliver this event? In planning and/or delivery stages.
- Insurance coverage
 - a. Certificate of currency - Public liability insurance

ASSESSMENT CRITERIA:

The following must be provided to complete your submission;

- Applicant and organisation details including
 - a. The social/ community/ recreational/ cultural mission statement of your organisation
 - b. Details of what or who the organisation is/represents
 - c. Evidence to support the need for the event proposed
 - d. Details how the grant will be used to support your event
- Strategic Alignment
 - a. Demonstrate that your proposal links to the City of Parramatta's vision statement
 - b. Demonstrate that your proposal addresses at least one or more of the program's primary priorities
 - c. Indicate Geographical location event will primarily be delivered
- Event Operation Manual including
 - a. Contact list
 - b. Site plan
 - c. Running schedule
 - d. Risk assessment
 - e. Emergency management plan
 - f. Waste management plan
 - g. Security management plan
 - h. Event traffic management plan (if applicable)
- Event Budget
 - a. Evidence of the proposed event budget for the project delivery
 - a. Detailing other funding sources and in kind contributions



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MULTIPLE APPLICATIONS:

An organisation can apply for multiple grants however they must be for different events projects.

An organisation can be provided with grants for multiple projects to the total amount of \$10,000. An organisation cannot receive more than \$10,000 annually.

Eg. An organisation applies for three separate grants for \$5,000 each. The organisation is approved for two grants at a total amount of \$10,000. Any funding over the cap amount of \$10,000 cannot be approved.

RESPONSIBILITIES OF GRANT RECIPIENTS:

Grant recipients must show

- That funding will be spent within 12 months of receipt of funding and acquitted within 8 weeks of project completion.
- Provide a post event report within 8 weeks after the event has been delivered.

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.

Decision makers must comply with the Grants and Donation Policy and Code of Conduct requirements.

The Council representatives who have delegated responsibility for this grant category will consider this feedback, a process that can take 6-8 weeks.

Once a decision has been made, the applicant will be contacted regarding the outcome of the application and if successful, a funding agreement will be established.

Council can impose specific payment guidelines that may outline pre event and post event payments of the successful event delivery. Due to competition for funds, partial funding is sometimes offered.

No further event staff, resourcing or services will be provided in addition to the grant amount for any community event. The organisation is responsible for the entire delivery of the event. Advice only can be provided by the relevant Council Officer.

FUNDING AGREEMENTS:

Funding agreements will specify any conditions or specific requirements of the funding project, the payment schedule, the terms of which the payment is made, the reporting and acquittal requirements, and the responsibilities of both parties involved. Funding agreements can refer to additional permits that might be required, and should be tailored to suit the conditions of each grant.

Larger event grants will be subject to payment terms including 50% payment pre event and 50% post event after the safe delivery, submission of post event report and inspection of any Council grounds and facilities utilised. Council can withhold payments for any damages, waste services, unpaid debts incurred by the event.

Funding agreements will request the supply of the following event documentation



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- a. City of Parramatta – Application for Special Event use at Parks, Reserves and Sportsground
- b. Notice of Intention to hold a Public Assembly
Can be downloaded at:
<http://www.police.nsw.gov.au>
- c. Special events resources Police schedule – Traffic and Transport Management of Special events. This is only if you are planning on changing traffic conditions. Road closures must be delivered by appropriate licensed companies.

Funding agreements will stipulate the consequences for failure to comply with the requirements of the agreement. Consequences could include

- Restrictions of future funding
- The return of unspent grant funds
- The repayment of grant funds

OUTCOME:

Where Council has made a decision about the grant there is no separate appeal process, except for those appeal processes in the City of Parramatta Code of Conduct and Customers Compliments and Complaints Policy.

APPLICATION DATES:

Bi Annual Community Event Grants are open for applications all year with the following closing dates:

- 4pm, Thursday 11 May 2017
- 4pm, Thursday 3 August 2017

NEED MORE INFORMATION?

For general grant information please contact the City of Parramatta Council Grant Officer on 9806 5277 or email grants@cityofparramatta.nsw.gov.au

For grant specific questions please contact the Major Events Team on 9806 5212 or email grants@cityofparramatta.nsw.gov.au

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/living-and-community/grants/community-grants-program>

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

[Access the online application form for Community Events Grants here](#)