



CITY OF PARRAMATTA QUARTERLY GRANT GUIDELINES

BACKGROUND:

City of Parramatta 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 City of Parramatta's vision and priorities

AVAILABLE FUNDING:

Approximately **\$80,000** per financial year is available for the Quarterly Community Grants program.

City of Parramatta 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.

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 to 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)

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

1. **Small Grants** (*Funding Cap: \$2000*)
 - **Social Enterprise Business Planning Grants** (*Funding Cap: \$2000*)
(Total Pool \$40,000)
2. **Parramatta Sport and Recreation Grant** (*Funding Cap: \$2,000*)
(Total Pool \$40,000)

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 Quarterly Grants are also able to apply for Annual Grants.

ASSESSMENT PROCESS:

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



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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, we will contact applicants about the outcome of their application.

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

RESPONSIBILITIES OF GRANT RECIPIENTS:

Small Grant and Sport & Recreation Grant recipients:

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

Social Enterprise Business Planning Grant recipients:

- Show that funds will be spent within 12 months of receipt of funding and acquitted within 4 weeks of completion. Recipients will be required to provide a progress report

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

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

SUPPORTING DOCUMENTS CHECKLIST:

In order to be eligible for funding, all applications need to be accompanied by the following supporting documents:

- A copy of your organisation's latest annual financial report;
- A quotation for any equipment purchases over \$300

If you are successful in your application, evidence will need to be provided that you have planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, we ask that you attach the Certificate of Currency to your application.



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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.

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

Quarterly Grants are open for applications all year with the following closing dates:

- **4pm, 4 May 2017**
- **4pm, 3 August 2017**
- **4pm, 2 November 2017**



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SMALL GRANTS FUND

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 City of Parramatta's Community 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 City of Parramatta Council;
- Address City of Parramatta's vision statement and at least one of the eight priorities;

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 a discreet and defined activity or project.**

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



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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 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;
- 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

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

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.

Quarterly 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.



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SOCIAL ENTERPRISE BUSINESS PLANNING GRANTS

This sub-category within the Quarterly Grants program has two purposes:

1. Assist existing local social enterprises to engage professional services 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 organisations or groups of individuals 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.

Social enterprises are defined as having 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;
- Generation of a social return in addition to a financial return, and commitment to demonstrating this;
- Can have a mixture of capital inputs – the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade;
- Favour democratic decision-making structures and seek high levels of

accountability to their stakeholders, rather than just to shareholders.

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. Funds for the engagement of professional services must go to an external organisation (not existing internal staff).

Applications must be from an incorporated body or have an incorporated body providing auspice until the new entity can be set up independently. If you are an individual applying under the auspice of an organisation, you must provide a letter of support from the organisation providing auspice that demonstrates their willingness to support your project and to take on responsibility for grant funds.

If you are an existing not-for-profit organisation exploring a new social enterprise concept, we ask that you provide evidence that the Board of your organisation supports the development of the concept and the inclusion of social enterprise activities within the service.

For business plan ideas, there must be clear evidence that there is a need and how the social enterprise activity will meet that need.

ASSESSMENT CRITERIA:

General

- A clear description of what your social enterprise proposal is, including:
 - The social mission of your social enterprise



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- Details of the operation and activity to be undertaken by the social enterprise
- Evidence to support the need for the activity you propose
- How the grant will be used to support your project
- Your application must demonstrate that your proposal links to City of Parramatta's vision statement and at least one of the eight priorities;
- You must have discussed your application with the Community Capacity Building Team within Council prior to submission. For projects relating to social enterprise, contact Lucy Brotherton on 9806-5792 or at: lbrotherton@parracity.nsw.gov.au
- You must provide evidence of the existence of a high quality constitution or rules which ensure that the majority of profits are reinvested into the enterprise for continuation of its social mission (i.e. are not allocated to shareholders, owners or members) – or a plan for how this will be achieved during the funding period.
- You must provide evidence of the existence of a bank account in the name of the applicant (or the organisation providing auspice) with a minimum of two signatories, and a set of audited accounts or sufficient evidence that accounts and records are administered in a professional manner. (*City of Parramatta Council reserves the right to determine what "sufficient evidence" is. Contact the Community Capacity Building Team on 9806 5792 should you require clarification*).

Business Plans

- A clear description of 'theory of change' for your social enterprise (how what you are doing will achieve positive outcomes in line with your mission). For additional information on the 'theory of change' some helpful links are:
<http://www.theoryofchange.org/what-is-theory-of-change/> and <https://thecivildiscourse.wordpress.com/2011/09/08/theory-of-change-and-measuring-social-enterprise/>.
- You must provide a work plan detailing how the project will be undertaken to ensure that it can be completed within the funding period. The work plan must relate to activities relevant to the development of the business plan, NOT the development of the social enterprise itself
- You must include a letter of support from your Board or the organisation providing auspice.
- You will need to provide details of the relevant business-related skills that you and/or others who will be involved in the social enterprise have to help support the business planning process and the future establishment of the social enterprise (or plans to obtain these).
- A clear explanation of why a social enterprise model is the best model for the proposed organisation/activities.
- Include one or more quotes for professional services for the development of your business plan or a clear and reasonable budget for the business plan development if it is being done within your current operations (*eg. market and/or desk top research, community consultation activities, insurance expertise, legal expertise, accounting/financial expertise*)



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etc) this should include an estimated dollar value for any in-kind or pro bono contributions

- Estimates should be prepared by setting a dollar value for the members' time and multiplying this by the number of hours they have agreed to invest in developing the plan.

Professional Business Services

- A clear explanation of how the professional service will assist with the sustainability of your social enterprise or assist with business planning into the future.
- A description of the activity the professional services will provide.
- Include one or more quotes for the professional services you are looking to engage.
- Include any additional funding you are receiving from other sources for this activity, including your own funds and pro bono offerings