



# CITY OF PARRAMATTA

## SOCIAL ENTERPRISE GRANT GUIDELINES

### BACKGROUND:

The Social Enterprise grants program aims to support existing social enterprises to grow and increase their social impact through:

- Funding specific projects designed to expand the reach of their business
- Enabling existing successful social enterprises to re-locate to the Parramatta LGA.

*It is noted that the Social Enterprise Grant category previously included funding for Social Enterprise Business Plans. This type of business planning grant is now available through the City of Parramatta Quarterly Grants process. Please see the Quarterly Grants Guidelines for more information.*

### AVAILABLE FUNDING:

Approximately **\$75,000** per financial year is available for the Social Enterprise Grants program.

There is a funding cap for each application of \$25,000.

### GRANT FOCUS / OBJECTIVES:

The Social Enterprise Grants program has a strong focus on delivering social, economic, 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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We seek proposals that can clearly demonstrate which of the eight priorities they address and how. The priorities are as follows:

**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**

### CATEGORY OBJECTIVES:

Through this fund the City of Parramatta Council seeks to support the growth of social enterprises which 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.

It is expected that any proposals put forward for a Social Enterprise Grant will be clearly developed ideas. They must clearly articulate how the proposed project will further your social mission and what impact it is expected to have for the communities of Parramatta. It is noted that proposals must relate to activity to be undertaken within the Parramatta LGA.



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### GROWING SOCIAL ENTERPRISE IN PARRAMATTA

This category is designed to fund existing social enterprises that have demonstrated their ability to be sustainable and achieve high-impact on their social mission, and are seeking to grow and expand their operations.

Applications must relate to:

- The funding of a specific growth activity by a successful social enterprise that is already located with the Parramatta LGA; or
- The replication or re-location of a successful social enterprise within the Parramatta LGA

Applications must be from an incorporated body or eligible social enterprise structure.  
(See definition above)

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.

### ASSESSMENT CRITERIA:

**Your application must include:**

- A clear description of your existing social enterprise operation, including:
  - The social mission of your social enterprise
  - Details of the operation and activity currently being undertaken by the social enterprise
  - Evidence that your social enterprise has achieved effective social outcomes in line with your social mission (what measurable social/economic impacts has your social enterprise made to date);
- Details of the skills and experience of your social enterprise management team (in running the existing social enterprise and for the implementation of the proposed project).
- A detailed description of your project proposal. This should include:
  - Specific activities to be undertaken
  - Who the intended audience/participants are, benefits for them and how will you find and engage them
  - Evidence to support the need for the activity you propose
  - How the grant funding will be used to support your project and social mission.
- Demonstrate how your proposal links to City of Parramatta's vision statement and at least one of the eight priorities or other social priorities expressed by Council;
- A description of the projected social outcomes for the Parramatta area resulting from the project
- Provide a summary of any activities undertaken or relationships you have established that will assist you to implement your project (if funding application is successful)
- A business plan must be included with your application which demonstrates that the proposed activity is viable and can be realistically achieved (**Note: your business plan will be treated as commercial in confidence**)
- A work plan detailing key milestones, actions to be undertaken, evaluation tools and timeframes for the project



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- A description of your evaluation process for reviewing the success of the project once completed
- A description of how the project will be sustainable or how you will ensure that the outcomes achieved are not short-lived.
- A clear and realistic budget including properly costed expenditure and clear identification of how Council's contribution will be applied and any other funding or in-kind contributions being sought/ provided
- 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](mailto: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) ;
- 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*);
- Where relevant to your social enterprise structure, evidence that your Board supports the proposed activity.

### 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 proposed equipment purchases over \$300, where these will be part of your grant expenditure.

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.

### ASSESSMENT PROCESS:

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

### RESPONSIBILITIES OF GRANT RECIPIENTS:

Growing Social Enterprise in Parramatta Grant recipients are required to:

- Complete their projects within **twelve months** of funding
- Submit two Progress Reports after four and nine months respectively



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during the funding period and a Final Acquittal Report is required upon project completion

- 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.

### 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

### NEED MORE INFORMATION?

For information about Grant administration, please contact the City of Parramatta Council Grant Officer on 9806-5277 or email [grants@cityofparramatta.nsw.gov.au](mailto:grants@cityofparramatta.nsw.gov.au)

For information and advice on social enterprise proposals please contact Ms Lucy Brotherton, Community Capacity Building Officer – Social Investment on 9806 5792 or [lbrotherton@parracity.nsw.gov.au](mailto:lbrotherton@parracity.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/iving-and-community/grants/community-grants-program> or call 9806-5277 if you require any further assistance in registering or using the form.

**Growing Social Enterprise in Parramatta Annual Grants open 24 January 2017 and close 4pm on Monday 6 March 2017.**