

Community Events Grant Guidelines



**CITY OF
PARRAMATTA**

Overview

As Sydney's central city, Parramatta is a focus of economic activity, essential services, natural assets, culture, and creativity, in one of Australia's fastest growing regions. Events and festivals contribute to the vibrancy and liveability of the City of Parramatta. They enliven our public spaces, enhance wellbeing in the community and increase economic benefit.

Category Objectives

Free or low-ticket cost to the public.	A fresh offering, complimenting the Parramatta events calendar.
Encourage new visitors to the City.	Aim to deliver social, community, recreational and cultural benefits to the people of Parramatta and visitors.
Presented within the Parramatta local government area and principally benefit Parramatta residents.	

Available Funding

Total Funding Pool: \$80,000
Community Grants Round: \$50,000
Cultural Grants Round: \$30,000 + Remainder from Community Grants Round
Funding Cap: \$10,000

Applicants may request funding of up to 50% of their total event budget, but no more than \$10,000. Council reserves the right to determine how granted funds should be spent.

Successful applicants must confirm the final event details through SmartyGrants approximately 4 weeks before the event date. Before funding can be paid, successful applicants must complete the tasks below within 8 weeks of the event date -

- Submit the acquittal form online at SmartyGrants
- Submit an event report
- Submit a final budget

NOTE: Payment of event grant funding is made AFTER the event and after all stages above are complete.

Program Timelines

This program is open once a year. Projects must start after January 1st within the new calendar year. Successful recipients in this category are required to:

- Complete their projects within twelve months of funding.
- Submit a Progress Report at the six months mark and a Final Acquittal Report upon project completion. Final Acquittal Report due date is January 1st (following year).

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

Funding Priorities

Social Inclusion

Parramatta has a diverse population and our many skills, characteristics and cultures are values as we build a healthy, inclusive community with events that are welcoming and accessible to all people.

Capacity Building

We aim to develop and maintain strong partnership between Council and the community to achieve strategic goals of being welcoming and thriving.

Good Value

Council seeks to leverage the expertise, networks, and resources of the community to provide high quality public events and programs.

Strong Partnership

Council strengthens communities through creating opportunities for people to actively engage with programs and events. This builds capacity, ensuring that strong events can continue to be presented in the future.

Ineligible Activities

Funding cannot be used for:

- Activities, events, and programs that duplicate Council's existing projects.
- Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose
- Applications from government departments, for-profit businesses, or political parties.
- Organisations that make profits that are allocated to shareholders, owners and/or members.



Conditions for Program Eligibility

To be eligible for funding, applicants must:

<p>Be aware that grant funding will not be paid until after the event, after the event report has been submitted.</p>	<p>Request no more than 50% of the total event budget, with an upper limit of \$10,000. For example, if your total event cost is \$20,000 you may request 50% of your event costs which reaches the maximum \$10,000 limit. If your total event cost is \$60,000 however, you may only request \$10,000, as that is the highest amount possible for grant funding.</p>	<p>Be a resident of/or located in the Parramatta local government area and/or principally providing services to the residents of Parramatta.</p>
<p>Be a not-for-profit organisation, incorporated or have evidence of auspice from an incorporated organisation and have an ABN.</p>	<p>Be in alignment with City of Parramatta's Community Strategic Plan, vision and goals.</p>	<p>Have all appropriate insurance and licences.</p>
<p>Submit the application before the closing date with the application fully completed.</p>		

Financial Information

For funding requests of amounts between \$5,001 - \$20,000, applicants are required to provide:


- Most recent signed audited financial statements

If your organisation is not required by the Australian Charities and Not-for-profit Commission (ACNC) to have audited financial statements OR your organisation has only registered within the previous 12 months and an audited financial statement is not available, please provide the following:

- Profit and Loss Statements (certified by an accredited accountant); and
- Organisational Balance Sheet (last 10 months)
- Provide evidence of appropriate insurance coverage.

Assessment Criteria

CRITERIA	DESCRIPTION	WEIGHTING
Criteria A	The extent to which the project addresses and is relevant to the Vision Statement.	25%
Criteria B	Extent to which this event is unique, signature or one-of-a-kind to Parramatta.	10%
Criteria C	Extent to which the project addresses one or more of the Primary Priorities.	15%
Criteria D	Event location held outside of the Central Business District but within the Local Government Area	10%
Criteria E	Extent to which the organisation has articulated clear details of the event purpose and activities.	10%
Criteria F	Extent to which the event will promote Parramatta to a metro/national audience.	5%
Criteria G	Demonstrated inclusiveness and engagement with Parramatta and the broader community to attend.	10%
Criteria H	Extent to which the application demonstrates the importance for a connection to the City of Parramatta or our community.	10%
Criteria I	Extent to which the event promotes a Council open space, facility, park or a venue.	5%



City of Parramatta Strategic Goals

Through the Community Grants, Council supports a wide range of services and activities that contribute to City of Parramatta's strategic goals. Project proposals for all funding categories must align with Parramatta's strategic goals. This plan drives the delivery of projects and programs to address identified needs and issues in the community.

6 STRATEGIC GOALS



We can all benefit from the opportunities our city offers.



We can all get to where we want to go.



We care for and enjoy our environment.



We celebrate culture and diversity - past, present and future.



We benefit from having a thriving CBD and local centres.



We collaborate and champion new ideas to create a better future.

GRANTS PROCESS



Applications

All applications must be made online through the SmartyGrants online through the SmartyGrants online grants management system before the closing time. Council will not accept any hardcopy or emailed submissions. Computers can be booked at all City of Parramatta Council library branches, if required.

Applicants will be required to register with SmartyGrants before accessing the application form. If you or your organisation has used SmartyGrants to apply for a grant previously to any grant maker, then you are already registered. It is strongly recommended that you use a generic organisation e-mail to create your login, such as admin@, info@, manager@ etc. So as to keep your grant applications together and maintain access if an individual staff member should leave.

If you need any assistance in preparing your online application, please contact the Community Capacity Building Team on 9806 5110 or at grants@cityofparramatta.nsw.gov.au

Assessments & Recommendations

When applications are received, they are processed by Council staff, who check each application's eligibility. Applications determined to be ineligible will not process to assessment. All applications are assessed by an internal working group, comprising of Council staff members or independent external assessors as required. The results of these assessment panels are presented to a sub-committee of Councilors, who review recommendations that will be made to Council.

Approval

The elected Council is the primary approver of grants. Council can delegate this approver role to the CEO or a designated manager. The funding decisions made are final. City of Parramatta Council reserves the right to alter the total amount of funds to expended in each category, based on the applications received. Due to competition for funds, partial funding is sometimes offered.

OTHER KEY CONSIDERATIONS

Auspicings

Sometimes individuals, unincorporated associations with with great community project ideas partner with existing not-for-profit organisations to access funding and help a project happen in our community. This type of relationship is often called 'auspicings'.

Auspicings can be a relatively quick and efficient way to secure funding and get a community project started, in some cases, without establishing your own organisation. The organisation providing the auspice for your project may offer particular skills, infrastructure, resources, legal and insurance protection and management assistance for your project, depending on what is agreed.

City of Parramatta Council accepts applications from organisations that are providing such auspice arrangements to groups that would otherwise not be eligible for funding. In such cases, the organisations providing auspice should complete the application from as the "Applicant Organisation" as they are the organisation that enters into a formal funding relationship with Council if successful.

In recognition of the services provided by an auspicings organisation, City of Parramatta Council accepts the inclusion of an auspice fee in the budget up to 10% of the total amount being applied for.

Taxation

In accordance with the Goods & Services Tax (GST) legislation that came into effect on 1 July 2000, if you do not have an Australian Business Number (ABN), City of Parramatta

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

All financial information provided should be exclusive of GST. Successful organisations/groups that have provided GST registration information will receive the allocated grant amount plus GST.

Projects involving Children

Where a project will involve adults working with children, successful applicants must undertake the necessary 'Working with Children' checks. The applicant must provide City of Parramatta Council with a letter advising of the successful completion and clearance of these checks within four months. The letter must be signed by an office bearer of the organisation receiving the grant.

Reporting

All grant recipients are required to report on and acquit their project(s) as detailed in their funding agreement. Report templates are available and should be submitted through the SmartyGrants online grants management system. Reports provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. Detailed financial reports will be required and grant recipients may be requested to provide further documentation and evidence of expenditure.

Grants Support and Monitoring Program

City of Parramatta Council is committed to achieving industry best outcomes in partnership with grant recipients. To achieve this, Council coordinates a Grants Support and Monitoring Program to strengthen the community sector in Parramatta. The program has four components:

- Grants monitoring - ensuring implementation of relevant Council policies and protocols, assisting Council Officers to effectively target support and resources to grant recipients and identify delivery and/or reporting challenges.
- Individual support and consultancy - a Council Officer is matched to each applicant who received the offer of tailored advice and support as required.
- Professional development workshop program - covering relevant topics for potential grant applicants e.g., grant writing, showcasing of successful community capacity building projects, auspicing, philanthropy, evaluation and leadership.
- Community Capacity Building email information network - used to distribute information on funding and professional development opportunity.



Eligible Applications

All applications must meet the eligibility criteria. The eligibility criteria common to all of Council's Community Grants are listed below. In addition to this, each grant category has category-specific eligibility criteria. Common eligibility criteria require that the organisation must:

Be an incorporated not-for-profit organisation, a social enterprise or can provide evidence of an auspice arrangement with an incorporated not-for-profit organisation;	Be located within the boundaries of the Parramatta local government area and/or principally service Parramatta residents;
Address City of Parramatta's vision statement and at least one of the eight priorities;	Set project start dates after the grant funding commencement date and does not require retrospective, recurrent or ongoing funding;
Have a bank account in its name with a minimum of 2 signatories, except where individuals have been named eligible for a specific program;	Not have overdue progress or acquittal reports for previously funded grants.

Ineligible Applications

The City of Parramatta does not provide grants for:

Activities and programs that duplicate existing services or repeat previously funded projects;	Attendance at conference or academic course fees, except within scholarship or fellowship programs;
Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose;	Profit making activities where the profits are allocated to shareholder, owners and/or members;
The establishment or attainment of fundraising objectives.	

Definitions

Acquittal: An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An Acquittal report usually consists of a written report summarising how the project fared against the initial objectives of the grant. It also provides a financial statement detailing how the funds were spent.

Auspice: An arrangement where an incorporated community organisation ("the Auspice Body") agrees to apply for funding on behalf of a second organisation that is, most often, not incorporated ("the Auspiced Party"). If the funding application is successful, the Auspice Body then receives, holds and administers the funding to the Auspice Party, so that the Auspiced Party can complete the funded project or activities. The Auspice Body works with the Auspiced Party to ensure all reporting requirements are met, assisting the Auspiced Party to further develop project management knowledge and skills with a view to the Auspice Party becoming independent (as appropriate) of the Auspice Body.

Community Capacity Building: Empowers communities by building on community strengths to address issues identified as important by communities. This is achieved through a variety of actions that build strength, resilience and access to resources, including knowledge & skills development, as well as networks & partnership development for collective action.

Community Organisation: All voluntary community groups, service organisations, community services, sporting groups, art organisations, heritage societies, and other organisation that come under the definition of "not-for-profit". Social enterprises that are auspiced by a not-for-profit organisation or that have a clear governance structure that precluded profits from being disbursed to individuals are eligible under this subsection.

Funding Agreement: An agreement that states the purpose of the funding, the dollar amount and the conditions attached to the grant. It also defines the rights and responsibilities of the agreement. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.

Grants: Cash or value-in-kind support given to applicants for a specified purpose directed at achieving policy outcomes. Funds assist with the services or projects proposed by applicants and Council receives acknowledgement as the grant giver.

Incorporated Organisation: A legal entity separate from its individual members that has been incorporated under Australian State or Territory law.

In-kind Support or Value In-kind support: Includes volunteer labour, administrative support, rent free accommodation or donations of material or equipment. Applicants are asked to include in-kind contributions in their application budgets. Successful recipients will also be asked to report on the value of in-kind contributions in project acquittals so that City of Parramatta can benchmark the contributions of the community sector to local projects.

Definitions

Insurance: A framework under which the insurer indemnifies (accepts the risk) on behalf of the insured (person or group of people) for loss or damage caused. Insurance protects a community organisation against its legal liability to pay damages. The most commonly required insurance third Part Insurance which covers an organisation for the potential costs associated with:

- Compensation to third parties (for example, members of the public) for bodily injury;
- Property damage that may occur as a result of the community organisation's activities;
- The legal costs that a community organisation may have if it needs to defend bodily injury and property damage claims made against it.

Not-for-profit organisation: An organisation that is not operating for the profit or gain of its individual members whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out the purposes of the organisation and must not be distributed to owners, members or other private individuals.

Social Enterprise: A 'social business' that has the following characteristics:

- Social, environmental, or cultural mission/objectives core to its purpose and focus.
- Limited distribution of profits - profits are reinvested in the enterprise and/or an associated social entity and not disbursed to individual shareholders.
- A mixture of capital inputs - the enterprise is supported through a mixture of grant income/subsidized income and trading income, but most trade.
- Generation of social return in addition to a financial return, and a commitment to demonstrating this.
- Favours democratic decision-making strictures and seeks high levels of accountability to their stakeholders, rather than just to shareholders.

