



# Community Grants Guidelines



**CITY OF  
PARRAMATTA**

**2024–2028**

# 01 CITY OF PARRAMATTA COMMUNITY GRANTS PROGRAM



City of Parramatta Council's Community Grants program provides a funding opportunity to support local not-for-profit community organisations, volunteer groups, sporting clubs, social enterprises, creative producers, heritage organisations and in some cases, businesses and individuals. Through the Community Grants program, Council supports a wide range of services and activities that contribute to City of Parramatta's vision and priorities.

Before you write your application, please ensure that you have already planned your event or project/s and read these guidelines thoroughly.

Applicants are encouraged to discuss your event or project with a Council staff officer before submitting your application.

For more information and/or to start an application, visit [cityofparramatta.nsw.gov.au/living-community/grants/community-grants-program](https://www.cityofparramatta.nsw.gov.au/living-community/grants/community-grants-program) for specific round opening and closing dates.



# 1.1 Summary of grant categories and funding available

GRANT CATEGORY	FUNDING CAP	TOTAL AVAILABLE FUNDING
<b>Annual- Community Grants Program - Assessed once a year</b>		
Community Capacity Building Grant	\$12,500 (with an option to apply for additional \$7,500)	\$245,000
Community Events Grant	\$10,000	\$80,000
Creative Projects Fund	\$20,000	\$60,000
Heritage Activation Grant	\$10,000	\$50,000
History, Culture & Stories Fund	\$10,000	\$20,000
Growing Social Enterprise in Parramatta Grant	\$25,000	\$80,000
Night Time Creative Economy Grant	\$10,000	\$50,000
Parramatta Artists Studios Creative Fellowship Fund	\$20,000	\$20,000
<b>Quarterly Grants Program - Assessed four times a year</b>		
Small Grants Fund	\$2,000	\$46,000
Social Enterprise Business Planning Grant	\$2,000	
Sport & Recreation Grant	\$2,000	\$24,000
Representative Sports Grant - Open all year		
Representative Sports Grant	\$1,000	\$45,000

# 1.2 Grant Eligibility

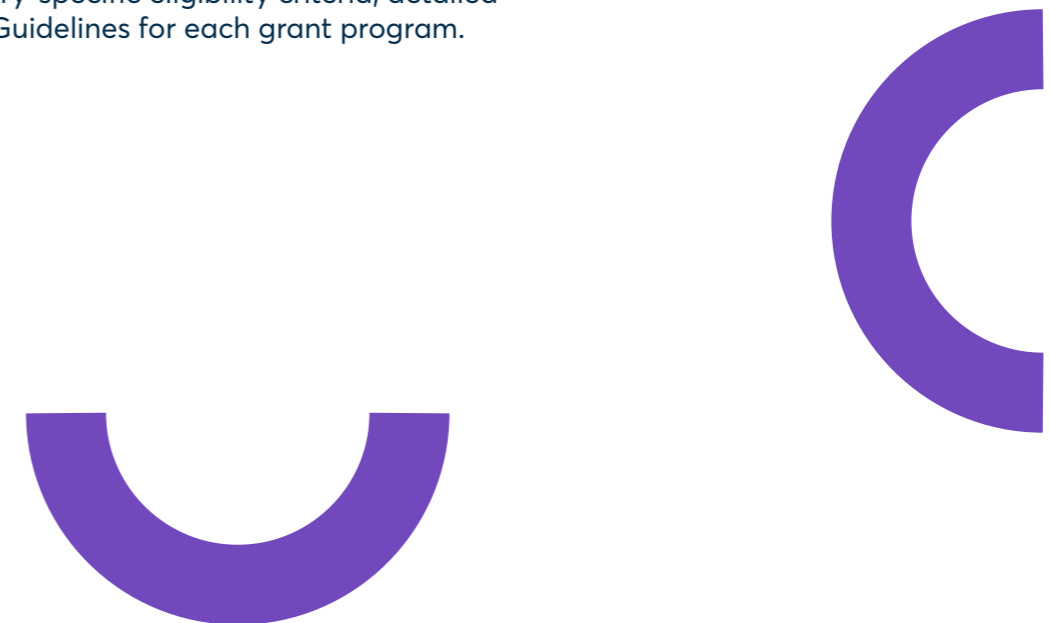
All applications must meet the eligibility criteria. The eligibility criteria common to all of Council's Community Grants are listed below. Common eligibility criteria require that the organisation or proposed project must:

- ▶ Be located within the boundaries of the Parramatta local government area (LGA) 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;
- ▶ Not have overdue progress or acquittal reports for previously funded grants.

In addition to this, each grant category has category-specific eligibility criteria, detailed in the Guidelines for each grant program.

The City of Parramatta does not provide grants for:

- ▶ Activities and programs that duplicate existing services or repeat previous projects funded by Council.
- ▶ 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.

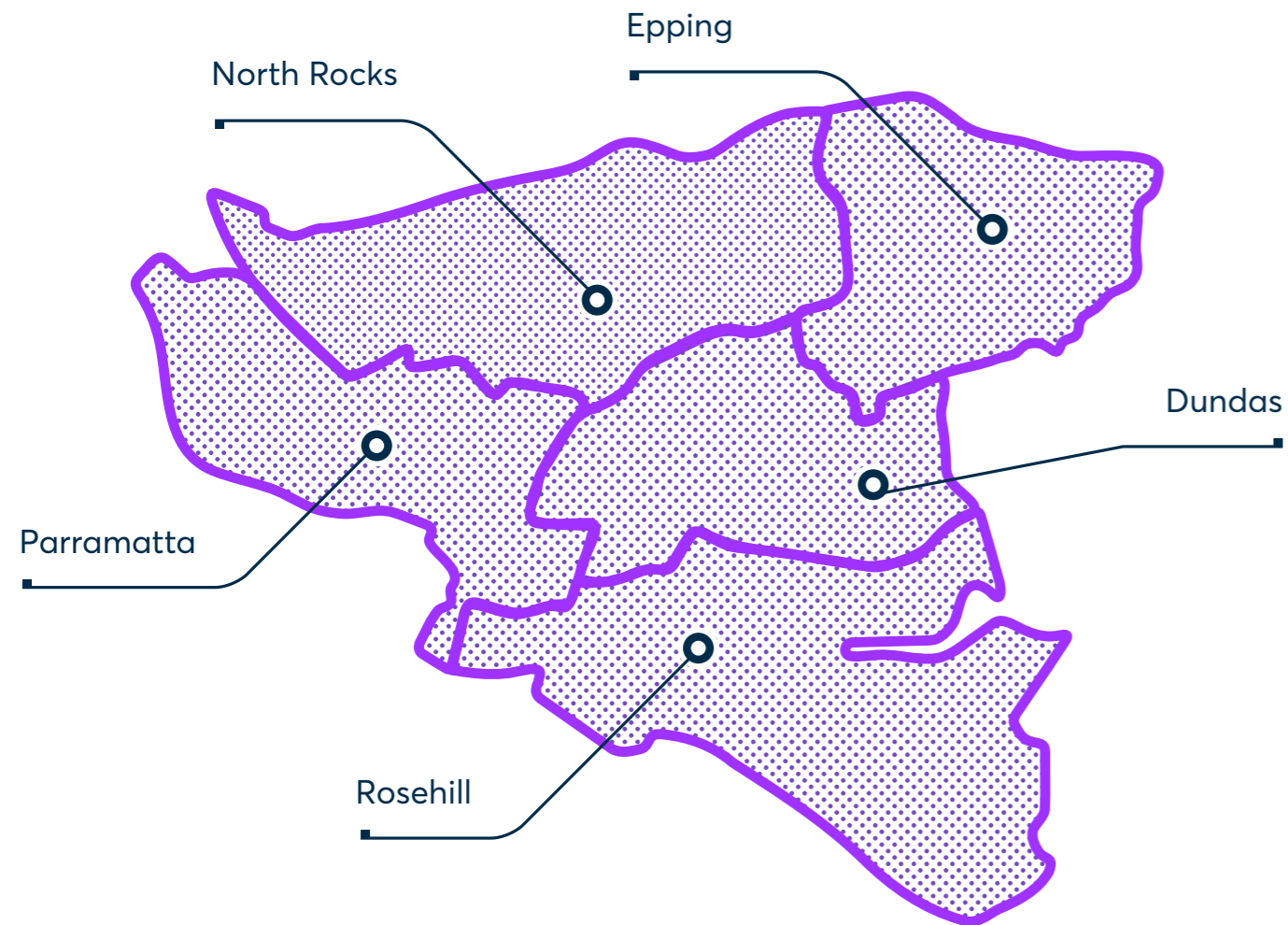


### 1.3

# City of Parramatta Local Government Area

As Australia's second oldest city, Parramatta has always played an integral role in shaping Sydney's future and is poised to do so again. As the epicentre for significant infrastructure investment across transport, education, health, sport and culture, Parramatta is transforming into a place of growth and long-term prosperity.

By proclamation dated 12 May 2016, the City of Parramatta has been divided into five electoral areas known as Wards: North Rocks, Epping, Parramatta, Dundas and Rosehill.



## 1.4

# 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



**FAIR**

We can all benefit from the opportunities our City and neighbourhoods offer.



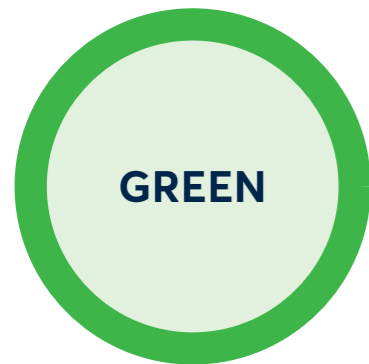
**ACCESSIBLE**

We can all get to where we want to go.



**WELCOMING**

We foster belonging and celebrate culture and diversity.



**GREEN**

We value our environment.



**THRIVING**

We are a nation-leading City with prospering communities and Industries.



**INNOVATIVE**

We champion new ideas to create a better future.



# 02 ANNUAL COMMUNITY GRANTS PROGRAM



## 2.1.1

# Community Capacity Building Grant

### Overview

This category supports community-based groups, sports and recreation clubs, and service organisations in developing effective projects that address the social, economic, and/or environmental needs of residents in the Parramatta LGA, as outlined in the City of Parramatta Council's Community Strategic Plan.

### Category Objectives

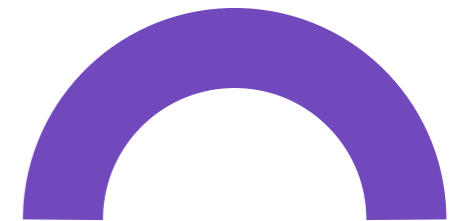
- ▶ Support projects that address the social, economic, and/or environmental needs of residents in the Parramatta LGA.
- ▶ Enhance access to and use of community resources, services, and facilities, ensuring equity for people experiencing social exclusion, marginalisation, or isolation.
- ▶ Foster community participation in the development and implementation of projects and activities.
- ▶ Promote the development of networks and partnerships among communities, local community groups, agencies, and the City of Parramatta Council.

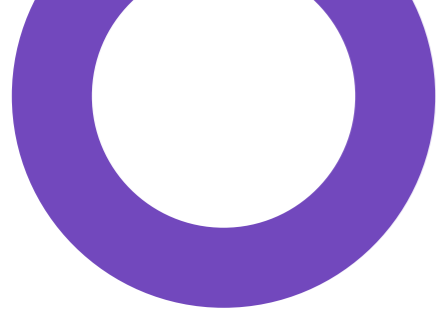
### Available Funding

Total Funding Pool: \$245,000 | Funding Cap: \$12,500

Council can award an additional \$7,500, up to a maximum grant funding of \$20,000, if the applicant demonstrates that:

- ▶ The extra funds will support a different aspect of the project.
- ▶ The additional funding will enhance community benefit or impact.
- ▶ The supplementary funds will contribute to new elements that complement—rather than simply expand—the original project.





## Program Timelines

This program opens once a year. Projects must commence after January 1st. Recipients in this category are required to:

- ▶ Complete their projects within twelve months of receiving funding.
- ▶ Submit a Progress Report at the half way mark and a Final Acquittal Report upon project completion. The Final Acquittal Report is due by January 30th of the following year.

Please note: Failure to acquit the grant may affect future funding requests.

## Outcomes

Applicants can apply for this category to achieve a range of potential outcomes. Grants funding may be utilised for the following:

1. Increased community involvement and engagement in social activities and community life (projects must comply with current public health orders).
2. Enhanced access to information and skills development opportunities.
3. Greater number of people, including staff, experiencing a strong sense of social connectedness and/or improved physical or mental wellbeing.
4. Improved service capacity or safety through equipment purchases.

## Types of Activity Supported

- ▶ Project development and implementation.
- ▶ Capital purchases directly related to community capacity building project.
- ▶ Building the internal capacity of the organisation.
- ▶ Resource development.

## Types of Activities Not Supported

Funding cannot be used for:

- ▶ Activities and programs that duplicate existing services or repeat previously funded projects.
- ▶ Conference attendance or academic course fees, except within scholarship or fellowship programs.
- ▶ Religious ceremonies or activities where the main purpose is promoting a single faith.
- ▶ Profit-making activities where profits are allocated to shareholders, owners, and/or members.
- ▶ Establishing or achieving fundraising objectives.

## Category Eligibility

- ▶ They are an incorporated not-for-profit organisation or individual, or can provide evidence of an auspice arrangement with an incorporated not-for-profit organisation.
- ▶ They are located within the City of Parramatta Local Government Area boundaries and/or primarily serve the City of Parramatta.
- ▶ Their project will benefit the local community.
- ▶ For specific grant programs, individuals, social enterprises, schools, or businesses may be eligible to apply.

## Assessment Criteria

<b>Need</b>	Applicant clearly demonstrates a compelling need, opportunity or demand and provides supporting evidence. Project aligns with Grant program objectives.	<b>20%</b>
<b>Engagement</b>	Applicant clearly demonstrates that they are utilising networks, collaborations and partnerships that could support project outcomes and demonstrate best practice.  The project provides opportunities for community members (target group) to participate in project development, and/or delivery.	<b>30%</b>
<b>Impact</b>	Project addresses the specific needs of the intended community for which it is designed.	<b>25%</b>
<b>Viability</b>	Applicant indicates key activities and reason for the approach they have taken. Sustainability of the project outcomes are demonstrated.	<b>25%</b>

## 2.1.2

# Community Events Grant

### Overview

As Sydney's central city, Parramatta is a hub 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 livability of the City of Parramatta. They enliven our public spaces, enhance community wellbeing, and boost economic benefits.

### Category Objectives

- ▶ Offer free or low-cost events to the public.
- ▶ Provide a fresh offering that complements the Parramatta events calendar.
- ▶ Attract new visitors to the City.
- ▶ Deliver social, community, recreational, and cultural benefits to Parramatta residents and visitors.
- ▶ Present events within the Parramatta local government area that primarily benefit Parramatta residents.

### Available Funding

Community Grants Round: \$50,000	Funding Cap: \$10,000
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Applicants may request funding of up to 50% of their total event budget, not exceeding \$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 following tasks 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 twice a year in both the Community and Cultural Grants rounds. For projects successful in the Community Grants round, Events must start after January 1st.

Successful recipients in this category are required to:

- ▶ Complete their events within twelve months of funding.
- ▶ Submit a Final Acquittal Report upon completion of the event.

### Funding Priorities

1. **Social Inclusion:** Parramatta's diverse population is a treasure trove of skills, characteristics, and cultures. We value this diversity as we build a healthy, inclusive community with events that welcome and are accessible to all.
2. **Capacity Building:** Council strengthens communities by creating opportunities for people to actively engage with programs and events. This builds capacity, ensuring that robust events can continue to be presented in the future.
3. **Good Value:** Council leverages community expertise to provide high-quality public events and programs.
4. **Strong Partnerships:** We strive to develop and maintain strong partnerships between Council and the community to achieve our strategic goals of being welcoming and thriving.

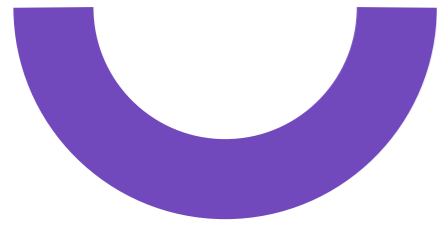
### Category Eligibility

To be eligible for funding, applicants must:

- ▶ Understand that grant funding will be paid only after the event report has been submitted.
- ▶ Request no more than 50% of the total event budget, up to a maximum of \$10,000. For example, if your total event cost is \$20,000, you may request (\$10,000 50% of your event costs). If your total event cost is \$60,000, you may still only request \$10,000, as this is the funding cap for this grant category.
- ▶ Be a resident of or located in the Parramatta local government area, or primarily provide services to Parramatta residents.
- ▶ Be a not-for-profit organisation that is incorporated or have evidence of auspice from an incorporated organization, and possess an ABN.
- ▶ Align with City of Parramatta Council's Community Strategic Plan, vision, and goals.
- ▶ Have all appropriate insurance and licenses.
- ▶ Submit a fully completed application before the closing date.







## Assessment Criteria

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



## 2.1.3

# Growing Social Enterprise in Parramatta Grant

## Overview

This category is designed to fund existing social enterprises seeking to grow and expand their operations in the Parramatta Local Government Area LGA.

Applicants must clearly articulate the project or activity their social enterprise will undertake in the Parramatta LGA, how this will further their social mission, and what impact it is expected to have on the communities of Parramatta.

## Category Objectives

- ▶ The funding of a specific growth activity by a successful social enterprise already located within the Parramatta LGA.
- ▶ The relocation or replication of a successful social enterprise to the Parramatta LGA.
- ▶ The replication of activities by a successful social enterprise, including a commitment to running ongoing programs within the Parramatta LGA.

## Available Funding

Total Funding Pool: \$80,000    Funding Cap: \$25,000

## Program Timelines

This program opens once a year. Projects must start after January 1st. Recipients in this category are required to:

- ▶ Complete their projects within twelve months of funding.
- ▶ Submit a Progress Report at the six-month mark and a Final Acquittal Report upon project completion. The Final Acquittal Report is due on January 30th of the following year.

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

## Outcomes

The Growing Social Enterprise in Parramatta Grant category aims to achieve the following broad outcomes:

1. Positive impact on disadvantaged communities.
2. Positive environmental impact.
3. Positive impact on social/cultural engagement.

Social enterprises will be required to detail their intended project outcomes and include metrics and targets to measure these. Applicants will also need to show how their project outcomes align with one or more of Council's Grant Programs.

## Supporting Documents Required

- ▶ You must provide a business plan which demonstrates that the proposed activity is viable and can be realistically achieved (note: your business plan will be treated as commercial in confidence).
- ▶ Evidence that you are a social enterprise. This must include a clear social enterprise mission statement and evidence of public documents that contain this statement.

## Further Conditions

- ▶ 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 email [lbrotherton@parramatta.nsw.gov.au](mailto:lbrotherton@parramatta.nsw.gov.au)

## Category Eligibility

Applications must be from an eligible social enterprise. For the purpose of this grant program, a social enterprise is defined as a business that puts people and planet first. They trade like any other business but exist specifically to make the world a better place.

Social Enterprises do three things:

1. Have a social, cultural, or environmental purpose.
2. Generate a substantial portion of their income from trade.
3. Invest profit and resources into their purpose so that public/community benefit outweighs private benefit.

## Assessment Criteria

<b>Criteria A</b>	Degree to which the Social Enterprise's social, environmental or cultural mission is clearly described.	<b>10%</b>
<b>Criteria B</b>	The applicant clearly demonstrates a compelling need, opportunity or demand and provides supporting evidence.	<b>10%</b>
<b>Criteria C</b>	Degree to which the organisation identified why Parramatta is a good fit for their project and demonstrates how the activities will benefit the communities of Parramatta.	<b>20%</b>
<b>Criteria D</b>	Evidence of the likely success of the project (e.g. previous experience with similar projects; evidence of some level of engagement or existing collaborations/partnerships with organisations or communities in Parramatta; demonstrated success in meeting their social enterprise mission).	<b>20%</b>
<b>Criteria E</b>	Degree to which the impact of the project/Enterprise can and will be measured.	<b>10%</b>
<b>Criteria F</b>	Extent to which the project plan exhibits a realistic, achievable, effective process to deliver the intended project.	<b>15%</b>
<b>Criteria G</b>	Extent to which the project plan exhibits the quality, cost-effectiveness and realism required to achieve the desired outcomes with clear costings for all aspects of the project.	<b>15%</b>



# Creative Projects Fund

## Overview

The City of Parramatta Council's Creative Projects Fund supports professional groups and organisations with creative projects in the Parramatta area. This category welcomes those working in all art forms, including but not limited to music, sculpture, dance, painting, interpretation, writing/literature, theatre, design, film/video, and digital media.

For these guidelines, "professional groups or organisations" refers to those employing qualified staff at the appropriate award rate. They typically have an appropriately qualified administrator or director.

## Category Objectives

The proposed project must meet at least one of the following objectives, with outcomes or project activities occurring partially or wholly within the Parramatta LGA. Preference will be given to applications that address multiple objectives:

- ▶ Develop the skills of our local creative talent.
- ▶ Increase participation in arts and creative sectors.
- ▶ Stimulate community connection through works and activities that explore Parramatta's regional identity.
- ▶ Encourage growth and enhance the value of the creative sector to Parramatta's community, culture, and economy.
- ▶ Foster innovation in the arts and creative sectors.

## Available Funding

Total Funding Pool: \$60,000    Funding Cap: \$20,000

## Program Timelines

This program opens once a year. Projects must start after July 1st. Recipients in this category are required to:

- ▶ Complete their projects within twelve months of receiving funding.
- ▶ Submit a Progress Report at the half way mark.
- ▶ Submit a Final Acquittal Report upon project completion. Report due date is August 31 (following year).

Please note: Failure to acquit the grant may affect future funding requests.

## Types of Activity Supported

- ▶ Incubation of new creative, arts, and cultural organisations in Parramatta.
- ▶ Assistance in attracting organisations to relocate to Parramatta.
- ▶ Production of projects, festivals, exhibitions, or events that create opportunities for local artists and creatives to work in the Parramatta LGA.

## Supporting Documents Required

- ▶ CVs for key project staff, limited to two pages each.
- ▶ For individual equipment purchases over \$1,000, provide at least one quote per item. Compile these into a single PDF document, not exceeding 20MB.
- ▶ Visual support material may include:
  - ▶ Up to 10 images with credits, formatted into a single PDF document. Each image credit should include a one-sentence description of the work and its production year.
  - ▶ One audio or moving image file up to 5 minutes long, in one of these formats (maximum 20MB).
    - mov or mp4 (for video)
    - wav or mp3 (for audio)

- ▶ For written work, submit samples in PDF or DOC format (maximum 20MB). Include up to 4 A4 pages, with each sample no longer than 2 pages.

## Category Eligibility

To be eligible for funding, applicants must:

- ▶ Be a not-for-profit, incorporated organisation or provide evidence of auspice from one.
- ▶ Be located within the Parramatta LGA or primarily serve Parramatta residents.
- ▶ Have no overdue progress or acquittal reports for previous grants.

## Assessment Criteria

<b>Local Talent</b>	Project demonstrates significant contribution to the development of local creative talent from/or working in the Parramatta LGA.	20%
<b>New Audiences</b>	Potential for development of new audiences and new participants in arts and creative endeavour.	20%
<b>Outcome Reach</b>	Description of project results/output and demonstration of how it can be shared with, or presented to the local arts sectors, communities and other interested parties.	25%
<b>Innovation Reach</b>	Fostering of innovation and contribution to the growth of the arts and creative sectors.	20%
<b>Budget</b>	Well researched and realistic budget, clearly indicating what Council funds would be spent on and the sources and application of matching contributions.	15%

## 2.2.2

# Parramatta Artists Studios Creative Fellowship Fund

## Overview

The City of Parramatta Council's Creative Fellowship aims to support the development of new work and foster the professional growth of Parramatta's artists and creative workers. Awarded annually, this fellowship is a key component of the Parramatta Artists Studios Artistic Program.

This opportunity is open to practitioners across a wide range of art forms, including but not limited to; music, sculpture, dance, painting, writing, literature, theatre, design, film, video, and digital media.

## Definition of Professional Artist and Creative Worker

The definition is intentionally broad to encompass various factors, including:

- ▶ Artists and creatives from diverse cultural backgrounds whose artistic or cultural knowledge has been developed through oral traditions.
- ▶ Professional artists and creatives who are either formally trained or self-taught.
- ▶ Artists and creatives of professional caliber who may work outside the arts and creative sectors to generate income.
- ▶ Individuals who identify themselves as artists or creatives based on their skills or experience.
- ▶ Those accepted by peers or the arts and creative sectors as professionals, regardless of whether they earn income from their work.

## Available Funding

Total Funding Pool: \$20,000	Funding Cap: One Fellowship
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## Program Timelines

This program opens once a year. Projects must commence after July 1st. Successful recipients are required to:

- ▶ Complete their projects within twelve months of receiving funding.
- ▶ Submit a Progress Report at the project's halfway point.
- ▶ Provide a Final Acquittal Report upon project completion. This report is due by July 31st of the following year.

Please note: Failure to acquit the grant will impact eligibility for future funding requests.

## Examples of Activity Supported

1. Production and presentation of new work(s).
2. Research and development of new techniques.
3. Exploration of new art forms or creative practices to expand your artistic range.

## Supporting Documents Required

- ▶ CVs for key project staff, limited to two pages each.
- ▶ For individual equipment purchases over \$1,000, provide at least one quote per item. Compile these quotes into a single PDF document, not exceeding 20MB.
- ▶ Visual support material may include:
  - ▶ Up to 10 images in a single PDF document (max 20MB). Include image credits with a one-sentence description of each work and its production year.
  - ▶ Audio and/or video files up to 5 minutes long. Use .mov or .mp4 for video, .wav or .mp3 for audio. Each file should not exceed 20MB.
  - ▶ For written work, submit samples in PDF or DOC format (max 20MB). Limit submissions to four A4 pages, with each sample not exceeding two pages.

## Further Conditions

If your application is successful, you must provide evidence of appropriate insurance coverage for the funded activity. If you already have insurance coverage, please attach the Certificate of Currency to your application.

## Contact Details

We encourage applicants to discuss their arts project with the Parramatta Artists Studios by calling **9806 5230**.

## Category Eligibility

To be eligible for funding, applicants must:

- ▶ Be residents of the City of Parramatta or demonstrate an existing and significant contribution to Parramatta's arts/creative sector.
- ▶ Have no overdue progress or acquittal reports for previously funded grants.

## Assessment Criteria

<b>Artistic Merit</b>	Merit of existing work and experience as a practicing artistic/creative professional.	15%
<b>Career Growth</b>	Potential for the Fellowship to significantly progress the applicant's practice/career.	20%
<b>New Work</b>	Potential for completion of significant new work/s as a tangible outcome of the Fellowship.	15%
<b>New Skills</b>	Potential for the acquisition of significant new skills as an outcome of the Fellowship.	20%
<b>Outcome Reach</b>	How new work and/or skills can be shared with, presented to the local arts sector, communities and other interested parties.	30%



## 2.2.3

# Community Events Grant

## Overview

As Sydney's central city, Parramatta is a hub 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 livability of the City of Parramatta. They enliven our public spaces, enhance community wellbeing, and boost economic benefits.

## Category Objectives

- ▶ Offer free or low-cost events to the public.
- ▶ Provide a fresh offering that complements the Parramatta events calendar.
- ▶ Attract new visitors to the City.
- ▶ Deliver social, community, recreational, and cultural benefits to Parramatta residents and visitors.
- ▶ Present events within the Parramatta local government area that primarily benefit Parramatta residents.

## Available Funding

Cultural Grants Round: \$30,000 + Remainder from Community Grants Round.	Funding Cap:\$10,000
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Applicants may request funding of up to 50% of their total event budget, not exceeding \$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 following tasks 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 twice a year in both the Community and Cultural Grants round.

For projects successful in the **Cultural Grants** round, Events must start after July 1st. Successful recipients in this category are required to:

- ▶ Complete their events within twelve months of funding.
- ▶ Submit a Final Acquittal Report upon completion of the event.

## Funding Priorities

1. **Social Inclusion:** Parramatta's diverse population is a treasure trove of skills, characteristics, and cultures. We value this diversity as we build a healthy, inclusive community with events that welcome and are accessible to all.
2. **Capacity Building:** We strive to develop and maintain strong partnerships between Council and the community to achieve our strategic goals of being welcoming and thriving.
3. **Good Value:** Council leverages community expertise to provide high-quality public events and programs.
4. **Strong Partnerships:** Council strengthens communities by creating opportunities for people to actively engage with programs and events. This builds capacity, ensuring that robust events can continue to be presented in the future.



## Category Eligibility

To be eligible for funding, applicants must:

- ▶ Understand that grant funding will be paid only after the event report has been submitted.
- ▶ Request no more than 50% of the total event budget, up to a maximum of \$10,000. For example, if your total event cost is \$20,000, you may request (\$10,000 50% of your event costs). If your total event cost is \$60,000, you may still only request \$10,000, as this is the funding cap for this grant category.
- ▶ Be a resident of or located in the Parramatta local government area, or primarily provide services to Parramatta residents.
- ▶ Be a not-for-profit organisation that is incorporated or have evidence of auspice from an incorporated organisation, and possess an ABN.
- ▶ Align with City of Parramatta Council's community strategic plan, vision, and goals.
- ▶ Have all appropriate insurance and licenses.
- ▶ Submit a fully completed application before the closing date.

## Assessment Criteria

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



## 2.2.4

# History, Culture and Stories Fund

### Overview

This category aims to support projects that enhance and promote knowledge of Parramatta's history and cultural heritage. The fund encourages initiatives that document and interpret Parramatta's stories for the benefit of current and future generations.

Grant applications must clearly demonstrate the project's significance to Parramatta's cultural heritage and history. We especially welcome applications that explore and illuminate previously unresearched areas, enriching our collective knowledge and appreciation of Parramatta.

### Category Objectives

Priority will be given to research projects exploring:

- ▶ Aboriginal heritage (e.g. traditional and contemporary culture).
- ▶ Social histories (e.g. aspects of everyday life, people who have made significant contributions to the community).
- ▶ Significant heritage sites and structures in the Parramatta LGA (built or natural environment).
- ▶ Contemporary heritage (e.g. living histories or current cultural trends).

### Available Funding

Total Funding Pool: \$20,000 | Funding Cap: \$10,000

### Program Timelines

This program opens once a year. Projects must start after July 1st. Recipients in this category are required to:

- ▶ Complete their projects within twelve months of receiving funding.
- ▶ Submit a progress report at the halfway mark.
- ▶ Submit a Final Acquittal Report by July 31st of the following year.

Please note: Failure to acquit the grant will impact eligibility for future funding requests.

### Examples of Activity Supported

Applicants should consider projects that enhance knowledge within the following key themes:

- ▶ Cultural Heritage (including Aboriginal, Colonial, Urban/Contemporary, and Multicultural).
- ▶ Food Culture.
- ▶ Arts, Culture, Events, and Entertainment.
- ▶ Outdoors.
- ▶ Social History.

Examples of successful projects include:

- ▶ "From Canton with Courage: Parramatta and Beyond, Chinese Arrivals 1800-1900" by Jack Brook (LS 305.8951 BRO, available at the Parramatta Public Library).
- ▶ St John's Cemetery Project (stjohnscemeteryparramatta.org).

### Types of Activity Not Supported

1. Purchasing equipment
2. Purchasing, repairing, or maintaining buildings and objects
3. Activities or research that has already been completed
4. Living expenses

Grant funds are not intended solely for administrative costs (such as printing or scanning) or for project development and presentation expenses. If included, these costs must be clearly itemised and should not constitute the total expenditure of the grant.

### Supporting Documents Required

- ▶ CVs for key staff, no more than two pages each.
- ▶ If your application is successful, you must provide evidence of planned appropriate insurance coverage for the funded activity. If you already have insurance coverage, please attach your Certificate of Currency to the application.

### Further Conditions

- ▶ Applicants must provide an itemised budget proposal (with receipts of project expenditure to be submitted at the acquittal stage).
- ▶ Applicants must supply Council with a digital copy of the research output or a URL link to the material. It is recommended, though optional, that applicants discuss opportunities for presentation, display, or archiving of content developed as part of their grant with the City of Parramatta Research & Collection Services Coordinator at **8839 3324**.
- ▶ A version of the final project report will be made publicly available through the City of Parramatta's Research & Collections Services under a Creative Commons Share Alike (CC BY-SA) copyright license (where culturally appropriate) and will be integrated into the Council's collections.
- ▶ Approved projects involving copyright must include the following acknowledgement: "This project was funded through the Parramatta Cultural Heritage and History Projects of City of Parramatta Council. The contents of the research do not necessarily reflect the views of Council."

Council prefers that output is accessible through a Creative Commons Share-Alike copyright license and can be integrated into the Council's collections. Project managers may need to obtain approval for the use of images owned by other parties. Additionally:

- ▶ The project may include various research methodologies such as video/media interviews and desk research.
- ▶ The project manager must clearly outline the copyright status of research content produced as a result of the grant.
- ▶ The project manager must obtain written permission from participants in line with this outline.

### Category Eligibility

To be eligible for funding, applicants must:

- ▶ Be a not-for-profit and incorporated organisation, or have evidence of auspice from one.
- ▶ Be located within the Parramatta LGA, or primarily serve Parramatta's residents.

Have no overdue progress or acquittal reports for previously funded grants.

### Assessment Criteria

<b>Criteria A</b>	Extent of significance of the research topic to Parramatta's Cultural History, heritage and key themes.	25%
<b>Criteria B</b>	Extent that contributions to gaps in knowledge regarding local history will be made.	25%
<b>Criteria C</b>	Clearly describes the final delivery format of the research (e.g. website, book).	20%
<b>Criteria D</b>	Demonstrates appropriate merit and methodology.	15%
<b>Criteria E</b>	Qualify, cost effectiveness and realism of the budget to achieve desired outcomes with clear costing for all aspects of the project.	15%





## 2.2.5

# Night Time Creative Economy Grant

### Overview

The Night Time Creative Economy Grants support community organisations, businesses, and collectives across the Parramatta LGA in programming and producing night time cultural and creative events and projects. These initiatives contribute to Parramatta's vibrant night time creative environment. The grants aim to enable opportunities for musicians and artists to develop new work, as well as encourage participation from all ages in our community to engage in night time cultural events and projects.

### Category Objectives

- ▶ Develop skills and provide professional development opportunities for the local cultural and creative community in night time programs.
- ▶ Increase participation in night time arts, live music, and creative programming and events.
- ▶ Stimulate community connection through the development of works and activities that explore Parramatta's regional identity.
- ▶ Encourage growth and enhance the value of the creative sector to Parramatta's community, culture, and night time economy.
- ▶ Foster innovative and unique programming, such as events taking place late in the evening, after 11 pm.

### Available Funding

This grant is matched funding.

Total Funding Pool: \$50,000 | Funding Cap: \$10,000

### Program Timeline

This program opens once a year. Projects must commence after July 1st. Recipients are required to:

- ▶ Complete their projects within twelve months of receiving funding.
- ▶ Submit a Progress Report at the six-month mark.
- ▶ Submit a Final Acquittal Report upon project completion. The report is due by July 31st of the following year.

Please note: Failure to acquit the grant will impact eligibility for future funding requests.

### Outcomes

- ▶ Musicians and creatives are compensated for their work in events and projects.
- ▶ Increased audience engagement and attendance at events and programs.
- ▶ New collaborations formed, or new work developed and showcased.
- ▶ Activation of public spaces with audiences of all ages participating in night time creative programming.

### Supporting Documents Required

- ▶ For funding requests below \$5,000, applicants must provide:
  - ▶ An itemised budget proposal (receipts for project expenditures to be submitted at the acquittal stage).
  - ▶ A quote for any item costing \$500 or more.
- ▶ Evidence of matched funding received from sources outside the City of Parramatta Community Grants Program, if applicable.



### Assessment Criteria

<b>Project Merit</b>	The extent to which the proposal addresses the objectives of the Grants Program. Applicants should be able to demonstrate how their proposed projects will support the growth and diversification of the creative night time economy.	<b>25%</b>
<b>Impact</b>	Degree to which the project assists the development of new strategies, capabilities, operating models or methods that could support future creative night time economy activity.  The extent to which the project assists in the development of networks, collaborations and partnerships that could support future creative economy activity.  The extent to which the project provides employment and/or development opportunities for local workers.	<b>30%</b>
<b>Reach</b>	The extent to which the project assists in the development of networks, collaborations and partnerships that support future creative economy activity.  Degree to which the project provides opportunities for the community to participate in or engage with cultural and creative nighttime economy activity.	<b>20%</b>
<b>Budget</b>	Degree to which the project is well researched and the project budget clearly indicates what Council's funds will be spent on, and the sources and application of the matching contributions.	<b>15%</b>
<b>Priority Groups</b>	Degree to which the activities or programs are delivered by First Nations and/or First Nations majority businesses, women and gender diverse led or majority or businesses.	<b>10%</b>

# Heritage Activation Grant

## Overview

Parramatta boasts many historically significant sites that are currently underutilized but possess tremendous potential to draw visitors from both within and beyond the Local Government Area (LGA). The Heritage Activation Grants category aims to boost visitation to these sites through a program of engaging on-site experiences, including tours, workshops, public installations, and performances.

## Category Objectives

- ▶ Activate heritage sites and sites of historical significance within the Parramatta LGA beyond current programming offerings.
- ▶ Develop skills and provide professional networking opportunities for businesses and individuals contributing to Parramatta's visitor economy.
- ▶ Increase visitation to heritage sites or sites of historical significance by extending access hours and diversifying creative and cultural programming and events.
- ▶ Foster community connections through activities that explore the unique identity and rich histories of the Parramatta region.
- ▶ Celebrate and amplify Parramatta's complex histories by supporting visitor economy businesses in expanding their cultural activities.

## Available Funding

This grant is matched funding.

Total Funding Pool: \$50,000 | Funding Cap: \$10,000

## Program Timeline

This program opens once a year. Projects must start after July 1st. Recipients in this category are required to:

- ▶ Complete their projects within twelve months of funding.
- ▶ Submit a Progress Report at the halfway mark.
- ▶ Submit a Final Acquittal Report upon project completion. Report due date is July 31st of the following year.

Please note: Failure to acquit the grant will impact eligibility for future funding requests.



## Outcomes

- ▶ Activations such as tours, workshops, public installations, and performances, where local organizations, businesses, and sole traders (including creative workers) are compensated for their work.
- ▶ Increased visitation to heritage sites and locations of historical significance.
- ▶ New audience engagement with and attendance at heritage sites and historically significant locations.
- ▶ Development and showcase of new collaborations, activities, or works.

## Supporting Documents Required

- ▶ For funding requests below \$5,000, applicants must provide:
  - ▶ An itemised budget proposal (receipts for project expenditures to be submitted at the acquittal stage).
  - ▶ A quote for any item costing \$500 or more.
- ▶ Evidence of matched funding received from sources outside the City of Parramatta Community Grants Program, if applicable.

## Assessment Criteria

<b>Project Merit</b>	Degree to which the applicant addresses the Grants Program's objectives by demonstrating that the project will support the growth and diversification of the visitor economy.	20%
<b>Impact</b>	Extent to which the project assists in developing new strategies, capabilities, operating models, or methods that could support future visitor economy activities.	20%
	Extent to which the project facilitates the development of networks, collaborations, and partnerships that could enhance future visitor economy activities.	
	Degree to which the project provides employment and/or development opportunities for local workers.	
<b>Reach</b>	Extent to which the project assists in developing networks, collaborations, and partnerships that support future visitor economy activity.	30%
	Degree to which the project will produce opportunities for the community to participate in or engage with cultural and/or creative visitor economy activity.	
<b>Budget</b>	Extent to which the budget exhibits quality, cost-effectiveness and realism required to achieve the desired outcomes with clear costings for all aspects of the project, including match funding.	30%

# 05 GENERAL INFORMATION

## 5.1

# Grants Process

### Applications

All applications must be submitted online through the SmartyGrants grants management system before the closing time. Council will not accept hardcopy or emailed submissions. If needed, computers can be booked at any City of Parramatta Council library branch.

Applicants must register with SmartyGrants before accessing the application form. If you or your organization has previously used SmartyGrants to apply for a grant from any grant maker, you're already registered. We strongly recommend using a generic organization email to create your login, such as admin@, info@, or manager@. This keeps your grant applications together and maintains access if an individual staff member leaves.

Need help preparing your online application? Contact the Community Capacity Building Team on **9806 5110** or [grants@cityofparramatta.nsw.gov.au](mailto: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 assessment panel, comprising of Council staff members or independent external assessors as required. The results of these assessment panel, are presented to a sub-committee of Councillors, 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.

Unsuccessful applicants are encouraged to seek feedback and can make a request to [grants@cityofparramatta.nsw.gov.au](mailto:grants@cityofparramatta.nsw.gov.au).

Some grant programs are highly competitive and even though an application may meet the program criteria it may not be as competitive when assessed against other applications.

### Funding Agreements

All successful applicants are required to enter into a funding agreement before grant payments are made and before a project can commence. Funding agreements specify any conditions or specific requirements to the funded project, the payment schedule, the terms on which payment is made, the reporting and acquittal requirements, and the responsibilities of both the signatories, 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.

## 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.

## Grants Support 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 Program to strengthen the community sector in Parramatta. The program has four components:

**Grant Support Officers** - A Council Officer is matched to each applicant who receives an offer of tailored advice and support as required.

**Capacity Building Program** - covering relevant topics for potential grant applicants e.g., grant writing.

**Outcomes Measurement** showcasing of successful community capacity building projects.

**Community Capacity Building email information network** - used to distribute information on funding and capacity building opportunities.



## 5.2

# Financial Requirements

As the custodian of public funds, Council administers Community Grants with a focus on financial accountability. We need to ensure that recipients can manage funds responsibly.

## Organisational Finances

- ▶ For funding requests between \$5,000 and \$20,000, applicants must provide:
  - ▶ The organisation's most recent signed audited financial statements.
- ▶ For social enterprises applying for over \$20,000, you must provide a copy of your organisation's two most recent audited financial statements (covering 24 months).
- ▶ If your organisation is not required by the Australian Charities and Not-for-profit Commission (ACNC) to have audited financial statements, or if your organisation has registered within the last 12 months and an audited financial statement is unavailable, please submit:
  - ▶ A Profit and Loss Statement (certified by an accredited accountant).
  - ▶ Organisational Balance Sheet (covering the last 10 months).

## Project Budget - Supporting Documents Required

- ▶ Written quotations are required for all items included in the budget as follows:
  - ▶ ONE quote for budget expenses between \$500-\$999.
  - ▶ TWO quotes for budget expenses \$1000 or more.
- ▶ Evidence of appropriate insurance coverage.



# Other Key Considerations

## Auspicings

Sometimes individuals, unincorporated associations 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 'auspicing'.

Auspicing can be 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 auspicing 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.

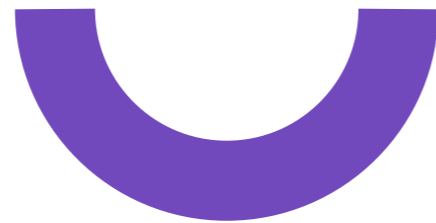
## Taxation

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.

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 applicants must provide Council with documentation confirming that the organisation is compliant with WWCC and the status of any required checks, prior to the project / event commencement date. The letter must be signed by an office bearer of the organisation receiving the grant.



## 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, and applicants must nominate the category in which they wish to be considered.

The exception to this is for Small Grant Fund applications, where applicants are able to apply for new project costs or liabilities that emerge since applying in the annual application process. Organisations also 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.



# 06 DEFINITIONS



**Acquittal:** An acquittal report ensures that grant recipients have administered funds responsibly and in accordance with the Funding Agreement's terms and conditions. This report typically includes a written summary of how the project performed against the grant's initial objectives. It also provides a detailed financial statement showing 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 Auspiced 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 Auspiced Party becoming independent (as appropriate) of the Auspice Body.

**Community Capacity Building:** Empowers communities by leveraging their strengths to address self-identified issues. This is accomplished through various actions that enhance strength, resilience, and resource access. These actions include developing knowledge and skills, as well as fostering networks and partnerships for collective action.

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

**Funding Agreement:** A contract that outlines the purpose of the funding, the granted amount, and the conditions associated with the grant. It also specifies the rights and responsibilities of both parties. Once signed, organizations are legally bound to adhere to the stipulated terms and conditions.

**Grants:** Financial or in-kind support provided to applicants for a specific purpose aimed at achieving policy objectives. These funds support services or projects proposed by applicants, with the Council receiving acknowledgment as the grant provider.

**Incorporated Organisation:** A distinct legal entity, separate from its individual members, that has been formally registered under the laws of an Australian State or Territory.

### **In-kind Support or Value In-kind support:**

Includes volunteer labour, administrative support, rent-free accommodation, or donations of materials or equipment. Applicants are asked to include in-kind contributions in their application budgets. Successful recipients will also be required to report on the value of in-kind contributions in project acquittals. This allows the City of Parramatta to benchmark the community sector's contributions to local projects.

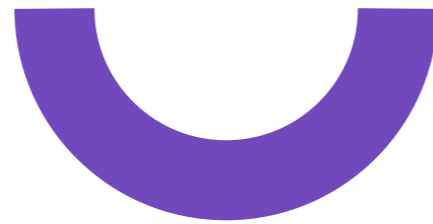
**Insurance:** A framework under which the insurer accepts the risk on behalf of the insured (a person or group) for potential loss or damage. Insurance protects a community organization against its legal liability to pay damages. The most commonly required insurance is Third Party Insurance, which covers an organization for potential costs associated with:

- ▶ Compensation to third parties (e.g., members of the public) for bodily injury.
- ▶ Property damage resulting from the community organization's activities.
- ▶ Legal costs incurred when defending bodily injury and property damage claims.

**Not-for-profit organisation:** An organisation that does not operate for the profit or gain of its individual members, whether direct or indirect. While a not-for-profit organisation can generate a profit, these funds must be used to further the organisation's purposes and cannot be distributed to owners, members, or other private individuals.

**Social Enterprise:** A social enterprise is defined as a business that puts people and planet first. They trade like any other business but exist specifically to make the world a better place. Social Enterprises do three things:

1. Have a social, cultural, or environmental purpose.
2. Generate a substantial portion of their income from trade.
3. Invest profit and resources into their purpose so that public/community benefit outweighs private benefit.



**Address:** 9 Wentworth St, Parramatta  
PO Box 32, Parramatta NSW, 2124

**Phone:** 1300 617 058

**Email:** [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)

**Web:** [cityofparramatta.nsw.gov.au](http://cityofparramatta.nsw.gov.au)

**Social:** ✕ @parracity

@cityofparramatta

@cityofparramatta

**📞 For non-English speakers, phone interpretation services are available via TIS National on 131 450.**

#### **KOREAN**

본 소식지와 관련해 통역 지원이 필요하신 경우, TIS (131 450)에 전화하여 Parramatta Customer Service (9806 5050)를 연결해 달라고 요청하시면 됩니다. 업무시간은 월요일에서 금요일, 오전 8시 30분부터 오후 5시까지입니다.

#### **CHINESE**

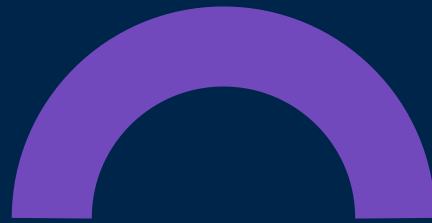
如果你需要翻译协助阅读这份新闻简报, 请联系 TIS, 电话131 450, 要求他们代表你接通巴拉玛打市议会顾客服务处, 电话 9806 5050. 顾客服务处的工作时间是每星期一至星期五, 上午8:30至下午5:00.

#### **ARABIC**

إذا كنت بحاجة للمساعدة في ترجمة هذه النشرة, اتصل بـ TIS على الرقم 131 450 واطلب منهم الاتصال نيابة عنك بخدمة زبائن باراماتا على الرقم 9806 5050 من الإثنين إلى الجمعة بين الساعة 8:30 صباحاً و 5:00 مساءً.

#### **HINDI**

यदि आपको यह सूचना-पत्र समझने में सहायता चाहिए तो कृपया TIS को 131 450 पर फ़ोन करें और उनसे कहें कि आपकी तरफ़ से पैरामाटा कस्टमर सर्विस को 9806 5050 पर फ़ोन करें। यह सेवा सोमवार से शुक्रवार, सुबह 8.30 बजे से शाम 5.00 तक उपलब्ध है।



# Community Grants Guidelines

2024–2028



[cityofparramatta.nsw.gov.au](http://cityofparramatta.nsw.gov.au)