



# Community, Arts & Culture Grants 2019/20



northern  
beaches  
council



## Overview

Council has committed funding to the Community, Arts & Culture Grants Program 2019/20 which will provide grants between \$2,000 and \$10,000 to eligible organisations.

Council values the significant role community groups and organisations have in positively contributing to our way of life. They are vital to implementing the Shape 2028 Community Strategic Plan's vision: *'...a safe, inclusive and connected community that lives in balance with our extraordinary coastal and bushland environment.'*

Council has committed \$240,000 to the Community, Arts & Culture Grants Program 2019/20 which will provide grants between \$2,000 and \$10,000 to eligible groups or organisations to support projects that deliver significant community benefit across the Northern Beaches.

Council is excited to expand the 2019/20 Program to offer a mix of one off (12 month) funding and multi-year funding (up to three years) to give local organisations greater flexibility and planning to increase the social outcomes of their projects.

## Objective

To support local groups and organisations to deliver community, arts and cultural projects that bring direct benefit to the local people and communities of the Northern Beaches.

### Applicants must:

- Be an incorporated and not-for-profit organisation\* and operate within the Northern Beaches local government area. Individuals or Groups not incorporated can apply if they have an incorporated organisation sponsor the project on their behalf as the appropriate legal entity.
- Be up to date with any reporting and acquittals of previous Council grant programs;
- Not have any outstanding rates or debts owed to Council;
- Not be a political party;
- Not be an industry peak body or organisation that, as part of its charter, does not provide a direct community benefit.

### Projects must:

- Be implemented between July 2019 and 30 June 2020; and acquitted by 31 July 2020; (Multi-year funding will provide acquittal reports each year of the project)
- Not be an 'event'. Council has a separate Events Grants Stream. The definition of an 'event' is included in the FAQs related to this grant program. Please refer to our grants page on the Council website for further details regarding the Events Grant Program.
- Not be for operational support.
- Not duplicate an existing service already provided on the Northern Beaches unless there is a demonstrated additional need.

Note: Your organisation may be incorporated with NSW Fair Trading, ASIC or ACNC (Australian Charities and Not-for-Profit Commission). You can undertake a search online using their databases to ensure you are eligible.

**NSW Fair Trading:** [associationspr.fairtrading.nsw.gov.au](http://associationspr.fairtrading.nsw.gov.au)

**ACNC:** [acnc.gov.au](http://acnc.gov.au)

**ASIC:** [connectonline.asic.gov.au](http://connectonline.asic.gov.au)

For further information, please see the definitions within the FAQs. If you would like to investigate becoming an incorporated organisation, please phone 1800 502 042 and speak with the Registry of Cooperatives and Associations at NSW Fair Trading.

## Unincorporated Individuals and Groups

Individuals, groups and unincorporated organisations, who would normally not be eligible to apply, can seek an incorporated organisation to apply for funding on their behalf. Council can only enter into a funding agreement with a legally constituted, not-for-profit, incorporated organisation. In this circumstance, Council's contractual relationship is with the incorporated organisation rather than the unincorporated individual, group or organisation. The funding agreement is in the name of the incorporated organisation, which is responsible for ensuring compliance with the agreement, including reporting requirements and the satisfactory acquittal of the funding.

## Multi-year funding

Multi-year funding for up to three years is being offered to provide local organisations with greater flexibility and planning in the delivery of projects. It also recognises that better outcomes can be achieved with funding certainty for a project with greater longevity than one year.

To apply for multi-year funding, you will be asked additional questions in the application form requiring details for the additional benefits achieved by the project as a result of recurrent funding. Multi-year funding must clearly detail this additional benefit achieved year on year as it will not fund projects that achieve the same outcomes each year. Additional benefits may be quantitative (i.e. 20% increase in participants benefiting from this project each year) or qualitative (i.e. demonstrate how participants increase their knowledge, skills or understanding each year). We encourage organisations to contact Council to discuss a potential multi-year project prior to completing the application form.

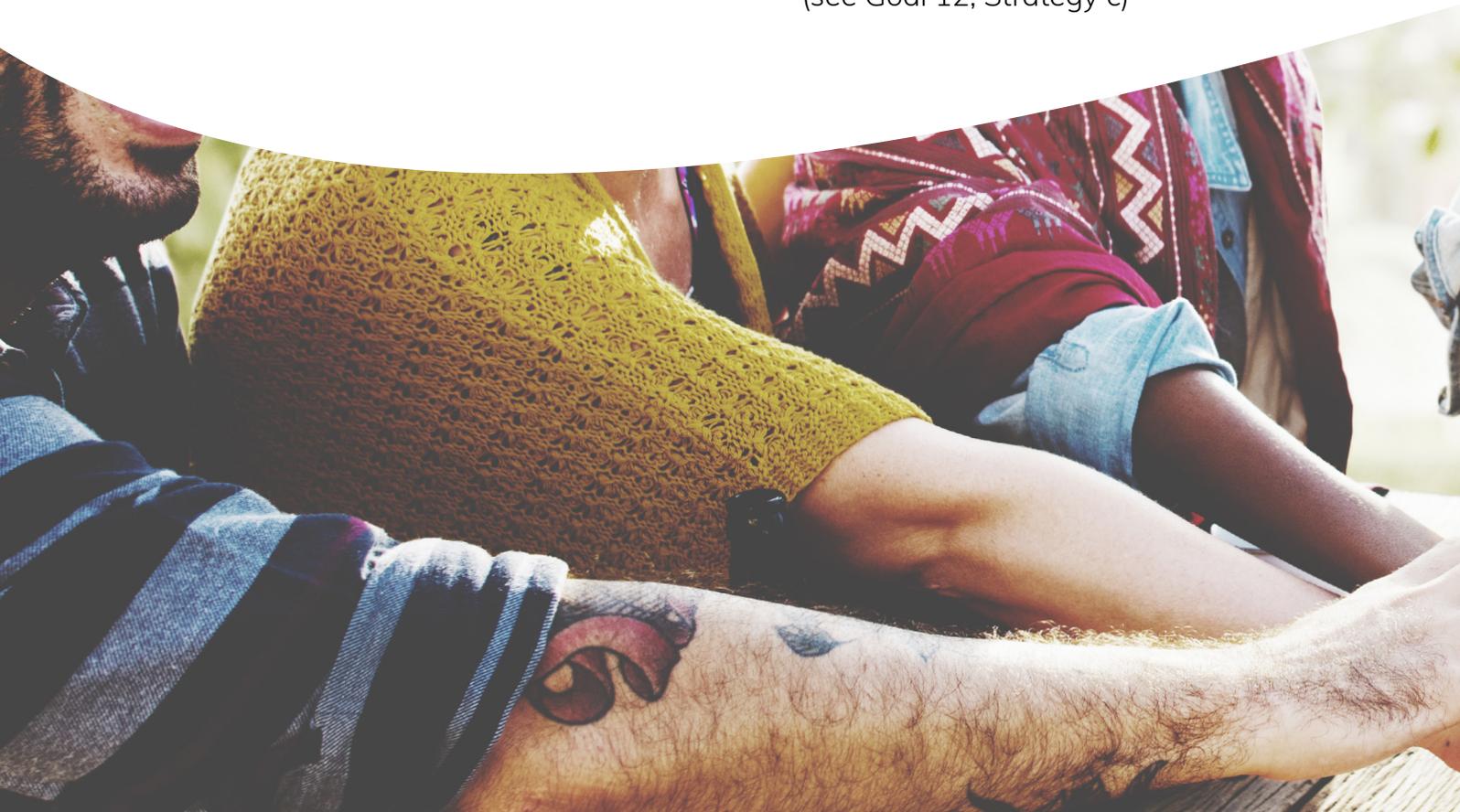


## Community Priority: Social Inclusion

The main priority for the 2019/20 Community, Arts and Culture Grants Program is Social Inclusion.

Each application must address at least one of the following priorities that refer to Goals 10-12 of Council's Community Strategic Plan:

1. Encourage/supports arts, music and cultural activities and opportunities that promote free community participation, including safe nightlife opportunities (see Goal 10, Strategy b)
2. Promote social inclusion through neighbourhood programs and quality services (see Goal 11, Strategy a)
3. Increase health, wellbeing and social inclusion for younger people, older people and activities that promote intergenerational understanding (see Goal 11, Strategy c)
4. Support community groups and facilitate volunteer opportunities (see Goal 12, Strategy a)
5. Build an inclusive community and break down institutional and social barriers to enable all people, irrespective of age, gender, ability, culture and identity, to participate in community life (see Goal 12, Strategy b)
6. Recognise and strengthen Aboriginal and Torres Strait Islander culture and heritage. (see Goal 12, Strategy c)



## Assessment criteria

Grant applications will be assessed according to the following five criteria; with Criteria 1 and 2 receiving a double-weighted score and Criteria 3 – 5 receiving a single weighting:

1. Demonstrates direct benefit to the local people and communities of the Northern Beaches.
2. Addresses at least one of the six social inclusion community priorities.
3. Has clear and achievable outcomes with consideration for how this will be measured.
4. Uses community development principles that involve the community.
5. Demonstrates value for money, the capacity to manage the funds and a detailed budget with clear income and expenditure breakdown.



## Community Development Principles

Community Development principles are based on empowering community members to create stronger and more connected communities, with an explicit focus addressing causes of inequality and disadvantage.\* Community development recognises community members to be experts in their lives and communities, valuing community knowledge and wisdom. Projects and programs that follow these principles strive to involve community members throughout the project.

\* Smart, J. (2017). What is community development? CFCA Resource Sheet [aifs.gov.au/cfca/publications/what-community-development](https://aifs.gov.au/cfca/publications/what-community-development)



## Community Development Principles include:

<b>Empowerment</b>	Supports the personal growth and confidence of community groups or individuals to be connected in the community and better address their needs and interests
<b>Human rights</b>	Respecting the intrinsic value of each person, regardless of background, where we live, what we look like, what we think or what we believe
<b>Inclusion</b>	Ensures that opportunities for participation are available for all people in the community with an emphasis on addressing any obstacles for inclusion
<b>Social Justice</b>	Efforts towards a more equitable distribution of power, wealth, opportunities, and privileges within a society
<b>Self-determination</b>	Processes by which individuals and groups have agency and control to make choices and have opportunities for their wellbeing
<b>Collective action</b>	Values the strength of a group or community's ability to share resources, knowledge and efforts to reach a shared goal

## Useful questions to consider in your application include:

- Is your project accessible to people with all abilities?
- How is this project involving community members?
- How does this project build the capacity of those involved?
- How is the activity inclusive?
- How does this project address disadvantage in a way that is empowering for participants?

## Outcomes

Funded projects and programs must contribute to one or more of the following outcomes:

- Increased participation in community life
- Increased engagement in healthy, active living (including mental health)
- Increased community capacity to address local priorities/opportunities
- Increased understanding and awareness of Aboriginal and Torres Strait Islander culture and heritage
- Strengthened social cohesion, sense of belonging and connection to place
- Reduced disadvantage and increased access to opportunities
- Increased arts, music and cultural activities and opportunities
- Increased volunteering opportunities

The application form will ask you to detail the outcomes that will be achieved by your project and how you will measure these.

## Submitting an application

Applications must be submitted online at:  
[northernbeaches.smartygrants.com.au](http://northernbeaches.smartygrants.com.au)

If you have any problems accessing a computer, need help with the online application form or you wish to discuss your project and how to address the community priorities, please contact the **Community Development Officer, Anna Nikolov on 9976 1566 or email [communitydevelopment@northernbeaches.nsw.gov.au](mailto:communitydevelopment@northernbeaches.nsw.gov.au)**

You can preview the form before starting your application, save and return to your application any time during the process and download a PDF at any time should you wish to print a copy.

The funding round will open for applications from 9am Monday 18 March and will close at 3pm, Tuesday 30 April 2019. Applications must be lodged by this time. Any applications received after this time will not be included in the assessment process. Inability to meet the deadline due to exceptional circumstances is addressed within the Frequently Asked Questions in this document.

## Assessment Process

All applications will be assessed after the closing date. Applicants will be assessed primarily on the basis of the information provided in the application form. It is an open competitive selection process, using the objective, identified criteria shown above and assessed by a panel.

**The following process will be used to assess all applications for grant funding:**

### Stage 1: Receipt and registration of applications

Applications will be screened for eligibility and compliance against the eligibility and selection criteria. As a part of the selection process, Council may undertake further research of applicants including past performance in grant management and conduct checks for non-disclosure of any relevant information. Each application must provide a response to every relevant question, including budget breakdown. Failure to answer all questions may result in the application being ineligible.

### Stage 2: Assessment of eligible funding proposals against the assessment criteria

The assessment panel will consist of:

#### Voting members:

- A minimum of two community members selected from the Council's 'Community and Belonging' Strategic Reference Group and/or the NSW Department of Families and Community Services (FaCS)
- Three Council Community Services staff members, with specialist areas of expertise including; Arts & Culture, Youth and Community Development

#### Non-voting members:

- One Convener, being the Grants Coordinator (staff)
- One Grants Support Officer (staff)

The panel will individually assess eligible applications against the assessment criteria. This is done primarily on the information provided in the application form. Council and the panel may also use information about a project or applicant, that becomes known to in the course of normal business, as well as any publicly available information. For example, similar programs already being run by other services.

### Stage 3: Selection of preferred applicants

Applications that have met requirements from stages 1-2 will be ranked in order of overall scoring merit. The panel may nominate the level of funding (full or partial) to achieve the most value for money. Ranking will be determined against responses to the assessment criteria and discussions amongst the panel members. Council staff will then prepare a report of recommended recipients for funding to the elected Council.

### Stage 4: Consideration by Council

A report will be presented at a Council meeting. The elected Council may resolve to accept, amend or decline the assessment panel's recommendations and may decide on the use of any unallocated funding, if necessary. All applicants will be notified of the outcome of their application in writing. Unsuccessful applicants may request feedback on their application from the Community Development team.

### Stage 5: Entering into funding agreements

Once determined by Council, successful applicants will be invited to enter into a funding agreement. The funding agreement will define the agreement between the parties. There is no binding agreement on any party until the funding agreement is signed by Council and the applicant's authorised representative(s). Funding will not be dispersed to successful applicants until a signed copy of the funding agreement and an invoice has been received by Council. Funding agreements aim to commence July 2019 and will operate until 30 June 2020.



## **Important note**

Only applications meeting the assessment criteria to a high degree are likely to be funded. Failure to answer all questions may result in your application being deemed ineligible, or receiving low priority.

## **Right of appeal**

The recommendations of the assessment panel and the decision of the Council are final and not open to dispute. Unsuccessful applicants are welcome to contact Council to receive feedback on their application form, to improve future applications.

## **Partial funding**

The assessment panel may recommend partial or full funding up to the maximum grant of \$10,000 (ex GST). Partial funding may be recommended for a number of reasons. As such, your application should detail expenditure components so that true costs can be established to ensure that if you were to receive partial funding you would be able to deliver the identified component of the project.

## Reporting requirement

Funded organisations will be required to report on the strengths, weaknesses and community outcomes of the project including client satisfaction, community engagement, and financial viability of the project. Funding will need to be acquitted at the end of the term and therefore all receipts and other evidence of expenditure should be retained. Requirements will be outlined in the funding agreement.

### All grant recipients are required to:

- Complete their project by 30 June 2020
- Provide a final acquittal outlining the outcomes of the project by 31 July 2020.

Council will provide templates for this via Smartygrants.

## Acknowledgement of Council

All grant recipients are required to acknowledge Council in all promotional material relating to the funded project. This includes; printed material (flyers, posters, brochures, postcards etc.), online media and media releases. Council will supply successful applicants with the Council logo and a statement of acknowledgement for use. Council staff must review all materials prior to publication to ensure compliance with Council's branding requirements.



## Contacts

To discuss your Community, Arts and Culture project, clarify eligibility criteria or seek assistance with the application process or smartygrants form, please contact **Community Development Officer, Anna Nikolov on 9976 1566 or email [communitydevelopment@northernbeaches.nsw.gov.au](mailto:communitydevelopment@northernbeaches.nsw.gov.au).**

Council welcomes requests that assist organisations to better understand the application form, process, criteria and guidelines. Council can offer general advice, but will not offer detailed application input, and any such advice will not guarantee an application's success.

Please note that Council will not accept or respond to applicant's requests for information or correspondence about the status or progress of their application during the assessment phase. At the end of the selection process Council will write to all applicants notifying the outcome of the application.



## Information sessions & grant writing workshops

Four information sessions on this grant program will be held:

**Monday 18 March, 6:30 – 8pm**

North Narrabeen Community & Tennis Centre

**Wednesday 20 March, 10am - 12pm**

Mona Vale Memorial Hall

**Tuesday 2 April, 10am – 12pm**

Dee Why Council Chambers

**Thursday 4 April, 6 – 8pm**

Dee Why Council Chambers

It is strongly advised that a member of your organisation attend one of these information sessions.

Two general grant writing workshops will be held:

**Monday 25 March, 6:30 – 8pm**

North Narrabeen Community & Tennis Centre

**Tuesday 26 March, 10am – 12pm**

Dee Why Council Chambers

All evening sessions will cover the same content as morning sessions.

## Privacy

Personal information collected by Council is held and used as permitted by the Privacy and Personal Information Protection Act 1998 (PPIPA).

When you lodge a grant application, Council will collect personal information from you within the meaning of PPIPA.

The Privacy Protection Notice (below) provides details regarding the collection, use and your rights regarding access and correction of your personal information.

### Privacy Protection Notice

Purpose of collection: For Council purposes including Council's grant program

Intended recipients: Northern Beaches Council staff and data service providers engaged by Council

Supply: The supply of this information is voluntary although it may result in Council not being able to process your application if not supplied

Access / Correction: Contact Customer Service on **1300 434 434**

Collected and held by: Collected and held by Northern Beaches Council.





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