

Northern Beaches Council Community Grants Program

Arts & Creativity
Community Development
Environmental

2020/21 Guidelines



northern
beaches
council

Content

Preliminary	4	Arts & Creativity Grants	12
Scope of Program	5	Overview	14
Funding available	5	Funding objectives	14
Multi-year funding	5	Assessment criteria	14
Program structure	5	Community Development Grants	16
Eligibility	6	Overview	18
General exclusions	6	Funding priorities	18
Information and grant writing sessions	6	Assessment Criteria	19
Key Dates	7	Environmental Grants	20
Grants program management	8	Overview	22
How to apply	8	Funding Priorities	22
Assessment process	9	Assessment Criteria	23
Funding Agreements	9	Community Grants Toolkit	24
Reporting and acquittal	10	Definitions	24
Acknowledgement of Council	10	Supporting documentation	28
Child protection	10	Frequently Asked Questions	29
Right of appeal	10	Budget tables	34
Privacy	11		

Preliminary

Purpose

To support projects and initiatives that deliver direct benefit to the local people, communities and environment of the Northern Beaches Local Government Area.

Strategic Framework

This grants program aligns with Goals 1-3, 6 and 10-12 of Council's Community Strategic Plan Shape 2018-2028.

Information about this grants program can be found on the Council website. See: northernbeaches.nsw.gov.au/council/grants/community-grants

Principles

This grants program is guided by Council's Community Grants and Partnerships Policy principles adopted on 25 June 2019:

Priority

Outcomes of grant programs are aligned with the Council's Community Strategic Plan Shape 2028, as well as other key Council social, economic, environmental strategies and plans. Funding is allocated to priority areas to meet identified community need.

Partnerships

Council seek to build and maintain constructive relationships based on mutual respect and transparency. We value the resources and skills that community groups and others bring to the grant partnership.

Inclusion and Equity

Council support inclusion and equity in our community. Applications are encouraged from people with all abilities, ethnicity, cultures, ages and sexual orientations.

Value for Money

Council seek to meet the needs of the community and maximise outcomes for the local area. We support projects that represent good value for the level of funding requested and expected outcomes.

Good Governance

Council commit to decision-making in the public interest, and effective and efficient grant management processes. We will ensure there are systems and opportunities to support applicants and provide feedback.

Transparency

Council will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria listed in the Guidelines.

Scope of Program

Funding available

- Up to \$10,000 (excl. GST) for one year programs
- Annual project funding or multi-year (funding for up to three years)
- Partial funding may be recommended for a number of reasons

Multi-year funding

Applicants considering multi-year funding will be asked additional questions in the application form on how multi-year funding results will increase community outcomes. Multi-year projects must clearly demonstrate the additional benefits of operating the project over an extended period. It is not intended to fund the same project beyond three years.

Applicants considering a multi-year project are encouraged to discuss their proposals with relevant Council officers prior to completing the application form. Multi-year funding will only be offered to a limited number of applicants.

Multi-year funding is not available for Environmental Grants.

Program structure

This program has one round each year opening in March for a period of six weeks.

There are three streams in this grants program:

- Arts and Creativity (page 12)
- Community Development (page 16)
- Environmental (page 20).

Each stream has specific funding priorities, assessment criteria and processes. Please refer to the relevant stream sections.

Council also runs an Events Grant Program that can be found on Council's website: northernbeaches.nsw.gov.au/council/grants/events-grants

Projects considered a festival or event must be submitted under the Events Grants Program. Please refer to the definitions on page 24.

If your proposal is for an art event, please contact the Arts and Creativity grant officer to discuss whether you should apply for an Event grant or Arts and Creativity grant.

You cannot submit the same project to two different Council grant streams/programs and sponsorships.

Eligibility

Eligible applicants include:

- Not-for-profit organisations
- For-profit organisations
- Social enterprises
- Individuals and sole traders who are Australian citizens or permanent residents aged over 18 years
- Unincorporated community groups when sponsored by a local not-for-profit or for-profit that is eligible to apply in their own right.

If you are choosing a sponsor, we encourage you to choose one that is relevant to the sector and that can support the implementation of the proposal.

For-profit organisations are encouraged to make some financial contribution to the projects and to collaborate with a local community group or non-profit organisation in the delivery of their initiative.

Non-local artists and practitioners must demonstrate tangible benefits to the Northern Beaches community.

Ineligible applicants include:

- State government organisations
- Political parties.

To be eligible for funding, applicants must:

- Acquit any previous Council grants or sponsorships and have no outstanding debts owed to Council
- Demonstrate the grant will be used for a purpose in the public interest primarily for the local community.

General exclusions

Council does not provide grants and sponsorships to projects that:

- Duplicate existing services or programs unless there is a demonstrated additional need
- Have already occurred (no retrospective funding).

Funding is not provided for:

- Operational expenses, such as rent, ongoing staff wages, insurance, utilities, day-to-day general office supplies not directly related to the project
- Built infrastructure proposals which require a Development Consent
- Council does not provide fee waivers or free use for in-house design, printing and distribution service, hall or reserve/field hire, street closures, or cleansing and waste service for events. These costs must be included in the application budget.

Key Dates

16 Mar 2020, 11am	Applications open
30 Apr 2020, 3pm	Applications close
1 May - 29 Jul 2020	Eligibility screening of applications Assessment by panels and report to Council Council approval of successful grants
Aug 2020	Notification to applicants Invoices and signed funding agreements returned Distribution of funding
1 Sep - 30 Jun 2021	Projects completed, unless otherwise agreed
31 Jul 2021	Acquittal reports submitted, unless otherwise agreed

Projects can commence following signing and returning the Funding Agreement to Council along with a valid Tax Invoice. Templates for invoices will be provided.

All projects must be implemented between September 2020 and 30 June 2021 unless otherwise agreed.

If your project commences in July or early August, applicants must plan ahead and apply for funding one year in advance.

Information and grant writing sessions

Grants information sessions will include a 30-minute presentation of the Grants Program followed by one hour for individual discussion of applications. It is strongly advised that a member of your organisation attend one of these information sessions.

Free drop-in sessions held at Dee Why Council Chambers, 725 Pittwater Rd on:

- Monday 16 March, 6.30 – 8pm
- Wednesday 25 March, 9.30 – 11am
- Tuesday 7 April, 10 – 11.30am
- Thursday 16 April, 6.30 – 8pm.

Additional free pop-up sessions will be held on:

- Tuesday 14 April, 3.30 – 6.30pm at Manly Town Hall, 1 Belgrave St, Manly
- Tuesday 21 April, 3 – 6pm at Mona Vale Library, 1 Park St, Mona Vale
- Friday 24 April, 9.30 – 12:30pm at Glen Street Theatre, Belrose.

Grant writing sessions will be held on:

- Thursday 26 March, 10 – 12pm at Manly Town Hall, 1 Belgrave St, Manly
- Thursday 9 April, 6.30 – 8.30pm at Dee Why Council Chambers, 725 Pittwater Rd, Dee Why.

The grant writing sessions are general in nature and not specific to any particular grant program.

Grants program management

How to apply

Applications must be submitted online at northernbeaches.smartygrants.com.au by the due date. Application forms will be available once the grant round opens.

Hardcopy applications will not be accepted.

Applications submitted after the application closing time will not be accepted, unless there are exceptional circumstances as determined by the relevant Council officer and supported by appropriate documentation.

Exceptional circumstances could include but are not limited to:

- Northern Beaches Council SmartyGrants software failures
- Natural disasters
- Power outages affecting the ability of the applicant to submit their application by the deadline
- Death or disability of key personnel.

If the circumstances regarding your late submission are accepted as out of your control and unforeseen, your application may still be accepted, however this window is valid only for 12 hours after the closing deadline.

Supporting Documentation

See page 24 in Community Grants Toolkit section for supporting documentation requirements.

Application support

For general enquiries, assistance and Community Development grant applications, please call 9976 1566 or email:

communitygrants@northernbeaches.nsw.gov.au

For Arts and Creativity grant applications, please call 9942 2560 or email:

creative@northernbeaches.nsw.gov.au

For Environmental grant applications, please call 9942 2914 or email:

environmentalgrants@northernbeaches.nsw.gov.au

To speak to a Council officer with an interpreter, contact the Translating and Interpreting Service (TIS National) on 131 450 and ask to be connected to the Northern Beaches Council on 02 9976 1566.

Useful questions to consider in your application:

- Why are you proposing this project?
- What outcome(s) do you want to achieve?
- How does this project address one/multiple key priorities of Council?
- How does this project involve community members and build their capacity?
- How is the activity inclusive of people from diverse demographics?
- Do you or your organisation have the skills and capacity to deliver this program?

Assessment process

All eligible applications will be assessed by an expert assessment panel for each grants stream.

Arts and Creativity grant applications will be assessed by a panel including community representatives and Council staff with relevant expertise.

Community Development grant applications will be assessed by a panel consisting of Council officers and members selected from the Council's Community and Belonging Strategic Reference Group and/or the NSW Department of Communities and Justice.

Environmental grants applications will be assessed by a panel consisting of Council officers and community members selected from the Council's Environment Strategic Reference Group.

Funding is limited and only applications meeting the assessment criteria to a high degree are likely to be recommended for funding.

Approval and Notification

A report with the recommended applications will be presented to a Council meeting for adoption in July 2020.

All applicants will be notified in writing of the outcome of their application within two weeks of Council determination. A list of the successful grant recipients will be available on the grants webpage in August 2020. Unsuccessful applicants may request feedback on their application from the relevant Council officers.

Successful applicants will be allocated a Council staff contact for operational advice on their project.

Please note that Council will not accept or respond to applicant requests for information or correspondence about the status or progress of their application prior to Council determination.

Funding Agreements

Successful applicants and Council must sign an Agreement with terms and conditions prior to any funding being provided. The project cannot start before the signed funding agreement has been received by Council.

The Agreement will include:

- Project ID and title of the project for which the funding is being provided
- The amount of cash funding to be received
- A deadline for completion of the project and submission of the project acquittal
- Terms and conditions for the implementation, evaluation and reporting on the project.

Payment arrangements

Funding will not be provided until a signed copy of the funding agreement and a valid invoice has been received by Council.

Payments are not processed before the timeframes stipulated in the funding agreement. If you need the funds sooner due to a project deliverable, please contact the nominated Council officer to enquire if an urgent payment can be made.

Applicants must finalise the agreement within one month of receiving the letter of offer from Council. Failure to sign the agreement may result in Council withdrawing the grant offer.

Partial funding

The assessment panel may recommend partial or full funding up to the maximum grant of \$10,000 (excl. GST). As such, applications should detail expenditure components so that true costs can be established to ensure that if partial funding is granted, applicants are able to deliver the identified component of the project.

Reporting and acquittal

Grant recipients must provide an acquittal report no later than one month after the agreed completion date of the project as stated in the funding agreement, unless otherwise agreed.

The information required in the Acquittal Report will be specified in the Agreement and includes a detailed report on the outcomes of the project with a detailed income and expenditure table showing breakdown of the grant funding provided by Council. All receipts and other evidence of expenditure should be retained.

Applicants must document the implementation of their projects. Examples of documentation include promotional material, media releases, photographic images and/or video. This material may also be used for future promotion of the grants program where consent is given.

For multi-year funding, acquittal reports must be provided at the end of each funded year according to the Terms and Conditions.

Reports provide feedback to Council on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. Council will provide online templates for this purpose in 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, banners etc.), research reports, online media and media releases.

Council will supply successful applicants with the Council's logo in various formats and guidelines for its use. Applicants must forward all draft artwork prior to publication to Council's Graphic Design staff at design@northernbeaches.nsw.gov.au to review and ensure compliance with Council's branding requirements.

Child protection

Applications for programs that involve working with children and young people must provide a copy of the organisation child protection policy to the application. If you do not have a formal child protection policy, you must outline how you intend to comply with child protection and working with children legislation. It is the applicant's responsibility to ensure compliance with this legislation. Further information can be obtained from the NSW Office of the Children's Guardian - kidsguardian.nsw.gov.au/.

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.

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: Northern Beaches Council.

Arts and Creativity Grants

Overview

The Arts and Creativity grants stream supports the growth of creativity on the Northern Beaches by funding a range of projects, programs and activities that provide opportunities for individual artists, groups or arts organisations to connect with the communities of the Northern Beaches.

Projects may include:

- The production and presentation of new work
- Research and development of new techniques/creative art forms
- The incubation of new creative, arts and design-based organisations
- Opportunities for all members of the community to participate in arts and cultural activities.

Objectives

Council seeks to support projects and initiatives that will build the area's reputation as a vibrant hub for arts and creative experiences, production and innovation by contributing to one or more of the following objectives identified in Council's Arts and Creativity Strategy, Connected Through Creativity 2029:

- Connect with and celebrate Aboriginal and Torres Strait Islander heritage and cultures
- Foster innovation and contribute to the growth of the local arts and creative sector through collaboration and partnerships
- Develop the skills of local creative professionals and arts workers across all arts disciplines
- Increase access and community participation in arts, culture and creativity
- Bring significant benefit to the people and communities of the Northern Beaches
- Animate public spaces with creative initiatives in unexpected and unique urban environments
- Tell local stories that celebrate the Northern Beaches.

Assessment criteria

Applications will be assessed against the following criteria:

Essential

1. Clear rationale for the project/initiative, with key outcomes connected to Council's Arts and Creativity Strategy
2. Addresses at least one of the grant program objectives including how this will be measured
3. Excellence and innovation in arts and creative practice and demonstrated history of the delivery of arts and creative projects
4. Enhance connection to art and creativity in the public domain and provide social and cultural benefits to communities of the Northern Beaches
5. Capacity to deliver a well-planned project including applicant experience, skills and time
6. Realistic budget with all income and expenditure identified, and capacity to manage funds.

Highly regarded

7. Experimental, innovative ideas and approaches, and overall creative excellence
8. Evidence of partnerships with other government agencies, business or community organisations (categories 2 and 3 only).

Useful links

- Arts and Creativity Strategy, Connected Through Creativity 2029
- Northern Beaches Council Cultural Policy
- Northern Beaches Public Art Policy

Funding categories	Tier 1	Tier 2	Tier 3
Individual Creative Projects			
To support individual artists and artistic collaborations in the production and presentation of new work, and/or professional development. This includes arts and creative workers across a range of established and emerging art forms and disciplines with a demonstrated history of professional arts practice.	Up to \$5,000		
Creative Community Projects			
To support arts and creative projects, including community arts and cultural development, artist residencies, and programs or activities presenting single or cross-disciplinary art forms in the public domain in the Northern Beaches region. Applicants for this category must be a legally incorporated, not-for-profit arts and cultural group or organisation, or an eligible social or cultural enterprise (e.g. incorporated organisation that provides social or cultural benefits but does not meet the criteria of being an incorporated not-for-profit).	Up to \$5,000	\$5,001 - \$7,500	\$7,501 - \$10,000
Creative Industry Innovation Projects			
To support individuals and organisations to investigate new ideas/designs, establish new ventures, or develop collaborative innovation projects to grow the creative industries and support creative hubs on the Northern Beaches.	Up to \$5,000	\$5,001 - \$7,500	\$7,501 - \$10,000

Community Development Grants

Overview

The Community Development grant stream supports community development projects that focus on improving equality in the local area and reducing disadvantage. This grant stream assists organisations to empower community members to create stronger and more connected communities.

Community development models recognise 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.

Community Development Principles

Empowerment

Supports the personal growth and confidence of community groups or individuals to be connected in the community and better address their needs and interests.

Human Rights

Respecting the intrinsic value of each person, regardless of background, where we live, what we look like, what we think or what we believe.

Inclusion

Ensures that opportunities for participation are available for all people in the community with an emphasis on addressing any obstacles for inclusion.

Social Justice

Efforts towards a more equitable distribution of power, wealth, opportunities, and privileges within a society.

Self-Determination

Processes by which individuals and groups have agency and control to make choices and have opportunities for their wellbeing.

Collective Action

Values the strength of a group or community's ability to share resources, knowledge and efforts to reach a shared goal.

Funding priorities

Priority will be given to projects that address but are not limited to the following:

- Social harmony and cultural diversity
- Mental health and wellbeing*
- Healthy and active ageing and dementia
- Access and inclusion of people with disability
- Homelessness
- Community safety and crime prevention
- Reducing drug and alcohol impacts
- Youth (12-24 years)
- Intergenerational activities
- Volunteering in the community.

*Applicants considering grants relating to mental health education and/or suicide prevention are encouraged to contact a Council officer on 9942 2619 to discuss their project prior to submission to ensure the project is well coordinated with existing community initiatives.

Project outcomes

This grant stream supports projects that contribute to one or more of the following outcomes:

1. Increase community capacity

- a. Increase capacity of local communities to address local priorities/opportunities
- b. Increase collaboration and partnerships among community groups, supports and services.

2. Increase community participation

- c. Increase social cohesion, sense of belonging and connection to place
- d. Increase trust and understanding across diverse communities
- e. Improve safety in public places to encourage night time economy and community life
- f. Increase volunteering and community participation
- g. Facilitate inclusion and access to facilities, services, open space and beaches, particularly for people at risk of social isolation.

3. Increase access to opportunity

- d. Increase access to activities promoting wellbeing including physical and mental health
- e. Increase access to social, educational, training and employment opportunities
- f. Improve access to affordable health, child care, transport and housing
- g. Improve participation of disadvantaged communities in sport and recreation.

Assessment criteria

Grant applications will be assessed against the following assessment criteria:

1. Has a clear rationale with identified community need
2. Addresses at least one of the funding priority areas
3. Addresses at least one of the project outcomes including how this will be measured
4. Demonstrates use of community development principles
5. Demonstrates value for money with the capacity to manage the funds requested and detailed income and expenditure.

Environmental Grants

Overview

The Environmental grant stream has been established to meet the community interest and provide financial support for environmental and sustainability issues in our Council area.

This stream has a total pool of \$50,000 and will be offered under the following two categories:

1. Eco-School grants up to \$2,000 (\$10,000 in total)
2. Environmental grants (\$40,000 in total)
 - a. Tier 1 – up to \$2,500
 - b. Tier 2 – up to \$10,000

Eligible applicants may submit more than one application for consideration, however they cannot receive funding for more than one application.

Objective

The objective of the Environmental grants stream is to assist Council and to support the community to deliver the aspirations and commitments in our recently adopted Protect. Create. Live - Northern Beaches Environment and Climate Change Strategy. Applicants are encouraged to read the Strategy and align proposed projects to its themes and goals.

Eco-School Grants

The program timeline for the Eco-School grants has been developed to the calendar year in line with school programming. As such, these grants run according to a different timeline and process. For any queries about these grants, please contact 9970 1678, email Jules.Bellamy@northernbeaches.nsw.gov.au, or go to northernbeaches.nsw.gov.au.

Categories

This program covers three categories:

1. Restoration and protection projects that support
 - a. Bushland and biodiversity
 - b. Coastal and estuarine environments
 - c. Natural creeks and waterways
2. Resource efficiency and sustainability projects including climate change initiatives, environmental resilience projects, and projects that support energy efficiency and carbon reductions, water savings and re-use, and waste reduction and recycling
3. Sustainability education, across all areas.

Funding priorities

The Environmental grant stream will support projects that clearly demonstrate and support:

- Protection of the natural environment
- Climate change mitigation and adaptation
- A reduction in resource consumption such as water or energy or a reduction in waste generation
- An increase in sustainable behaviours in the community
- Alignment with the commitments and aspirations in Council's Protect. Create. Live – Northern Beaches Environment and Climate Change Strategy.

Assessment criteria

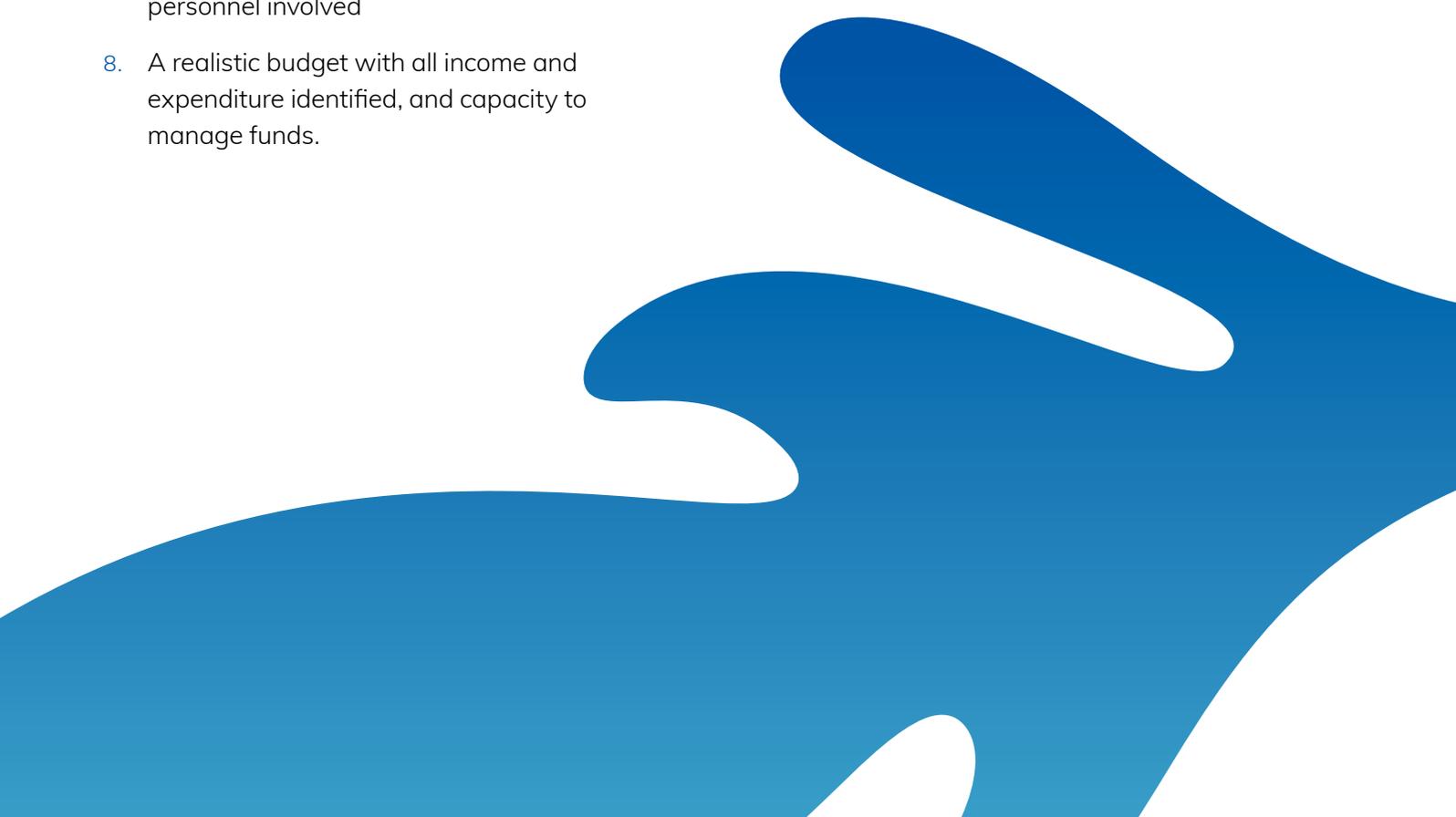
Applications will be assessed against the following criteria:

Essential

1. Demonstrate a clear rationale for the initiative with key deliverables stated
2. Addressing at least one of the funding priority areas
3. Demonstrates a positive environmental impact in the short and long term including how this will be measured
4. Capacity of the individual or organisation and its management to deliver a well-planned project
5. Longevity of the initiative – how long will your initiative continue after the funding has been expended?
6. Other benefits derived including social, progress/ leadership, educational and economic
7. Relevant qualifications and/or a demonstrated history of professional practice for all key personnel involved
8. A realistic budget with all income and expenditure identified, and capacity to manage funds.

Highly regarded

1. Original, innovative ideas and approaches
2. Evidence of partnerships with other organisations
3. Applications that address more than one program outcome and/or priority.



Community Grants Toolkit

Definitions

Acquittal	Report on the activities and outcomes of a project as set out in the funding agreement. Includes promotional material, media reports, evidence of activities and outcomes, participant attendance/evaluation and a detailed financial report with income and expenditure.
Audience development	Activities aimed at building potential audiences and /or deepening engagement with current audiences over time. Audience development activities may target a particular segment (for example, culturally and linguistically diverse people, young people or people living with a disability) art form, genre or event. Development activities may include aspects of marketing, commissioning, programming, education, community outreach, customer service and distribution.
Capacity building	The process of obtaining, improving or retaining; skills, knowledge, equipment and other resources to increase competency.
Contractors	People engaged to do a particular job or task, or to provide expert or professional advice.
Cross-disciplinary art forms	Relating to or representing more than one art form.
Culturally and linguistically diverse (CALD)	People who speak a language other than English and/ or are from non-English speaking backgrounds.
Festival or event	A public occasion for community and cultural celebrations, festivals, and arts and cultural events. It can be large or small and encompass special interest events, as well as one-off major events that have the capacity to attract a large audience.
In-kind contribution	A product or service provided in lieu of cash valued at actual cost or calculated at specified rate.
Incorporated association	A legal entity usually established for recreational, cultural or charitable purposes. Must be registered with NSW Fair Trading and operate within the scope of the Associations Incorporation Act 2009. Profits cannot be distributed to members.
Legal name	The name of the entity that appears on all official documents or legal papers and on ABN Look Up website. This can be different to the organisation's business name.

Non-local artist	A professional artist or creative practitioner who resides outside the Northern Beaches local government area
Not-for-profit organisation (NFP)	An organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed to members, owners or shareholders while the organisation is either operating or when it winds up.
Operational support	Funding towards the 'core business' of the organisation and other operational expenses, including but not limited to rent, regular staff wages, insurances, utilities and stationary.
Partial funding	When less than the requested amount is granted to the applicant organisation. It will usually specify the components of the project that are to be funded out of the grant.
Partnership	A contractual relationship between persons carrying on business with a view to profit. Partnerships can be 'normal' (unregistered), limited or incorporated and limited (both registered on NSW Fair Trading Register of Limited Partnerships and Incorporated Limited Partnerships).
Professional artist, arts and cultural worker	A professional artist or arts and cultural worker must have a commitment to arts/cultural work as a major aspect of their working life, even if this work is not the main source of their income. The term professional is intended to indicate a degree of training, experience or manner of working that allows their work to be assessed against the highest practiced standards in their relevant art form or discipline.
Professional development	Skills and knowledge attained for both personal development and career advancement, encompassing all types of facilitated formal and informal learning opportunities.
Project or program	A proposal to undertake activities, events or series of linked activities with specific goals and objectives, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date.
Public domain	The state of being available to the public as a whole, including publically owned spaces, places and facilities.
Registered Not-for-profit organisation	A NFP organisation registered with the Australian Securities & Investment Commission (ASIC) or the Australian Charities and Not for Profit Commission (ACNC)

Social enterprise	A business with a clear and stated social, environmental or cultural mission. They are usually driven by a public or community cause, derive most of their income from trade (not donations or grants) and use the majority of their profits to work towards their social mission.
Sole trader	A business run by one person that is either run in the sole trader's own name or a separate business name where operating under another name then name must be registered under the Business Names Registration Act 2011.
Sponsor	An incorporated organisation who receives, administers and acquits the Council's funding on behalf of an applicant. The sponsor is required to: <ul style="list-style-type: none"> • Enter into a funding agreement with Council • Accept grant funds and pay the sponsored grant applicant • Monitor and acquit the use of funds at the completion of the project. • Support the applicant in the delivery of the project where required
Unincorporated community group	A group of people who act together for a shared interest or purpose. If successful for funding, an individual representing the group will be required to sign the funding agreement, or have a sponsor willing to enter into the contract on behalf of the group.
Volunteers	People who perform a service willingly and without pay. All costs relating to volunteers should be listed as in-kind contributions and are not covered by this grant program.

Supporting documentation

Applicants may be asked to provide the following documentation with their online application. Please allow enough time for file upload and aim to submit your application at least an hour before the cut-off time.

- Quotes for equipment, goods or services valued over \$2,000
- A copy of public liability insurance or quote for public liability insurance which would cover the proposed project to the value of \$10 million
- Multi-year business plan for multi-year funding requests
- Child protection policy (if the proposed project involves children)
- A basic site plan for the proposed project (if relevant)
- Letters of support from any community or local business partners (if relevant)
- Any other documents relevant to the proposed project
- CV / Bio (for Arts & Creativity Grants)
- Additional support material may include images, video or audio (for Arts & Creativity Grants)

Frequently Asked Questions

Funding details

How much funding is available in the Community, Community grants round 2020/21?

Up to \$240,000 (excl. GST) in total is available for the Arts and Creativity and the Community Development grants streams.

Up to \$50,000 (excl. GST) in total is available for the Environmental grants stream, including \$10,000 (excl. GST) for Eco-Schools grants.

What is the maximum funding amount available for individual grant application?

The maximum amount is \$10,000. Check the individual stream guidelines for more details.

Is the funding ongoing?

No. Proposed projects must be delivered within the funding period commencing August 2020 and ending 30 June 2021.

Multi-year funding for up to 3 years is available subject to conditions outlined in the Scope of Program section in the Grant Guidelines.

How can my organisation get updates about the Council Community Grants?

Organisations and individuals can register to receive updates on the Community Grants by signing up to the Community Grants mailing list on Council website.

Grant eligibility

How do I know if my organisation is eligible to apply?

To be eligible to apply, your organisation must be:

- an eligible legal entity – see Grant guidelines, Section Scope of Program
- able to satisfy other grant round requirements – see Grant guidelines and Eligibility sections in the three grant streams
- have an Australian bank account

How can I apply if I am unincorporated?

If your group or organisation doesn't meet the eligible entity types they can approach any eligible legal entity that satisfies the eligibility requirements in the Guidelines to act as a sponsor for their application.

Do I need to have an ABN?

An ABN is not mandatory, but should be provided if your organisation has one. The ABN will assist in eligibility checks and, should your application be successful, for tax invoices relating to the grant. An ATO Statement by a Supplier form will be provided to successful applicants without an ABN, which they must complete and return with their contract agreement in order to be funded.

Activity details**My project or program is already running. Can I get a grant to run it again?**

Yes. However, we will not fund programs retrospectively if they have already commenced or taken place prior to the funds being approved and the funding agreement signed.

Can my grant be used for ongoing projects or programs?

Yes. Please note that funds will not be allocated to ongoing programs that are normally run as part of 'business as usual' but would look to fund new or additional programs.

Can grant funds be put towards infrastructure maintenance/improvement or equipment?

Yes. However, it must be directly related to the identified project or program that shows direct community benefit. There is no limit restriction for this type of expenditure, however, quotes for goods or services valued over \$2,000 must be uploaded to the application.

My project requires the hiring of a Council venue or community facility. Can I request a fee waiver or in-kind contribution from Council to run my grant funded project?

No. This program does not provide fee waivers or in-kind contributions. Hire costs should be identified within the expenditure section of your application. You can find a complete list of Council's community centres and hiring costs on the Council's website.

Application assistance**If I am not able to submit my application by the closing deadline, can I get an extension?**

Extensions will not be provided. Late applications will only be accepted in accordance with conditions outlined in the Grants Program Management section of the Guidelines. You should make every effort to submit your application prior to this deadline, ensuring you leave enough leeway to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question).

Can I submit a paper application?

No. Paper applications are not accepted. You must submit your application online through SmartyGrants at northernbeaches.smartygrants.com.au

What if I am having issues accessing or completing the online application?

Please call 9976 1566 or email: communitygrants@northernbeaches.nsw.gov.au if you are having difficulty accessing the form.

Do I have to complete my application in one sitting?

No. SmartyGrants will allow you to get a password and come back to a partially completed application.

How do I print or make a PDF of the application form?

Your application is contained within the SmartyGrants system. Once you have started your application you can 'download to PDF' at any time. You can then print the PDF in hard copy.

Are previous applications available to view?

No. Applications submitted to Council remain confidential and are not available for public review.

Where can I find more information to help me get ready?

Please see the Toolkit in the Guidelines.

Application details**Can my organisation submit more than one application?**

Yes. You can submit more than one application if you have more than one project eligible for this grants stream, however, you cannot submit the same application/project to two different grant streams.

For the Environmental Grants stream, eligible applicants may submit more than one application for consideration however they cannot receive funding for more than one application.

Sponsor organisations may act for more than one group or unincorporated organisation.

What happens if I haven't completed all the questions?

Mandatory questions are marked within the application form with a red asterisk. You will not be able to submit your application without filling in the mandatory questions. Every question in the application is designed to inform the assessment panel on the merits of your project. Failure to answer a question may result in an incomplete picture and subsequent lower score at assessment.

What attachments do I need to include in my application?

The section in the toolkit called Supporting Documentation outlines the attachments required.

Project implementation

My approved grant project is changing or I need an extension. What do I have to do?

You have to notify us as soon as possible of any project changes that may occur, including change of grant contact details, project title, scope or timeline, preferably in writing, and ask for approval of your grant changes. You must provide an outline, including a budget, of how you are proposing to spend the received grant funding and a timeframe. It is preferable that reallocated funds go towards a similar project or target group to that first proposed.

What happens to unspent grant funds?

If your approved project expenses come in at a lower than expected amount, Council will determine whether the remaining funds are to be returned to Council, or allocated to another expense within your approved project. This will be done on a case by case basis. Applicants should notify the grant team as soon as they are aware of the cost variation.

What happens if we overspend grant funds?

It is the responsibility of the Applicant to control the project budget. Additional funding is not available to cover project cost over expenditure, which will need to be borne by the applicant.

Budget tables

All figures entered are to be GST exclusive.

Step 1 Income

Clearly identify all sources of funding income for the project.

You can separately identify in-kind contributions such as donated goods and (professional) services or volunteer hours in a separate table. Donated goods and services should reflect the actual value should you have had to pay for them.

Step 2 Expenditure

Identify the estimated cost for resources, materials, equipment, room hire, advertising and marketing, contractor fees. As a guide, please calculate:

- Volunteer time \$25 per hour
- Staff wages \$50 per hour
- Professional fees \$75-100 per hour

Donated goods and services should reflect the actual value should you have had to pay for them.

Please note that quotes for goods and services over \$2,000 are mandatory and should be uploaded with your application.

Step 3 Balance

Sub-total (income) should equal sub-total (expenditure) with net project cost equating to \$0.

Example Budget

Step 1 Income

Description	Funding Source	\$ Amount Cash	\$ Amount in-kind	Confirmed?
Northern Beaches Council Grant	Northern Beaches Council	\$9,300	\$0	Yes/no
Amateur Art Society	Applicant	\$3,600	\$0	
Amateur Art Society Volunteers (10 x \$25/hr x 4 hours)	Volunteer time and in-kind	\$0	\$1,000	
Other Income	Donation	\$500	\$0	
Subtotal A		\$13,400	\$1,000	

Step 2 Expenditure

Description	Funding Source	\$ Amount Cash	\$ Amount in-kind
Program development staff hours (2 staff x \$50/hr x 6hrs)	Applicant	\$600	\$0
Volunteer – admin & session support (10 volunteers x 4 hrs @ \$25/hr)	Volunteer time and in-kind	\$0	\$1,000
Resources - art supplies and printing of handouts	Applicant	\$500	\$0
Art easels – 10 x \$300	Northern Beaches Council	\$3,000	\$0
Delivery of 4 group sessions (4 sessions x 4 hrs x 2 staff @ \$50/hr)	Northern Beaches Council	\$1,600	\$0
Master Art tutor fees at 4 sessions (4 x 4 hrs x 1 staff @ \$75/hr)	Northern Beaches Council	\$1,200	\$0
Workshops (2 workshops x 5hrs x 2 staff @ \$50/hr)	Northern Beaches Council	\$1,000	\$0
Room hire (4 group sessions x 4 hrs & 2 workshops x 5 hrs)	Northern Beaches Council	\$2,000	\$0
Advertising, design & printing	Northern Beaches Council	\$700	\$0
Staff time – admin (2 staff x 10 hrs @ \$50/hr)	Applicant	\$1,000	\$0
Evaluation design, data collection, analysis, reporting (2 x 18hrs @\$50)	Applicant	\$1,800	\$0
Subtotal B		\$13,400	\$1,000

Step 3 Balance

Subtotal (Income) - Subtotal (Expenditure) = 0





northern
beaches
council