

## LOCAL COMMUNITY GRANTS PROGRAM GUIDELINES

The whole city of Sydney benefits greatly from the work done by local community organisations. The life of the city of villages is enriched by the provision of services, resources, events, projects, cultural experiences and community based activities.

The Local Community Grants Program provides grants to support this work to organisations based, or providing events or services, in the City of Sydney Local Government Area. The Local Community Grants Program is for small grants of up to \$5,000 (excluding GST) and is available twice a year.

### **Local Community Grant Program Objectives**

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The Local Community Grants Program aims to:

- support cultural and community projects, events and activities occurring within the City of Sydney Local Government Area;
- foster or provide new services, initiatives and resources which address the needs of the City community;
- improve awareness and use of cultural and community services and resources in the City;
- create opportunities which develop the knowledge, skills and confidence of community members;
- encourage increased participation in local community and cultural activities, building a greater sense of community; and
- contribute to a vibrant cultural and community life in the City of Sydney.

### **Eligibility and Exclusions**

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To be eligible for funding, an organisation must:

- be not-for-profit;
- be an incorporated body, or be auspiced (sponsored) by one;
- offer a project in the City of Sydney, or primarily for the City of Sydney community (minimum of 75% participants from the LGA);
- acquit previous City of Sydney grants and have no outstanding reporting requirements; and
- have no outstanding debts, legal or compliance matters with the City.

### **Ineligibility**

The City of Sydney does not provide grants for:

- projects that duplicate existing services or programs;
- projects that do not meet the identified priority needs of the Sydney Local Government Area;
- projects that will rely on recurrent funding from the City of Sydney;
- projects that directly contravene existing Council policy;
- individuals;
- general donations to charities (however, the City may provide grants to specific projects run by charities where they meet the criteria);

- ongoing operational costs including non-project staffing;
- capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be funded);
- overtly political activities or activities that could be perceived as benefiting a political party or political campaign; or
- overtly religious activities that could be perceived as divisive within the community.

Generally, the City of Sydney will not accept applications from:

- commercial organisations operating on an expected profit basis, unless there is a significant benefit to the City;
- unincorporated organisations, unless auspiced by an eligible incorporated organisation;
- previous grant recipients who have not fulfilled the conditions of the particular grant; or
- applicants that have not included the required supporting documentation.

The City will not

- provide in house design, printing and distribution services..
- waive fees for cleaning and waste removal services.
- waive fees including those for Development Applications, health approvals, Section 68 approvals, place of public entertainment approvals, temporary road closures and filming fees;

Organisations may apply for cash funding for these services as part of their grants or sponsorship request.

### **What Can the Grant be Used For?**

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Grants can pay for any legitimate expense needed to carry out a project such as:

- materials or equipment (two quotes are required for equipment/materials valued at over \$1,000 excl. GST);
- short-term or specialist contract staff (eg. to present a seminar, workshop or project management);
- transport (eg. bus hire or travel reimbursement);
- information resources (eg. Website development); or
- community event, public art, community development project.

### **Ethics framework**

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The City of Sydney is committed to working towards Sustainable Sydney 2030. The City cannot achieve this vision on its own. Through the Grants and Sponsorship Program the City seeks to support enterprises and endeavours that will contribute to the actions, strategic directions and vision of Sustainable Sydney 2030 and which:

- contribute to human happiness, dignity and education
- reduce energy, water and waste demands
- encourage a sense of belonging and promote inclusiveness
- celebrate and support Aboriginal and Torres Strait Islander people and their culture
- support the dignity and well being of animals
- support the development of vibrant local economies and communities
- foster sustainable development, renewal and design
- promote a creative and cultural city

- are consistent with the City's espoused values and guiding principles of courage, innovation, integrity, collaboration and quality.

The City of Sydney will avoid supporting any enterprises which are considered to unnecessarily:

- pollute land, air or water
- destroy or waste non-recurring resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for the purpose of speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below award wages or poor working conditions
- discriminate by way of race, religion or sex in employment, marketing or advertising practices
- contribute to the inhibition of human rights generally.

### **Goods and Services Tax (GST)**

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In preparing your project budget you will need to consider any Goods and Services Tax (GST) implications. For more information about GST implications you can visit the [www.ato.gov.au](http://www.ato.gov.au) website or call the Tax Reform Info line on 13 24 78.

It is recommended that you seek expert advice about how the GST may apply to your organisation and any grants you may receive.

### **Evaluation Criteria**

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To be considered for a grant, applications should clearly describe the proposed project and show:

- how it will provide a direct benefit to the city community by delivering community or cultural services, activities or resources;
- the applicant's contribution to the project, in cash or in kind;
- how it will meet the needs of the community in general or specific target groups such as children, young people, older people, people with disabilities, women, culturally and linguistically diverse people, Aboriginal people or people of Torres Strait Island origin, gay, lesbian, bisexual or transgender people;
- how it will strengthen ties within and between the various districts of the city and assist in building an increased sense of community;
- how it will develop knowledge, skills and confidence in the community to encourage greater participation in city and cultural life; and
- how it will complement existing community and cultural services, programs and resources provided by the City, government agencies and non-government providers.

A priority for the City of Sydney are projects that help the City further the aims identified in Sustainable Sydney 2030, information on this plan can be found on the City's website – [www.sydney2030.com.au](http://www.sydney2030.com.au).

In addition, the inclusion of people with disabilities and innovative projects that consider the needs of people with disabilities, will be viewed favourably.

## **Assessment Process**

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The City of Sydney will write to inform you that your application has been received.

All grants and sponsorship applications received by the City are assessed by a panel of at least three relevant City of Sydney officers. If considered relevant, some applications may be assessed by external parties who have skills and professional expertise that adds beneficially to the assessment process.

Recommendations for all cash programs over \$1,000 are presented to Council for approval. All applicants will be advised in writing whether or not their application has been successful.

## **Use of Funds and Accountability**

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If your organisation's application has been successful you will be required to:

- provide a copy of your Public Liability Insurance Certificate of Currency for a minimum of \$10 million;
- sign a contract acknowledging the grant and accepting the conditions of the grant;
- complete the project for which funds have been granted. If you wish to vary the project after you have received a grant, you must get the City's permission in writing before you vary the project;
- complete an evaluation report and financial acquittal for the City after the funds have been spent and the project is complete;
- permanently mark and identify any equipment purchased using the grant and ensure that it is securely stored; and
- describe how the City's support for the project will be publicly acknowledged. Successful applicants can make use of the City's logo and advice can be sought on how to do so. Any use of the City's logo must be approved by the City.

## **Variations**

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The City reserves the right to vary the level of funding in the Local Community Grants Program in line with variations to corporate priorities and budget decisions.

The City reserves the right to assess an application under an alternative funding program (eg. the Community Services Grant Program) if it is considered to be better suited to that program. Applicants will be advised if this occurs.

The City does not guarantee to fund any applicant, and does not guarantee to fund any applicant to the full amount requested.

## **Definitions**

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**Auspice** - Under most of the City's grants programs, only organisations that are legal entities are eligible for funding. This is because the City of Sydney can only enter into a funding agreement with a legal entity.

This means that individuals, partnerships, groups and unincorporated organisations seeking funding must apply for funding under an incorporated auspicing organisation. In most cases, auspice organisations are non-government, non-profit organisations.

The role of an auspicing organisation is to take responsibility for the City of Sydney funding, provide project management assistance to those being auspiced and keep financial records on the funded project for acquittal purposes.

This arrangement is used to ensure there is monitoring of the management of the finances and the maintenance of proper financial records, and in turn assists the City to meet its audit requirements.

Auspices are required to:

- enter into a written funding agreement with the City;
- accept grant funds and pay these to the auspiced organisation;
- monitor the use of funds to ensure compliance with the funding agreement; and
- ensure the funding is acquitted to the City at the completion of the project.

**Cash and Value in Kind** - The City provides grants and sponsorships through cash and through value in kind.

Value in kind is defined as those things which the City would normally charge for, but which it provides at a reduced rate or free of charge, including:

- park hire;
- venue hire; and
- banner pole hire (however, you will be required to meet the costs of producing, installing and dismantling the banners).

Value in kind for the above items is charged at the commercial rate of hire.

Any services that are a real cash cost to the City, such as cleansing and waste, should be included in your budget – these items can not, and will not be provided as value-in kind by the City of Sydney.

Requests for value in kind contributions must be clearly specified in the application form budget and are subject to availability.