
Grants and Sponsorship Program Guidelines 2017

Sydney2030/Green/Global/Connected



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Introduction

The City of Sydney (the City) has 15 grants and sponsorship programs that support initiatives and projects that build the social, cultural, environmental and economic life of the city. Through these programs the City provides financial and in-kind support for a diverse range of projects.

The City's grants and sponsorship programs are highly competitive and all applicants are encouraged to read the grants and sponsorship guidelines before they apply. These guidelines provide applicants with the details they need to apply for a grant or sponsorship from the City of Sydney. The City holds information sessions and Q&A sessions during the year. Applicants are encouraged to attend an information session and/or speak with City staff before submitting an application.

The Grants and Sponsorship Policy provides the overarching framework and objectives for each program and is updated every five years. The policy can be found here cityofsydney.nsw.gov.au/community/grants-and-sponsorships.

Contact details

Information about the City's grants and sponsorship programs is available at cityofsydney.nsw.gov.au/grants. It can also be requested by emailing communitygrants@cityofsydney.nsw.gov.au or calling 02 9265 9333.

Grants and Sponsorship Program Funding and Timing

Grants and Sponsorship	Funds	Rounds per year
Cultural and Creative Grants and Sponsorship	From \$5,000 up to \$50,000 Multi-year funding available	Two rounds
Festivals and Events Sponsorship	New village and community festivals and events up to \$30,000 Established or other festivals and events negotiated upon consultation Multi-year funding available	Two rounds
Business Improvement Grant	Matched funding up to \$10,000 for shopfront improvements Matched funding up to \$5,000 for acoustic audits	Requests received all year round
Village Business Grant	Up to \$80,000	Under review
Commercial Creative and Business Events Sponsorship	Negotiated upon consultation Multi-year funding available	Requests received all year round
Environmental Performance – Innovation Grant	Matched funding up to \$20,000 for feasibility studies Matched funding up to \$80,000 for demonstration projects	Requests received all year round
Environmental Performance – Building Operations Grant	Up to \$15,000 per building	Requests received all year round
Environmental Performance – Ratings and Assessment Grant	Up to \$15,000 over two years	Requests received all year round
Community Services Grant	From \$5,000 up to \$50,000 Multi-year funding available	One round
Knowledge Exchange Sponsorship	From \$5,000 up to \$40,000 Multi-year funding available	Requests received all year round
Matching Grant	Matched funding up to \$10,000	Three-four rounds
*Quick Response Grant	Up to \$2,000	Requests received all year round
**Venue Support Grant and Sponsorship	Reduce rate venue hire	Requests received all year round
**Street Banner Sponsorship	Up to 150 banners for 2 weeks per year	Requests received all year round
Accommodation Grant	Reduce rate rent	As properties become available

Please refer to the website for relevant dates for the above programs which also includes the option to subscribe to the grants and sponsorship newsletter cityofsydney.nsw.gov.au/grants.

* Note: Council approves the criteria and monetary limit for this grant program. The CEO determines whether applications are consistent with the policy criteria and monetary limits.

** Note: Approval to waive or reduce fees will be made consistent with categories approved by Council in the Revenue Policy, by staff with delegated authority.

Grant Eligibility Table

Eligibility Category	Grants and Sponsorship Programs
Not-for-profit organisations	All programs
Social enterprise	All programs except Village Business Grant
Business/For-profit organisations	Cultural and Creative Grants and Sponsorship Business Improvement Grant Commercial Creative and Business Events Sponsorship Environmental Performance Grants Knowledge Exchange Sponsorship Matching Grant Quick Response Grant (for strategic priorities only) Accommodation Grant
Community Group (unincorporated)	Quick Response Grant Matching Grant
Individuals	Quick Response Grant
Individuals auspiced by an incorporated organisation	Cultural and Creative Grants and Sponsorship Festivals and Events Sponsorship Community Services Grant Matching Grant Venue Support Grants and Sponsorship
Owners Corporations (Strata & Company Owned)	Matching Grant Environmental Performance Grants
Private Building Owners/Property Owners	Business Improvement Grant Environmental Performance Grants

Grants Administration

Application process

Applications for grants and sponsorship can be made by completing an online application form. Forms are available once the grant round is open and details can be found on the grants and sponsorship page of the City's website at cityofsydney.nsw.gov.au/community/grants-and-sponsorships.

For programs open throughout the year, online forms are available upon request and will be provided when you discuss your project concept with Grants staff. Applications must be submitted by the due date at 5pm AEST. The City does not accept submissions after the cut-off time and date.

Application support

Applicants must submit a well thought through and well-developed application that addresses all the criteria, answers all compliance questions, and provides the documentary evidence and support required.

To enable potential applicants to submit quality applications, the Grants team provides:

- A set of frequently asked questions and answers that can be found online at cityofsydney.nsw.gov.au/community/grants-and-sponsorships
- Staff who provide support over the phone on 02 9265 9333 or email – communitygrants@cityofsydney.nsw.gov.au
- Information and Q&A sessions for applicants to learn about the grants and sponsorship programs on offer and discuss proposed project concept with relevant City staff
- Free intensive grant writing seminars held twice a year-dates advertised on the grants and sponsorship page of the City's website at cityofsydney.nsw.gov.au/community/grants-and-sponsorships.

If applicants need translation assistance or other practical support please contact Grants staff on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Assessment process

All applications received by the City are assessed by at least three relevant City staff. Some applications may also be assessed by external parties with particular skills or professional expertise to contribute to the assessment process.

Unsuccessful applicants are encouraged to seek feedback from City staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Approval

Only Council has authority to approve grants and sponsorship or other financial assistance. In some cases Council has approved the CEO implementing grants and sponsorships in accordance with Council approved policy. In those cases the CEO is able to implement the relevant policy by determining whether applications are consistent with the Council approved policy, criteria and monetary limits. Waiving and reducing fees or charges will be approved in accordance with categories approved by Council in the Revenue Policy, by staff with delegated authority.

Approval of a grant or sponsorship does not imply that the City has given any other consent. Applicants should note that many festivals and events require approvals and consents from the City, NSW Police and other state government agencies.

Notification process

Notification of successful and unsuccessful applications will take place within 10 days after approval. Applicants will receive a formal letter advising the outcome of their application. Details of the status of approval can also be found in the Council meeting minutes, which are listed on the website within the week of Council approval.

Matched funding

The City values and recognises the importance of applicant cash and in-kind contributions. Applicants that demonstrate a commitment to the project through either cash or volunteer support are considered favourably.

For the Matching Grant Program, the City will match cash with the following types of applicant contributions:

- In-kind contributions such as donated supplies, materials or services
- Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects
- Direct cash input to the project through donations or income generated
- Funds raised through crowd funding platforms.

The City will accept applications for projects that seek to raise their cash contribution via crowd funding platforms. Crowd funding provides a new model of fundraising that is both dynamic and responsive.

Applicants will have three months to raise the funds after receiving the notice of the City's grant approval. A funding agreement will only be finalised after the funds have been raised. If the funds are not raised within three months, the City will reallocate funds to the grants and sponsorship budget.

Funding agreements and negotiation

The City will finalise funding agreements with successful applicants within two to four weeks of Council approval. All grantees are required to enter into a funding agreement before funds are released and before the project can commence. The agreement is negotiated with the grantee and details include:

- The description of the project for which funding is being provided
- The amount of cash funding to be received and the details of any value-in-kind support
- Specific performance criteria for each project – these should be provided when applying and can be negotiated when finalising the agreement
- Sponsorship benefits the grantee will provide the City in return for the grant or sponsorship
- A payment schedule
- The deadline for submission of the project acquittal.

If the grantee fails to finalise the contract within one month of receipt of the draft contract from City, the City reserves the right to not award the grant or sponsorship.

Payments arrangements

Once contracts are finalised, payments are processed with a standard 30-day turnaround time. If the funds are required sooner due to project deliverables, please contact the grants team to enquire if an urgent payment can be made.

Reporting and monitoring

All grantees are required to report on and acquit their project(s) as detailed in their funding agreement. Reports provide feedback to the City on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. Grantees are required to submit detailed financial reports and may be requested to provide further documentation and evidence of expenditure. The City may audit grant recipients.

In most instances all recipients of grants and sponsorships over \$20,000 are required to provide audited financial statements upon acquitting the project.

Final reports must be submitted no later than one month after the agreed completion date of the project unless otherwise agreed.

Evaluation and learning framework

The City is committed to continuous improvement of our grants and sponsorship programs. An Evaluation and Learning Framework has been developed to measure the effectiveness of each grant and sponsorship program and the overall program. The aim of the framework is to:

- measure the degree to which stated outcomes are being achieved
- provide a transparent methodology and process to drive continuous improvement
- build evaluative capacity of City of Sydney staff and grant recipients
- inform and shape the future of the Grants and Sponsorship Program.

The framework includes a range of methodologies for collecting and analysing qualitative and quantitative data within and across programs. The overall findings will be shared with future grant applicants for their learning.

We invite feedback at the end of each application and on completion of the acquittal form as to how we can improve the grants and sponsorship programs and processes.

Key Principles

The City applies the following principles in its provision of financial and value-in-kind assistance:

Delivering outcomes that align with Sustainable Sydney 2030

All grant and sponsorship programs outcomes are aligned with Sustainable Sydney 2030, and the key City's strategies such as the Economic Development Strategy, the Social Sustainability Policy, the Creative City Cultural Policy and Action Plan, Open Sydney Strategy and Action Plan, the Environmental Strategy and Action Plan and social and environmental policies and plans.

Partnership

We build and maintain constructive relationships based on mutual respect and transparency with applicants and grantees. The City values the resources and skills that individuals, communities and businesses bring to the grant partnership. Applicants that demonstrate a commitment to the project are considered favourably. Resources can be in the form of cash, volunteer time, donated materials, other grant sources, and funds raised through crowd funding platforms.

Diversity and access

Sydney is a diverse community comprising people from 200 nationalities who form bonds around identity, interests and place. Applications are encouraged from people of all abilities, ethnicity, cultures, ages and sexual orientations. Information is made available through the City's community centres and venues, libraries, and city spaces as well as on our website and social media pages. Our online application system is compliant with accessibility requirements (WCAG 2.0 AA). See webguide.gov.au/accessibility-usability/accessibility/.

Value for money

We seek to obtain the best mix of grants to meet the needs of the community and business and maximise outcomes for the local government area. We support projects that represent good value for the level of cash or value-in-kind support requested. Through effective and efficient grant management processes the City seeks to ensure costs for administration by the City and the grant applicants and grantees are minimised.

Good governance

We commit to decision making in the public interest, and effective and efficient grant management processes. Application forms and acquittal requirements will be proportionate to the size of the grant awarded and the expected outcomes of the grant program. As part of its commitment to continuous improvement, the City will ensure there are systems and opportunities for feedback on the City's grant processes. We support grantees to be able to evaluate their projects in ways that are aligned with our Evaluation and Learning Framework and also add value to the grant recipient.

Transparency

We will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria listed in the Grants and Sponsorship Program Guidelines. All conflicts of interests are addressed and declared as part of this process.

Eligibility and Ethics Framework

General eligibility

To be eligible for funding all applicants must:

- Acquit any previous City of Sydney grants and have no outstanding debts of any kind to the City of Sydney
- Meet the grant program eligibility criteria stated in the Grants and Sponsorship Policy and Program Guidelines
- Demonstrate that the grant will be used for a purpose in the public interest and in accordance with Council policy
- Be financially viable.

All projects must demonstrate the benefits to the City of Sydney community within the context of the grant program outcomes in these guidelines. An applicant applying for a grant or sponsorship must operate within the local government area or be able to demonstrate that the proposed project benefits the City's community and economy. Proposed projects should demonstrate adequate consideration of any environmental impacts and benefits.

General exclusions and ineligibility

The City of Sydney does not provide grants and sponsorship for:

- Projects that duplicate existing services or programs
- Projects that do not meet the identified priority needs of the City of Sydney local government area
- Projects that directly contravene existing City policies
- General donations to charities (however the City may provide grants to specific projects run by charities where they meet the criteria)
- Activities that could be perceived as benefiting a political party or party political campaign
- Overtly religious activities that could be perceived as divisive within the community
- Waiver of fees of development applications, health inspection fees, health approvals, street closures and other approvals and other similar statutory charges
- City of Sydney staff in their capacity as individuals, although they may participate and contribute to projects in their local communities.

The City will not provide in-house design, printing and distribution services, or cleansing and waste services for events. However, organisations may apply for funding to undertake these activities themselves.

Ethics framework

The City of Sydney will not support any activities or entities that 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
- Unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination on the basis of race, religion or sex in employment, marketing or advertising practices
- Contribute to the inhibition of human rights generally.

Cultural and Creative Grants and Sponsorship

Overview

The Cultural and Creative Grants and Sponsorship Program supports projects and initiatives that provide opportunities for creative participation, enhance creativity in the public domain and strengthen the sustainability and capacity of the City's cultural and creative industries. This program aims to fund projects and initiatives that align with the key strategic priorities outlined in the Creative City Cultural Policy and Action Plan 2014 – 2024 and the City's Live Music and Performance Action Plan. It is open to not-for-profit organisations, for-profit organisations, social and creative enterprises and individuals auspiced by an incorporated body.

Expected program outcomes

Creative and cultural projects can contribute to one or more of the following outcomes:

- Public spaces activated with cultural and creative initiatives
- Increased visibility and understanding of the history, stories and character of the city and its villages through creative projects and interventions
- Involvement of the City's residents, workers and visitors in opportunities for personal creativity and self-expression
- New contexts and opportunities for learning and sharing cultural and creative ideas
- More sustainable creative organisations through greater emphasis on self-generated income
- Enhanced audience development and creative opportunities linked to new and emerging digital tools
- Increased opportunities for access to live music and performance activity, across all age groups.

Funding available

- Funding is available in amounts over \$5,000 and up to \$50,000
- Annual project funding or multi-year project (funding up to three years)
- Grantees may be required to provide sponsorship benefits back to the City of Sydney community in return for funding. These benefits will be negotiated on a case-by-case basis and can be up to the value of their funding provided.

Key dates

Please refer to the website for relevant dates cityofsydney.nsw.gov.au/grants.

Types of activity supported

- Animate public areas with creative initiatives, including in non-traditional, unexpected and unique urban spaces
- Amplify local histories, stories and characteristics of the city and its villages
- Encourage creative participation and learning opportunities for the city's residents, workers and visitors

- Develop and increase the capacity of cultural organisations in organisational and/or creative practice, entrepreneurial and digital capabilities
- Build new markets and audiences for Sydney’s cultural activity or help eliminate barriers that prevent parts of the community participating in Sydney’s cultural offer
- Share knowledge through the creative use of existing resources, institutional structures, new technologies and/or the knowledge and experiences of our diverse communities
- Respond and contribute to international cultural practice, or provide opportunities for engagement between local cultural organisations and international partners
- Create opportunities for live music and performance, with priority given to all ages activity.

Assessment criteria

Applications will be assessed against the Cultural and Creative Grants and Sponsorship priorities and desired outcomes. The assessment panel will also consider the following:

- Demonstrated need for the project and proposed outcomes
- Quality of the project and creative personnel involved
- Evidence of partnerships with other government agencies, business or community organisations
- Capacity of the individual or organisation and its management
- Evidence of a realistic budget with appropriate resourcing including payment of creative personnel where applicable¹
- Provision of other required supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding an applicant must:

- Offer a project within the City of Sydney boundaries, or primarily for the City of Sydney community (minimum of 75 per cent participants from the Local Government Area)
- Be a
 - Not-for-profit organisation able to demonstrate they are properly constituted with a statement of purpose and an organisational structure; or
 - Social and creative enterprise organisation, including for-profit enterprises, requesting support for the types of activity listed above and able to demonstrate they are properly constituted with a statement of purpose and an organisational structure; or
 - Individual auspiced by an incorporated not-for-profit organisation.

For-profit organisations requesting support are required to contribute cash or in-kind support equivalent to the funding requested.

Not eligible for funding

- Projects or phases of projects or programs which have already occurred or occur beyond the timeframes relevant to each round (see Key Dates)
- Projects that directly contravene the Eligibility and Ethics Framework
- Capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be eligible)
- Projects or programs that will rely on recurrent funding from the City of Sydney
- Permanent staffing costs or ongoing operational costs
- Projects which are considered to be a Festival or Event

¹ City of Sydney supports the paying of creative personnel where possible and recognises that underpayment and non-payment affects their incomes and career sustainability

- Applications from for-profit organisations that do not provide evidence of matched funding for the project.

Further information

For applications \$20,000 and over, applicants must contact the Grants Team on (02) 9265 9333 to discuss their project and its alignment with the guidelines.

Information about the City's grant programs is available at cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.
For further enquiries, please call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au

Creative City Cultural Policy and Action Plan 2014-2024

cityofsydney.nsw.gov.au/explore/arts-and-culture/creative-city-sydney/cultural-policy

Live Music and Performance Action Plan

cityofsydney.nsw.gov.au/explore/arts-and-culture/live-music-and-performance

Festivals and Events Sponsorship

Overview

Through the Festivals and Events Sponsorship Program, the City aims to support festivals and events that celebrate, develop and engage the city's communities. The City recognises the important contribution festivals and events make to the economy and cultural ecosystem of the city, locally and internationally. Festivals and events can also provide forums to share knowledge, create opportunities for active community participation or celebrate the unique social and cultural character of a village.

The City provides support for Festivals and Events under two categories:

Artform-focused Festivals and Events that provide important opportunities to present the work of artists, showcase creative innovation and help build connections between artists and audiences.

Village and Community Festivals and Events that celebrate the spirit of a community and build opportunities to share the characteristics of its people and place with a wider public; or events that nurture and amplify the unique characteristics of the city and village precincts, meet the City's broader place-making objectives and showcase a local community, including local business.

Expected program outcomes

Festivals and events can contribute to one or more of the following outcomes:

- Increased and more broadly diverse audiences exposed to the work of local and international artists and creative teams
- Greater understanding of, and engagement with the city's diverse communities by residents, workers and visitors
- Strengthened sense of identity and local connection by individual communities
- Increased opportunity in accessing and participating in cultural activity
- Improved reputational and brand position in key city precincts
- Increased awareness of one of the City of Sydney's sustainability or cycling programs or strategies
- Increased community demand for local products and services.

Specific outcomes for each category are:

Artform Festivals and Events can contribute to one or more of the following outcomes:

- Increased participation and accessibility for new and diverse audiences through free or low cost opportunities
- Growth in the number and range of opportunities for active, hands-on participation by the public and increased participation rates
- Strengthened markets for the arts through innovative sector-driven initiatives for audience development and new engagement opportunities
- Increased opportunities for sharing knowledge via public talks, workshops, sector master classes, online forums, or other knowledge exchange platforms
- Improved sustainability of the local cultural sector through support of local artists and arts organisations/venues, professional development opportunities for local artists and arts workers and post festival/event legacies

- Evidence of global engagement through connections with international peers and thought leaders
- Reputational and brand enhancement of city precincts arising from activity clusters and creative hubs, a more animated public domain, and spaces for public engagement.

Village and Community Festivals and Events can contribute to one or more of the following outcomes:

- Increased participation in community and civic life
- Strengthened social cohesion and diverse communities
- Increased sense of identity, sense of belonging and connection to place
- Improved awareness and patronage of local businesses, community groups and activities
- Increased economic impact and visitation both immediate and ongoing
- Strengthened local business and/or community connection
- Increased community awareness of environmental issues and solutions.

Funding available

There are two grant rounds a year. Funding is available for a one-year program or a program of up to three years. New village and community festivals and events can apply for up to \$30,000. Funding for established or other festivals and events will be negotiated upon consultation.

The City, at its discretion, may also choose to offer a multi-year funding sponsorship agreement based on demonstrated audience attendances, ongoing demand, the applicant's organisational and financial performance and the quality of its programs.

Organisations supported under the Festivals and Events Sponsorship Program may be required to provide benefits back to the City of Sydney community in return for funding. These benefits will be negotiated on a case-by-case basis and can be up to the value of funding provided.

Key dates

Please refer to the website for relevant dates cityofsydney.nsw.gov.au/grants.

Assessment criteria

Applications will be assessed in relation to the Festivals and Events Sponsorship Program outcomes stated above and any advertised priorities at the time of application. The assessment panel will also consider the following:

Artform Festivals and Events

- Evidence of audience and/or community support for the festival or event and its proposed outcomes
- The quality and uniqueness of the artistic program and the appropriateness of the artists involved
- Evidence of partnerships with other government agencies, business, community organisations or individuals
- The skills and experience of the organisation and its management relative to the size of the proposed project
- A realistic budget showing that the festival or event will be appropriately resourced, including payment of artists fees
- Evidence of a program or event evaluation plan
- Provision of other required supporting documentation (see Supporting Documentation).

- Evidence that the event can grow to be self-sustainable.

Village and Community Festivals and Events

- Evidence of audience and/or community support for the festival or event and its proposed outcomes
- Evidence of how the festival or event showcases the area's unique characteristics and identity
- Evidence of ongoing economic benefit for local businesses in the village or precinct (if relevant)
- The quality of the program and appropriateness of the artists, businesses and/or partners involved (if relevant)
- Evidence of the promotion of City of Sydney sustainability, or walking and cycling programs and/or understanding of the strategies and objectives of these programs as part of the event (if relevant)
- Evidence of partnerships with other government agencies, business, community organisations or individuals, particularly those in the local area
- The skills and experience of the organisation and its management relative to the size of the proposed project
- A realistic budget showing that the festival or event will be appropriately resourced, including payment of contractor and artist fees
- Appropriate outcomes and performance measures identified
- Evidence of alternative or sustainable funding sources
- Evidence of accessibility and inclusivity
- Provision of required supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding an applicant must:

- Operate within the local government area or be able to demonstrate benefits for the City's residents, businesses, workers and/or visitors
- Be a
 - Not-for-profit organisation able to demonstrate they are properly constituted with a statement of purpose and an organisational structure; or
 - Individual auspiced by an incorporated not-for-profit organisation.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework
- Projects that duplicate existing services
- Capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be eligible).

Further information

For applications \$20,000 and over, applicants must contact the Grants Team on (02) 9265 9333 to discuss their project and its alignment with the guidelines before submitting.

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.

Business Improvement Grant

Overview

The Business Improvement Grant Program provides targeted support to improve precinct amenity and stimulate business activity. This grant provides matched funds for business operators or property owners to undertake visual improvements to their shopfronts and facades, or undertake acoustic audits for the purpose of live music programming.

Expected program outcomes

Projects can contribute to one or more of the following outcomes:

- Improved, lively and attractive commercial precinct streetscapes
- Increased footfall and patronage for retail outlets
- Increased numbers of venues hosting live music and performance.

Funding available

- Shopfront improvement - Matched grant up to \$10,000 for applications from priority precincts
- Acoustic audits - Matched grant up to \$5,000 for costs associated with acoustic audits to support venues seeking to offer live music and performance programming.

Applicants must make a matched financial contribution (not value-in-kind) to the project. This contribution must not be obtained through any other funding support from state, territory or federal governments.

Key dates

- Applications can be submitted any time throughout the financial year until funds are exhausted
- All agreed activities should be completed within 12 months from the funding approval date, or the development approval date (whichever is the latter)
- Under certain circumstances extension of time may be granted where the request is made in writing prior to the agreed date of completion.

Types of projects supported

Shopfront improvement

- Enhancement of unsightly and unappealing shop frontages
- Making good structure and finishes around window cavity including installation of fixed display shelves within the window frame
- Laminating or double glazing of windows
- Cleaning and repainting of internal spaces visible from the street including floors, walls and ceiling
- Repainting of external shop frontage and/or façade
- Removal of roller shutters (if applicable), and/or external unused signs
- Repairs to under awning
- Installation of approved security devices or alarm systems, security lighting and application of anti-graffiti treatment

Acoustic audit

- Accredited acoustic audits for eligible venues seeking to offer live music and performance programming.

Assessment criteria

Applications will only be accepted from business and property owners whose property falls within the local government area and will be assessed against the Business Improvement Grant priorities and desired outcomes. The assessment panel will also consider the following:

Shopfront improvement

- Extent that retail shopfront or street facing ground floor business frontage will improve the presentation of the building
- Contribution to improved streetscape amenity
- Capacity of project to improve the perception of safety in the area
- Extent to which the project enhances the precinct as a commercial destination
- Provision of other required supporting documentation (see Supporting Documentation)

Acoustic audit

- Demonstrated history of, or commitment by the venue or business to, introducing live music or performance programming into their premises (or previously owned premises) in accordance with industry best practice
- Sound understanding by applicant of industry best practice in relation to management of environmental impacts associated with live music and performance
- Demonstrated (or commitment to) support for Sydney musicians through provision of employment and promotional opportunities
- Capacity for live music and performance programming to contribute to the cultural and economic character of the surrounding area
- Demonstrated history of, or commitment to introducing, all ages live music and performance
- Commitment to provide rehearsal space for artists
- Provision of other required supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding an applicant must:

- Be a property or business located in the local government area
- Be a property owner or a tenant holding owner's consent
- Have an appropriate business registration including that of sole trader
- For Acoustic audit Program
 - Application must be made by the property or business owner of the premises that will be subject to the audit
 - Evidence must be provided of the development consent that approves the current or proposed use of the premises
 - Where a Section 96 application is required to change the use of the premise, documentation showing appropriate approvals are being sought by the applicant is required at the time of application.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework
- Shopfront improvement funding will not be provided for:
 - Purchase of buildings or property extensions or additions
 - Relocation of business
 - Routine maintenance
 - Internal shop fittings including display shelves and painting
 - Properties owned by employees of the City of Sydney or other Government agencies
 - Projects that will rely on future recurrent funding from the City of Sydney
 - Permanent staffing or ongoing operational costs.
- Acoustic audit funding will not be provided for:
 - Physical infrastructure or fittings
 - Applicant staff costs associated with undertaking the audit
 - Premises owned by employees of the City of Sydney or other Government agencies.

Further information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs

For further enquiries, please call 02 9265 9333 or email

communitygrants@cityofsydney.nsw.gov.au

Village Business Grant

Overview

The Village Business Grant supports initiatives and projects that revitalise and enhance local commercial and retail precincts, build capacity in business operators, strengthen local business networks, and enhance diversity and the local area's character.

Through initiatives that encourage and stimulate local business and economic activity, the program will help build strong and sustainable local economies and create employment opportunities in local areas.

Expected program outcomes

- Increased numbers of local businesses leading and participating in the strategic planning and development of their local areas
- Increased footfall and business patronage associated with events, activities and campaigns
- Shared, promoted and understood precinct brandings
- Strengthened local business networks
- Viable and resilient local precincts.

Funding available

Up to \$80,000 can be applied for across the following projects and activities per year. Within the \$80,000, applicants can apply for a maximum of \$50,000 for project management/administration costs to implement activities from one or more of categories 1-3 below.

This program is open to multi-year applications for up to two years. Only applications that demonstrate clear program outcomes and measures will be considered for multi-year support. Second year funding will depend on applicants fulfilling the first year's reporting requirements.

Category	Type of projects supported	Description
1.	Consumer facing marketing initiatives	Marketing materials, resources and strategic campaigns that promote the precinct and celebrate its distinctive attributes. Initiatives must have measurable outcomes for increased visitation and improved local business activity. Types of projects/activities: <ul style="list-style-type: none"> • Precinct destination website, social media activities and mobile applications • Tactical marketing campaigns including public relations, media coverage and promotional collateral.
2.	Business capacity building	Activities that enable business owners and operators to expand their local networks, gain market insights and enhance their business skills. Types of projects/activities: <ul style="list-style-type: none"> • Themed seminars and workshops that provide local business operators with the opportunity to increase their skills and knowledge

		<ul style="list-style-type: none"> Networking opportunities for local businesses to expand relevant local connections and interact with business or industry leaders Development of tailored resources and/or tools for local businesses and targeted industry sectors.
3.	Activities that leverage events	<p>Initiatives that leverage events occurring in local precincts or the local government area. The initiatives must maximise business participation.</p> <p>Types of projects/activities:</p> <ul style="list-style-type: none"> Collective business promotions, events and campaigns that leverage events.

Key dates

Please refer to the website for relevant dates cityofsydney.nsw.gov.au/grants.

Assessment criteria

Applications will be assessed against Village Business Grant Program priorities and desired outcomes. The assessment panel will also consider:

- Demonstrated knowledge of the business sector and/or industry profiles within the village precinct
- Demonstrated capacity and expertise to deliver the proposed project
- Evidence the group or project is representative of the local business community or industry sectors
- Contribution to strengthen capacity, knowledge and skills of local businesses and/or industry sectors
- Measurable targets with evidence of how you will measure performance against expected outcomes
- A realistic budget with sufficient contribution from the applicant and/or project partners
- Demonstrated need for the project ensuring it does not duplicate existing services, resources and initiatives
- Indication of measures for the project to be self-sustaining beyond the funding period
- Supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding:

- All applicants are required to meet with City staff before submitting an application
- An applicant must operate within the local government area or able to demonstrate benefits for the City's residents, businesses, workers and/or visitors
- An applicant must be a not-for-profit organisation that demonstrates one of the following:
 - Strong representation of, engagement with and participation in the local business community in their precinct; or
 - Strong support for, and commitment from, business in a precinct or industry sector for the project(s).

Not eligible for funding

- Projects that directly contravene the City's Eligibility and Ethics Framework

- Capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be eligible)
- For-profit organisations and individual businesses
- Liquor Accords
- Ongoing operational expenditure such as permanent employee costs and fixed overheads
- Applications from organisations that have already submitted an application for the same grant program within the year
- Project specific administration or management costs of more than \$50,000 of the total grant cost.

Further information

Information about the City's grant programs is available at cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.

For further enquiries, please call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au

New applicants must contact the City's Business Precincts Manager, Business Precincts on (02) 9265 9333 to discuss their application, its alignment with these guidelines and the City's requirements before submitting a proposal.

Commercial Creative and Business Events Sponsorship

Overview

Commercial Creative and Business Events Sponsorship provides support for events that deliver significant economic benefits to City of Sydney business communities and residents. The City recognises that creative and business events contribute to Sydney's economy, cultural life and social life and establish Sydney as a lively and engaging city.

Major creative events create opportunities for community and business participation on a broad scale. A vibrant event calendar creates jobs for the city's creative workers, contributes to sector development and supports the sustainability of the tourism, retail and hospitality sectors. The intention of this program is for the City to sponsor a limited number of high-impact creative events each year. Events that receive investment support from the NSW Government will be considered favourably but not exclusively.

National and international business events, including meetings, incentive travel reward programs, and conventions and exhibitions deliver significant tourism benefits for Sydney. They also serve to enhance Sydney's position as a global city, encourage innovation and collaboration, trade and investment, and opportunities for the education sector. In an increasingly competitive market, the City has committed to a partnership with Business Events Sydney, the organisation tasked with securing major business events for Sydney. The majority of the City's support is dedicated to bidding for and securing major business events through this partnership.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased recognition of Sydney nationally and internationally as a major event city
- Integrated bidding and securing of major creative and business events by all levels of government and the not-for-profit and private sectors
- Increased economic contribution from major events (measured primarily through visitor nights, event patronage and visitor spend)
- Capacity for businesses in the hospitality, retail, tourism and other event supporting sectors to benefit from and leverage event audiences
- Increased number of high-quality creative and business events secured, which contribute to a vibrant Sydney event calendar.

Funding available

This program provides sponsorship for one-off events or up to triennial sponsorship for recurring Commercial Creative events. The amount available for major commercial creative events will commensurate with the level of economic benefit derived from each event. This program does not provide value-in-kind for the waiving of street banner hire fees.

National or international business events can apply for support up to \$20,000.

Key dates

This sponsorship program is open all year for applications until funds are exhausted.

Types of events supported

- **Major commercial creative events** that deliver significant economic benefits, including to the tourism, retail and hospitality sectors, or which profile Sydney to an international audience as a creative and innovative city. Examples of past support include:
 - Fashion Week Australia
 - Strictly Ballroom the Musical
 - Vogue Fashion's Night Out.
- **National or international business events** that deliver significant economic benefits through delegates' visitor nights. Business events include conferences, conventions, symposia, congresses, incentive group events, marketing events, special celebrations, seminars, courses, public or trade shows, product launches, exhibitions, company general meetings, corporate retreats, study tours or training programs.

In addition to the tourism benefits derived from hosting large-scale events, these events contribute to the positioning of Sydney as a city of ideas, creativity and innovation. They provide opportunities for showcasing local expertise, to encourage debate and dialogue on local and global issues and to bring global experts to Sydney to engage with the local community.

In limited circumstances, the Commercial Creative and Business Events Sponsorship Program will provide cash grants for national and international business events that are not in partnership with Business Events Sydney. Examples of past support include CeBIT Australia.

Assessment criteria

Applications will be assessed in relation to the Commercial Creative and Business Events Sponsorship Program priorities and desired outcomes. The assessment panel will also consider the following:

Commercial creative event sponsorship:

- Economic impact of the event, including visitors from intrastate, interstate and overseas; investment in infrastructure and services; and investment in the event itself
- Uniqueness of the event to Sydney, including the exclusivity of the event to Sydney or the premiere of an event in Sydney
- Contribution of the event to the national and international profile of Sydney as a creative city
- Marketing commitment, reach and estimated spend across media, marketing and social platforms
- Community and business impact, demonstrating evidence of partnerships and sponsorship with other government agencies, business or community organisations including media support
- Contribution to the development of the industry sector or the local business community to drive growth, sales and uplift to the business sector
- Extent to which the event minimises impact on the environment or raises awareness of the environmental issues that align with the City's Sustainable Sydney 2030 environmental targets.

Business events sponsorship

- Impact of the event including economic impact, location and expected number of delegates
- Extent to which the event contributes to Sydney's national and international brand and reputation
- Impact, benefits and opportunities provided for the business community
- Contribution to the development of the industry sector or the local business community
- Extent to which the event minimises impact on the environment or raises awareness of the environmental issues that align with the City's Sustainable Sydney 2030 environmental targets.

Eligibility

To be eligible for funding an applicant must:

- Be able to demonstrate benefits for the City's economy, residents, workers and/or visitors
- Be a
 - For-profit organisation; or
 - Not-for-profit organisation.

Not eligible for funding

- Events that directly contravene the Eligibility and Ethics Framework
- Projects or programs that will rely on recurrent funding from the City of Sydney
- Permanent staffing costs or ongoing operational costs.

Further information

Applicants must contact the City's Manager, City Business on (02) 9265 9333 to discuss their event, its alignment with these guidelines and the City's requirements before submitting a proposal.

Environmental Performance - Innovation Grant

Overview

Environmental Performance – Innovation funding aims to support development or implementation of new technologies or processes that are currently not being implemented in the local market, but have the potential to achieve greenhouse gas emissions reductions and resource efficiencies that could be rolled out at scale within the City of Sydney.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased renewable energy production and/or resource efficiency across the local government area
- Greater uptake by building owners, businesses and owners corporations of efficient and effective green solutions
- Enhanced knowledge sharing on best practice environmental performance and new methods and solutions amongst building owners, businesses and owners corporations
- Evidence of increased knowledge and skills amongst owners, residents, buildings and strata managers about innovative green solutions.

Funding available

Funding under the Environmental Performance – Innovation funding stream is available in two categories:

- **Feasibility studies** that investigate innovative environmental solutions with potential to improve environmental performance across a range of buildings and facilities in Sydney. Up to \$20,000 is available in this category, with support to be matched by 25% or more cash or value-in-kind from applicant
- **Demonstration projects** that implement solutions to reduce resource consumption and that can be rolled out at scale. Up to \$80,000 is available in this category with funds to be matched by 50% or more cash or value-in-kind from the applicant.

Key dates

Please refer to the website for relevant dates cityofsydney.nsw.gov.au/grants.

Assessment criteria

Applications will be assessed against the Environmental Performance – Innovation Grant priorities and desired outcomes. The assessment panel will also consider the following:

Feasibility studies

- Project justification and need
- Extent to which the project addresses grant funding program objectives and intended benefits and outcomes
- Capacity and experience of the applicant to undertake the project
- Clear knowledge sharing/communications plan
- Provision of required supporting documentation (see Supporting Documentation).

Demonstration projects

- Project feasibility, justification and need
- Extent to which the project addresses funding program objectives
- Demonstrated balance of innovation and applicability to encourage uptake across the City of Sydney
- Clear knowledge sharing/communications plan including case studies and site visits as appropriate
- Monitoring and verification plan including methodology to measure and verify social, financial and environmental benefits including six, 12 and 18 month data report on results following implementation
- Three quotes for works and justification for selection of preferred contractor
- Development approval where required
- Provision of required supporting documentation (see Supporting Documentation).

Priority Areas

In 2017, priority areas include but are not limited to projects where innovative technologies or approaches address the following:

- **Renewables and low carbon energy**
 - overcome regulatory and market barriers such as energy trading barriers
 - accelerate or facilitate large scale (>99kw) renewable or low carbon energy systems (e.g. solar PV)
 - lead to accelerated uptake of renewable energy storage that best builds on existing network infrastructure
- **Energy efficiency**
 - support buildings or occupants to meet or exceed 6-star NABERS rating or equivalent
- **Waste**
 - waste streams that lack established collection systems or recycled material markets, including contaminants
 - find alternatives for existing materials that cannot be easily repurposed or recycled
 - re-use or extend the life of products in a way that reduces the need for recycling / recovery, including industrial symbiosis models
- **Water**
 - support building owners to meet or exceed 5-star NABERS rating or equivalent
 - accelerate uptake of recycled water.

Eligibility

To be eligible for funding an applicant must:

- Operate within the local government area or demonstrate benefits for the City's residents, workers and/or visitors
- Be:
 - An owners corporation; or
 - A not-for-profit, for-profit organisation or social enterprise.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework
- Projects for which a state or federal government funding scheme already exists (see below).

The City recognises that there are other state and federal government incentive programs and Environmental Performance – Innovation funding is not intended for:

- **Pre-commercialisation or non-environmental projects** – see Jobs for NSW
<http://www.jobsforNSW.com.au/how-we-help/start-ups>
- **Export market development grants** - see Austrade
<http://www.austrade.gov.au/Australian/Export/Export-Grants>
- **Large scale renewables development projects** - see Australian Renewable Energy Agency
<http://arena.gov.au/how-to-apply-for-funding/>
- **Established technologies eligible under the NSW Energy Savings Scheme** (except technologies classified as emergent) – see Energy Savings Scheme.
http://www.ess.nsw.gov.au/How_the_scheme_works

Further information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.

For further enquiries, please call 02 9265 9333 or email

communitygrants@cityofsydney.nsw.gov.au

Environmental Performance - Building Operations Grant

Overview

Environmental Performance – Building Operations funding aims to improve the environmental performance of buildings by lowering the costs and mitigating the barriers of implementing building operations efficiency measures. Funding provides support for environmental solutions to reduce energy and water consumption, or reduce waste in buildings and facilities. Solutions include technology upgrades and the retrofit of efficiency fixtures and fittings.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Improved energy and water efficiency within buildings and associated facilities
- Decrease in resource waste impacts within buildings and facilities
- Increased knowledge amongst building owners about resource consumption, impacts and opportunities to reduce these.

Funding available

The City will determine funding stream priorities each year. Funding currently focuses on water consumption and is available for:

- **Water monitoring for residential apartment buildings**
Funds up to \$10,000 per building for:
 - Installation of a monitoring device on the main meter to track whole of building water use
 - Installation of monitoring devices to track usage such as tenant water use, pool equipment and cooling towers.
- **Water efficiency upgrades for residential apartment buildings**
Funds of up to \$10,000 per building to improve water efficiency in individual apartments by upgrading to more efficient showers and taps. Priority will be given to applications where greater levels of unit participation is evident.
- **Water sub-metering for cooling towers in non-residential buildings**
Funds up to \$5000, to cover up to 50% of installation costs per building for the installation of sub meters and associated monitoring equipment on cooling towers.

Key dates

Please refer to the website for relevant dates cityofsydney.nsw.gov.au/grants.

Assessment criteria

Applications will be assessed against the Environmental Performance – Building Operations Grant priorities and expected program outcomes. The assessment panel also require the following:

- Water monitoring and water efficiency upgrades for residential apartment buildings
 - Building description – units, levels and number of residents

- Signed commitment from the Executive Committee as well as evidence of a project champion or lead contact to monitor, track and implement water efficiency opportunities
- Confirmation of a work health and safety plan
- Quotation and scope of works from an appropriately qualified provider
- Credentials of contractors undertaking work, including details of experience, qualifications and memberships to professional industry associations
- Water sub-metering for cooling towers in non-residential buildings
 - Building description – units, levels, water consumption and costs
 - Signed commitment from applicant to commit to monitoring and evidence of an ongoing cooling tower monitoring and management plan
 - Quotation and scope of works from a suitably qualified provider.

Eligibility

Applicants must apply for projects located within the local government area. Applicants must also meet one of the following eligibility requirements:

- Water monitoring and water efficiency upgrades for residential apartment buildings
An applicant must:
 - Be an owners corporation; or
 - Be a not-for-profit or for-profit organisation or social enterprise.
- Water sub-metering for cooling towers in non-residential buildings
An applicant must:
 - Be a not-for-profit, for-profit, social enterprise, private building owner (or agent acting on behalf of a private owner) with one of the following building types:
 - Accommodation business with over 50 rooms
 - Entertainment venue with over 1,000 persons holding capacity
 - Conference, exhibition or convention venue with over 500 persons holding capacity; or
 - Be a private building owner (or agent acting on behalf of a private owner) of commercial offices with a building up to 16,000 square meters net lettable area.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework
- A building that has previously undertaken sub metering and water monitoring, or sub metering and monitoring of cooling tower water consumption.

Further Information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.

For further enquiries, please call 02 9265 9333 or email

communitygrants@cityofsydney.nsw.gov.au

Environmental Performance - Ratings and Assessment Grant

Overview

Environmental Performance – Ratings and Assessment funding supports organisations to undertake energy ratings and audits for the first time. The cost of first-year energy assessments can be a significant barrier to organisations, and this funding seeks to mitigate this cost. Support is provided for credible industry accepted environmental performance ratings and energy audits that conform to the Australian Standard AS3598. Successful applicants must commit to implement all cost-effective opportunities identified.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Improved knowledge of the current environmental performance of buildings and facilities within City of Sydney, and of the business case for performance improvements
- Improved energy and water efficiency, and reduced resource waste impacts
- Increased recognition and uptake of credible ratings tools that benchmark environmental performance.

Funding available

Funding is currently available for:

- **NABERS energy and/or water ratings**
Funds are available for works to be undertaken and developed by an accredited NABERS assessor.
 - Year one: the City will provide a maximum of \$10,000 towards a NABERS energy or water rating and action plan. The grantee must implement half the value of the grant in energy recommendations.
 - Year two: the City will provide 50% of funds to a maximum of \$5,000 towards a second NABERS energy or water rating and action plan.
- **EarthCheck and/or Green Star Performance certification**
Funds up to \$10,000 are available for an EarthCheck or Green Star Performance certification and action plan. The grantee must implement half the value of the grant in energy recommendations.
- **Energy audits**
A maximum of \$12,000 in funding is available for energy audits that adhere to Australian Standard AS3598. The grantee must implement energy recommendations to a minimum value of \$15,000.
- **Grid connection feasibility study for mid-sized solar PV**
A maximum of \$15,000 in funding is available for grid connection feasibility studies to be undertaken by an Ausgrid accredited electrical engineer for solar PV systems between

30kW and 100KW. The grantee must install solar PV system where feasibility study shows installation to be feasible and of reasonable cost.

- **Water and/or Energy Assessments for residential apartments**

Funds up to \$10,000 are available to undertake a range of water and energy assessments that could include lighting assessments, technical investigations of plant and equipment, or whole building water and energy assessments. The grantee is expected to implement energy and water efficiency measures based on the outcomes of the assessment. This can be negotiated on a case by case basis.

Key dates

Please refer to the website for relevant dates cityofsydney.nsw.gov.au/grants.

Assessment Criteria:

All applications will be assessed against the Environmental Performance – Ratings and Assessment Grant priorities and expected program outcomes. The assessment panel also require the following:

- Quotation outlining scope of works from an accredited NABERS assessor or, for all other ratings and assessments, an appropriately qualified professional
- Credentials of contractors/assessors undertaking work/feasibility study, including details of experience, qualifications and memberships to professional industry associations
- Demonstrated commitment to communicate ratings/audit/feasibility and findings with the City and participate in case studies to showcase outcomes.

In addition applicants for:

- NABERS energy and/or water ratings, EarthCheck or Green Star Performance ratings/certification or energy audits for non-residential buildings require:
 - A demonstrated commitment by the appropriate authority to implement/install recommendations to the required value as outlined above
- Water and/or Energy Assessments for residential apartments require:
 - A demonstrated commitment by Executive Committee to implement operational improvements and take recommendations and reasonable business cases from the assessment to a general meeting for approval.

Eligibility

Applicants must apply for projects located within the local government area. Applicants must also meet the following eligibility requirements:

- NABERS energy and/or water ratings, EarthCheck or Green Star Performance ratings/certification or energy audits
 - Be a not-for-profit, for-profit, social enterprise, or private building owner (or agent acting on behalf of a private owner)
 - With one of the following building types
 - Accommodation business with over 50 rooms
 - Commercial office tenancy of any size
 - Entertainment venue with over 1,000 persons holding capacity
 - Conference, exhibition or convention venue with over 500 persons holding capacity
 - Commercial office buildings up to 16,000 square metres net lettable area

- Industrial/warehouse buildings with significant energy use replaceable by renewable energy
 - Apply for the relevant rating type for building type
- Water and/or Energy Assessments (priority given to buildings of six storeys, or 50 apartments or more)
 - Be an owner's corporation, a not-for-profit organisation or social enterprise.

Not eligible for funding

- Projects that directly contravene existing City policies
- An applicant who has had a NABERS energy and/or water ratings, NABERS IEQ, EarthCheck or Green Star Performance rating, energy audit or water and/or energy assessment for the building, facility or apartment building in the past three years.
- Instances where a NABERS rating is required by Government including under the Federal Government's Commercial Building Disclosure scheme (sale or lease of property/office space).

Further information

Information about the City's grant programs is available at cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.
 For further enquiries, please call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au



Community Services Grant

Overview

The Community Services Grant supports organisations to deliver community programs or projects that support sustainable communities and contribute to a connected, liveable, inclusive and engaged city. The program assists organisations to pilot or trial innovative services or establish a program that addresses an unmet need for City of Sydney residents, workers and visitors.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased involvement and engagement by communities in community life
- Increased numbers of people feeling a strong sense of social wellbeing
- Strengthened maintenance, management or improvement of physical and mental health and wellbeing
- Adoption of new skills and improved access to information in our communities
- Increased numbers of people making confident life choices
- Rising numbers of people gaining sustainable employment
- Reduced homelessness and risk of homelessness
- Reduced financial hardship and improved food security
- Improved access by families to high quality, affordable childcare.

Funding available

Applications can be made for funding of up to \$50,000 per year for between one and three years. High priority areas for funding will be identified by the City of Sydney for each funding round. In 2017, priority areas include but are not limited to projects which address food, financial security and access to housing, youth led projects, resilient high density communities, inclusion and access, digital inclusion, healthy active living, strengthened community connection and civic participation.

Key dates

Please refer to the website for relevant dates cityofsydney.nsw.gov.au/grants.

Types of activity supported

Funding will support projects that:

- 1. Connect People** (Build diverse, cohesive and connected communities)
 - Increase participation of people who are at risk of isolation
 - Increase trust, awareness and understanding between people and across community groups
 - Facilitate inclusion and equitable access to facilities, services, open spaces and activities
 - Provide access to information and training.
- 2. Increase opportunity** (Reduce vulnerability and disadvantage)
 - Facilitate access to education, training and employment opportunities
 - Improve social and physical wellbeing through a prevention and early intervention approach
 - Facilitate access to high quality, affordable housing
 - Facilitate access to high quality, affordable child care
 - Address financial and transport disadvantage.

3 Build community capacity (Increase capability and coordination of community services and participation in decision making)

- Raise awareness about social sustainability in the community
- Strengthen governance and accountability in community organisations
- Improve collaboration and coordination of community support and services
- Encourage participation in civic and community activity.

Assessment criteria

Applications will be assessed against the Community Services Grant priorities and desired outcomes. The assessment panel will also consider the following:

- Clear demonstration of the community need to be addressed through the project
- Evidence that supports the proposed approach to addressing the community need
- How the project supports an innovative approach to addressing a community need in a new way, or pilot/trial a new approach to offering a community service or project
- Targets the City of Sydney community of residents, workers and/or visitors and delivered in the City of Sydney Local Government Area
- Aligns with the City's key strategic directions, particularly the Social Sustainability Policy
- Inclusion of an appropriate performance measurement and evaluation methodology
- A clear plan for project development, implementation and managing transition at the end of the funding period
- Evidence of a coordinated approach to project delivery. Project design demonstrates consideration of existing services, resources or initiatives to enhance project delivery
- Provision of required supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding an applicant must:

- Operate within the local government area or able to demonstrate benefits for the City's residents, workers and/or visitors
- Be a
 - Not-for-profit organisation or social enterprise properly constituted with a statement of purpose and an organisational structure; or
 - Individual auspiced by an incorporated not-for-profit organisation.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework
- Capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be eligible)
- For-profit organisations, including small businesses
- Applications that seek support for supplementing, increasing or continuing ongoing service delivery or for funding the core business of the organisation
- Projects that duplicate existing services.

Further information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs

For further enquiries, please call 02 9265 9333 or email

communitygrants@cityofsydney.nsw.gov.au

Matching Grant

Overview

The Matching Grant Program encourages communities to take action to improve, enhance, or celebrate their local neighbourhood or business precinct. The intent of the program is to support grassroots and local projects that contribute to vibrant sustainable communities and economies, by matching contributions towards a project.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased opportunities for residents and others to participate in social, cultural and sustainable grassroots initiatives
- Increased sustainable behaviours and sustainable lifestyles adopted by communities
- Strengthened opportunities for residents and others to build personal creativity and self-expression
- Development of new skills and capabilities within the community
- Increased number of people participating in civic life
- Strengthened local connections.

Funding available

The Matching Grant Program recognises any community contribution towards a project and can offer up to a total of \$10,000 in cash and value-in-kind support to match this contribution. Contributions from the community or the City can be made in cash or value-in-kind. Recognised in-kind community contributions include:

- In-kind contributions such as donated supplies, materials, venues or services
- Volunteer time such as labour, meeting times and project management. The rate of volunteer time is calculated as \$20 per hour. For professional or contracted services, the rate is \$75 per hour.

Key dates

Please refer to the website for relevant dates cityofsydney.nsw.gov.au/grants.

Types of activity supported

- Sustainability and environmental projects such as active transport, community gardens, green roofs and walls, urban ecology, green workshops, collaborative consumption, community events and research
- Cultural projects such as public art, cultural workshops and community art projects
- Social projects that involve the community, including members of the community who are experiencing disadvantage
- Local civic activities and events
- Activities that activate or diversify the night time economy such as pop up entertainment and night time performances in public spaces
- Strategic projects as identified by key City of Sydney strategies and action plans.

Assessment criteria

Applications will be assessed against Matching Grant Program priorities and desired outcomes. The assessment panel will also consider the following:

- Demonstrated evidence of the community need or opportunity that will be addressed through the project
- Demonstrated direct benefit to the community
- Alignment with the City's key strategic directions, particularly the Social Sustainability Policy
- Commitment to build genuine community participation in the project
- Contribution of the project to greater levels of knowledge, skills and confidence in the community to participate in city life
- Contribution to strengthened connections within the City's Villages
- Capacity to match (in cash or in-kind) the City's contribution
- Inclusion of a clear plan for project development, implementation and managing transition at the end of the funding period
- Provision of other required supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding an applicant must:

- Operate within the local government area or be able to demonstrate benefits for the City's residents, workers and/or visitors
- Be a
 - Not-for-profit organisation or social enterprise properly constituted with a statement of purpose and an organisational structure; or
 - Individual auspiced by an incorporated not-for-profit organisation; or
 - Unincorporated local community or neighbourhood group; or
 - For-profit organisation, including small business that can demonstrate the project will activate their local precinct (laneways and previously unused spaces) and partner with one or more local business or community groups to deliver the project.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework or existing City policies
- Capital works or capital expenditure that exceeds \$5,000
- Applications that seek support for supplementing, increasing or continuing ongoing service delivery or for funding the core business of the organisation
- Projects that duplicate existing services
- Ongoing project, event or program funding.

Further information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.

For further enquiries, please call 02 9265 9333 or email

communitygrants@cityofsydney.nsw.gov.au

Knowledge Exchange Sponsorship

Overview

The City of Sydney recognises that to thrive, Sydney must support and create an environment that fosters collaboration and learning. This sponsorship program is designed to encourage the exchange of ideas and knowledge, support the showcasing of local expertise and encourage dialogue on local and global issues.

Activities might include events that promote the sustainable development of cities; programs that deliver mentoring to new business entrants; networking events designed to bring people together to learn from each other; tools or guides to communicate knowledge and best practice within social, cultural, green and business industry sectors; or programs that build skills and expertise in not-for-profits, social enterprises or business operators.

Programs supported will be aligned with the Economic Development Strategy, the Creative City Cultural Policy and Action Plan, Open Sydney Strategy and Action Plan, the Social Sustainability Policy and environmental policies and plans.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Adoption and implementation of best-practice approaches by organisations and individuals
- Strong networks where participants share resources and acquire new knowledge and skills
- Improved capacity in organisations and individuals to develop and maintain successful business ventures
- Increased reputation for Sydney as an innovative and creative city.

Funding available

The Knowledge Exchange Sponsorship program provides support generally for amounts between \$5,000-\$40,000 and support for value-in-kind venue hire and banner pole hire.

Funded organisations may be required to provide sponsorship benefits back to the City of Sydney community in return for funding. These benefits will be negotiated on a case-by-case basis and can be up to the value of the funding provided.

Key dates

This sponsorship is open all year for applications until funds are exhausted.

Types of activity supported

- **Business events** that promote the sustainable development of cities and which align with City of Sydney strategic priorities
- **Sharing knowledge** initiatives such as best practice guides, on-line tools and other resources that are designed to equip not-for-profits, social enterprises or business owners and new entrants with skills and expertise to deal with contemporary issues facing their sector. Projects should meet a demonstrable need in the sector and be able to deliver measurable outcomes

- **Capacity building** activities that enable not-for-profits, social enterprises or business owners to acquire more knowledge, gain market insights and enhance their skills to develop their organisations or business ideas. Initiatives should offer demonstrable outcomes in relation to education, skills development for individuals or organisations, networking opportunities, collaboration or mentoring programs for priority sectors.

Assessment criteria

Applications will be assessed against the Knowledge Exchange Sponsorship Program priorities and desired outcomes. The assessment panel will also consider the following:

- Demonstrated need for the project and the impact of the proposed outcomes
- Demonstrate how the project is innovative in content, design or approach, and/or how it contributes to the reputation of Sydney as an innovative city
- Alignment with the City's strategic direction in relation to the OPEN Sydney Strategy and Action Plan, the Social Sustainability Policy, the Creative City Cultural Policy and Action Plan, environmental policies and plans, and the key sectors and cross-cutting themes identified in the City's Economic Development Strategy
- Evidence of partnerships with other government agencies, business or community organisations and their contribution to the project
- Contribution to the development of the industry sector and the local business community
- The projected outcomes of marketing initiatives associated with the project, including those of partners and supporters
- Demonstrated capacity and expertise to deliver the project
- Extent to which the event minimises impact on the environment or raises awareness of the environmental issues that align with the City's Sustainable Sydney 2030 environmental targets (if relevant)
- Provision of required supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding an applicant must:

- Operate within the local government area or be able to demonstrate benefits for the City's residents, workers and/or visitors
- Be a not-for-profit organisation, for-profit organisation or social enterprise.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework
- Capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be eligible)
- Applications that seek support for supplementing, increasing or continuing ongoing service delivery or for funding the core business of the organisation
- Projects that duplicate existing services
- Ongoing operational expenditure such as permanent employee costs and fixed overheads.

Further Information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs

For further enquiries, please call 02 9265 9333 or email

communitygrants@cityofsydney.nsw.gov.au

Quick Response Grant

Overview

The Quick Response Grant supports a range of small-scale initiatives for local residents and organisations.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased engagement of individuals and teams from in sporting, academic, cultural and environmental fields
- Improved relative equality, resilience and adaptive capacity of the city's diverse communities
- Enhanced positive social, cultural and sustainability outcomes for local communities related to the support for City strategic priorities.

Funding available

- Sporting or events representation up to \$500 per year per individual or up to \$2,000 per team
- Essential emergency project support funding up to \$2,000 per year
- Strategic priorities support up to \$2,000 per year (see details of 2017 priorities below).

Key dates

- This grant program is open all year for applications until funds are exhausted
- All applications should be submitted at least eight weeks before the event takes place
- Activities should take place within 12 months of the submission date.

Types of activity supported

- One-off support for individuals and teams located in the local area that are able to demonstrate financial hardship that are selected to participate in events and experiences in the sporting, academic, cultural or environmental fields
- Essential emergency support for community, cultural or sustainability projects – strictly for strategic situations that could not be foreseen or that present themselves at very short notice
- Seed funding, principally for creative strategic priorities in the City's policies and actions plans, detailed in the Grant Program Guidelines and updated annually (see details of 2017 priorities below).

Event Representation and Emergency Support

The Quick Response Grant supports emergency project costs arising from unforeseen or unexpected circumstances. The Quick Response Grant does not provide funds to overcome lack of planning or supplement project income.

Assessment criteria

Applications will be assessed against the Quick Response Grant priorities and desired outcomes.

The assessment panel will also consider relevant criteria amongst the following:

- Evidence of a coordinated approach to service delivery and the development of responses to emerging social issues
- Contribution to strengthened formal and informal support networks; reduced isolation and increased community participation and opportunities especially for people with the greatest need

- Allows state or national selection in the fields of the arts, sports or academia at a significant event which is considered critical to career development
- Be a team or individual from a disadvantaged background in pursuit of a unique sporting, cultural or academic experience and produce considerable social capital for those involved
- Unforeseen circumstance or urgent need that will have a detrimental effect on the individual or an organisation and its services if not dealt with immediately. This is strictly for situations that could not be foreseen and applicants need to show evidence of how this situation arose and their financial status
- Provision of required supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding an applicant must:

- Operate within the local government area or be able to demonstrate benefits for the City's residents, workers and/or visitors
- Be a
 - Not-for-profit organisation or social enterprise able to demonstrate that they are properly constituted with a statement of purpose and an organisational structure; or
 - Unincorporated community group or Individual.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework
- Projects that duplicate existing services
- Projects or programs that will rely on recurrent future funding from the City of Sydney
- Projects that supplement, increase or continue ongoing service delivery or for funding the 'core' business of the organisation
- Projects that occur on a regular basis (e.g. annually) and for which you could have planned and sought sponsorship from other sources
- Contributions to a project where the organising body has already received a grant or sponsorship from the City of Sydney
- Projects that have received a Quick Response Grant in the last 12 months.

Strategic Projects Priorities - 2017

Creative initiatives

The City of Sydney recognises that creative initiative, experimentation and enterprise is the bedrock of fermenting a creative culture. It also understands that creative risk is a precondition of innovation and industry growth. As part of its Creative City Cultural Policy and Action Plan 2014 - 2024, the City will provide matched seed funding (up to \$2,000) for small-scale creative initiatives in need of emergency funding or that are seeking funding to test experimental, unique or creative ideas.

Types of projects supported

- Experimental small-scale creative initiatives
- Unique and creative ideas requiring testing or piloting
- Projects responding to time sensitive opportunities that meet the City's strategic priorities
- Projects and activities which, due to their innovative or experimental outcomes, are unsuitable for other funding sources.

Assessment criteria – Cultural and Creative projects

Applications will be assessed against the following assessment criteria:

- Evidence of innovation or creative imagination inherent in the project idea
- Whether the grant will help trial or test an idea that may be further developed in the future
- Information on approach taken by the applicant to test the project idea
- Intended outcomes and project plan
- Mechanisms to gather data and evaluate the project
- Evidence of matched support (cash or in-kind contribution) from community platforms (e.g. Pozible), sponsorship or other sources
- Record of achievement relative to opportunity
- Evidence of necessary technical skills and qualifications
- Provision of required supporting documentation (see Supporting Documentation section of these guidelines).

Eligibility

To be eligible for funding an applicant must:

- Operate within the local government area or be able to demonstrate benefits for the City's residents, workers and/or visitors
- Be a
 - For-profit organisation; or
 - Not-for-profit organisation or social enterprise able to demonstrate that they are properly constituted with a statement of purpose and an organisational structure; or
 - Unincorporated community group or Individual.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework
- Existing cultural and creative programs or projects that require additional funding
- Cultural and Creative projects that align with the City's Matching Grant and Cultural and Creative Grants and Sponsorship program criteria and which can apply for support under these two programs
- Repeat editions of earlier projects or events
- Projects that occur on a regular basis (e.g. annually) and for which you could have planned and sought sponsorship from other sources
- Projects without matched support (cash or in-kind)
- Funding used primarily for professional development, travel or training
- Projects or programs that will rely on recurrent future funding from the City of Sydney
- Projects that supplement, increase or continue ongoing service delivery or for funding the 'core' business of the organisation.

Further Information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.

For further enquiries, please call 02 9265 9333 or email

communitygrants@cityofsydney.nsw.gov.au

Venue Support Grants and Sponsorship

Overview

The City owns a number of venues which are available for hire. The Venue Support Grants and Sponsorship Program provides assistance to community groups and organisations accessing the City's landmark and community venues for events, concerts, fundraisers, conferences, meetings and community gatherings. The grant is intended for cultural, environmental and community groups and organisations that demonstrate financial hardship.

This program is open to not-for-profit organisations, social enterprise, and individuals and groups auspiced by a not for profit incorporated body.

All reduced rates are based on the published rate of hire. Venue hire fees and charges are set for the facilities each year by the City and can be viewed at the City's neighbourhood service centres or at cityofsydney.nsw.gov.au/Council/FeesCharges

Funding covers venue hire fees only. Applicants must meet all standard conditions of hire and pay all additional charges such as deposit and bond, security/key deposit, public liability insurance, cancellation, audio visual, additional staffing such as ushers, cloakroom and security, and any food and beverages.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased capacity of the cultural, environmental and community sector due to the sharing of knowledge and resources
- Increased numbers of community organisations conducting programs, events and activities that contribute to social wellbeing, reduced isolation and increased cultural participation
- Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the city.

Funding available

One-off or annual reduced rates support is available for community and landmark venues, subject to availability. Multi-year funding or triennial funding is available on application.

Key dates

- This grant program is open all year to applications until the value-in-kind budget is exhausted
- All applications should be submitted online at least eight weeks prior to the event taking place
- The first activity should take place within 12 months of the submission date.

Assessment criteria

Applications will be assessed against the Venue Support Grants and Sponsorship Program priorities and desired outcomes. The assessment will also consider the following:

- Evidence of a coordinated approach to service delivery and the development of responses to emerging social issues
- Contribution to strengthened formal and informal support networks; reduced isolation and increased community participation and opportunities
- Consideration of opportunities for learning and sharing knowledge
- Contribution to a sustainable cultural sector
- Capacity to build increased relative equality in the City of Sydney
- Contribution towards a thriving and diverse green economy of businesses and organisations focused on improving the environmental performance of the city
- Evidence of a detailed budget for the event, and demonstrated capacity for the organisation to be financially sustainable
- City Landmark Venue applications need to demonstrate experience in delivery of successful, well managed events
- Provision of required supporting documentation (see Supporting Documentation).

Venue category – Landmark venues

City landmark venues including Sydney Town Hall, Paddington Town Hall, and the Barnet Long Room at Customs House are architecturally and historically significant spaces. They are used for a variety of purposes including events, concerts, fundraisers, conferences, meetings and community gatherings. Through providing a reduced rates program, the City is able to remove the financial barriers for organisations to access these venues. More information can be found at cityofsydney.nsw.gov.au/business/city-spaces/landmark-venues-for-hire

Eligibility – Landmark venues

To be eligible for funding an applicant must:

- Operate within the local government area or able to demonstrate benefits for the City's residents, workers and/or visitors
- Be a not-for-profit organisation or social enterprise properly constituted with a statement of purpose and an organisational structure or an individual auspiced by an incorporated not-for-profit organisation
- Demonstrate that payment of standard rates would cause financial hardship
- Acknowledge the City's assistance in any promotional material for the event
- Demonstrate that a program of events has been prepared with an appropriate publicity and promotions campaign
- Provide evidence of performance criteria and evaluation plan of activities.

Not eligible for funding – Landmark venues

- Projects that directly contravene the Eligibility and Ethics Framework.

If applicants have already received funding under a different grants and sponsorships program, this may impact on the decision to support their Venue Support Grants and Sponsorship Program application.

Venue category – Community venues

The community venues portfolio includes rooms in our town halls (with the exception of Sydney Town Hall and Paddington Town Hall), community facilities, libraries and recreation facilities. They are used for a variety of purposes including workshops, meetings, interest group classes, and social

gatherings. The reduced rates program provides support for groups and organisations that contribute to improved outcomes in City of Sydney to access and use City's venues. More information can be found at cityofsydney.nsw.gov.au/community/community-services/venues-for-hire

Eligibility – Community venues

To be eligible for funding an applicant must:

- Operate within the local government area or able to demonstrate benefits for the City's residents, workers and/or visitors
- Be a not-for-profit organisation or social enterprise properly constituted with a statement of purpose and an organisational structure or an individual auspiced by an incorporated not-for-profit organisation
- Demonstrate that payment of published rates would cause financial hardship
- Acknowledge the City's assistance in any promotional material for the event
- Demonstrate that a program of events has been prepared with an appropriate publicity and promotions campaign
- Provide evidence of performance criteria and evaluation plan of activities.

Not eligible for funding

- Projects that directly contravene the Eligibility and Ethics Framework.

If applicants have already received funding under a different grants and sponsorships program, this may impact on the decision to support their Venue Support Grants and Sponsorship Program application.

Further information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.

For enquiries, please call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au

Street Banner Sponsorship

Overview

The City currently has over 1500 banner poles available for hire. The Street Banner Sponsorship provides banner pole hire fee waiver for the City's network of banners, enhancing streetscape vibrancy and raising the profile of forthcoming cultural events, social issues and other activities.

Sponsorship only applies to banner pole hire fees. Applicants must meet all standard conditions of hire and pay all additional charges such as design, manufacture, installation and dismantling of banners. Fees and charges are available on the City's website at sydneycitybanners.com.au

Funding available

Support is available for banner pole hire only. The City offers applicants the opportunity to request up to 150 banner poles for a period of up to two weeks, once a year. Bookings must incorporate a minimum 50% B zones (CBD) and C zones (Urban).

Key dates

- This grant program is open all year to applications until the value-in-kind budget is exhausted
- Applications are encouraged to be submitted as early as possible and preferably 8-10 months in advance of the banner campaign
- All applications must be submitted online at least 4 months prior to the banner campaign taking place and take a minimum of 2 months to process and receive a decision
- The banner campaign should take place within 12 months of the grant approval
- Banner campaigns can only be booked 6 months in advance from the install date and once confirmation of a successful application is received
- Banners are always subject to availability at the time of booking.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased awareness and profile of issues, events and activities of registered charities, not-for-profits and cultural institutions
- Positive contribution to the overall character and vibrancy of streetscapes through use of an attractive and visual medium
- Strengthened cultural and community life.

Sponsorship

Applicants are encouraged to consider sponsorship benefits back to the City. Examples of benefits include promotion, marketing and tickets. The City's logo is required to be displayed on the banner.

Assessment criteria

Applications will be assessed against the Street Banner Sponsorship program priorities and desired outcomes. The assessment panel will also consider the following:

- Evidence of a coordinated approach to service delivery and the development of responses to emerging social issues

- Contribution to strengthened formal and informal support networks; reduced isolation and increased community participation and opportunities
- Opportunities for learning and sharing knowledge
- Contribution to a sustainable cultural sector
- Support for increased relative equality in the City of Sydney
- Contribution towards a thriving and diverse green economy of businesses and organisations focused on improving the environmental performance of the city
- Provision of required supporting documentation (see Supporting Documentation).

Eligibility

To be eligible for funding an applicant must:

- Operate within the local government area or able to demonstrate benefits for the City's residents, workers and/or visitors
- Be a not-for-profit organisation or social enterprise properly constituted with a statement of purpose and an organisational structure
- Demonstrate that payment of standard rates would cause financial hardship
- Acknowledge the City's assistance in any promotional material for the event
- Demonstrate that a program of events has been prepared with an appropriate publicity and promotions campaign.

Not eligible for funding

The City will not fund:

- Projects that directly contravene the Eligibility and Ethics Framework
- For-profit organisations, including small businesses and individuals
- Private commercial ventures
- Applicants that have been funded under the same program in the past 12 months.

If applicants have already received funding under a different grants and sponsorships program, this may impact on the decision to support their Street Banner Sponsorship application.

Further conditions:

- All banner designs must be approved by Marketing and Corporate Partnerships at the City of Sydney, through the Banners Team prior to manufacture, and include the City's logo. The City of Sydney reserves the right to refuse a banner design
- City of Sydney reserves the right to determine the number and location of banner poles that will be provided and if required to relocate banners to alternative locations
- Banners are always subject to availability at the time of booking. Bookings can only be made 6 months in advance from the install date and once you have received confirmation of a successful application.

Further information

Information about the City's grant programs is available at

cityofsydney.nsw.gov.au/community/grants-and-sponsorships/the-citys-programs.

For further enquiries, please call 02 9265 9333 or email

communitygrants@cityofsydney.nsw.gov.au

Accommodation Grant

Overview

The City's community facilities include a diverse range of buildings and spaces that vary in size, location and function. Under the Accommodation Grants Program, the City leases community facilities or space within facilities at no charge or at reduced rates (below standard published rates). Tenancies will be informed by the strategic priorities reviewed and set by Council every four years. Support is not provided in perpetuity under this program.

The grants support community groups, organisations and services that encourage community development, enhance social, cultural and environmental programs and services and address community opportunities and needs. The City recognises these contributions and services are important in creating a vibrant and sustainable city.

The City will periodically determine priority areas of support for for-profit businesses. The City has identified the need for support for creative, green, social enterprise and technology business start-ups that provide innovative products, services and processes, or contribute to the cultural, environmental, social and economic development of the city.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Improved social wellbeing, reduced isolation and increased cultural participation
- Increased services undertaken by community and cultural organisations that benefit residents, workers and visitors, and contribute to the social, cultural, economic and environmental health of the city
- Enhanced financial sustainability for local organisations including artists
- Greater public participation in arts and creative projects
- Greater sharing of knowledge and resources by new and emerging groups, increasing the capacity and viability of the business and community sectors
- Active development of solutions to sector-wide issues and provision of direct services that benefit communities by newly established and start-up businesses and organisations.

Funding available

Support is available in the form of waived or reduced rental charges for City of Sydney facilities. Rates vary depending on the space being leased and the financial capacity of the applicant.

Key dates

Applications for the Accommodation Grants Program are invited as facilities become available. This program therefore has no set dates or rounds. Opportunities will be published on the City's website and information sent out to the City's notification list. Organisations can request that they be added to the notification list by contacting the City at communitygrants@cityofsydney.nsw.gov.au.

Further information

For further enquiries, please call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au

Supporting Documentation

Applicants may be requested to provide the following documentation with their online applications. Please allow enough time for files to upload and aim to submit your application at least 30mins before the due time.

Standard supporting documentation

- Quotes for equipment or material valued over \$1,000
- A copy of Public Liability Insurance or quote for Public Liability Insurance which would cover the proposed project to the value of \$10 million
- If the applicant is a social enterprise or a not-for-profit organisation without Charity or Deductible Gift Recipient status, the organisation's constitution which includes a statement of purpose and organisation structure
- Multi-year Business Plan (required for multi-year cash funding requests)
- Child Protection Policy (applicable if the proposed project involves children)
- Letters of support from any community or local business partners (if relevant)
- A list of community members or businesses who will be involved in the proposed project (if relevant)
- Evidence to demonstrate owner's consent (if relevant)
- A basic site plan for the proposed project (if relevant)
- Case studies of previous projects (if relevant)
- Any other documents relevant to the proposed project (for example photographs, minutes from planning meetings, development approvals etc).

Program specific documentation

The following grants and sponsorship programs require specific information to be attached to the application in addition to the standard documentation.

Business Improvement Grant

- **Shopfront improvement**
 - Evidence of property ownership
 - Owner's consent for shopfront improvement works
 - At least three quotes with plan of work
 - Relevant planning consents or development approvals (if required).
- **Acoustic audit**
 - Relevant development approvals (if required), or evidence of intention to attain approvals
 - Evidence of property ownership
 - At least two quotes of acoustic engineers accredited by the Australian Association of Acoustic Consultants, including information on previous relevant experience of personnel undertaking the audit
 - Documentation of proposed business model for premises.

Quick Response Grant

To be eligible for funding for sporting or events representation, individual and group applicants must, where applicable provide:

- Official documentation of their planned activity, i.e. invitation to participate, selection/team representation, program details etc.
- Quotes for expenses for the planned activity
- A letter of reference from the relevant registered club, organisation, school or association.

Individuals and teams who are members of a relevant club or association may wish to apply through that organisation and seek an extension of the organisation's Public Liability Insurance for their activity. In these cases, the City requires certification that the insurance company acknowledges this as a legitimate activity of the organisation for which they are covered. Financial assistance for individuals and teams will be considered for competition entry, uniform, accommodation and travel expenses only.

References

Policies and Procedures	<p>Related City Policies and Procedures</p> <ol style="list-style-type: none"> a. Sustainable Sydney 2030 b. Economic Development Strategy c. OPEN Sydney Strategy and Action Plan d. Creative City Cultural Policy and Action Plan 2014-2024 e. History Policy f. Community Garden Policy g. Connecting Sydney – Transport Strategy 2012-2015 h. Trigeration Master Plan Strategy i. Renewables Energy Master Plan Strategy j. Decentralised Water Master Plan Strategy k. Draft Residential Apartments Sector Strategy.
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Review

Review period	Next review date	TRIM reference
The City will review these guidelines annually	November, 2017	2016/536110

Approval

These guidelines were approved by Ann Hoban, Director City Life on 22nd January, 2017.

Definitions

Term	Meaning
Acquittal	<p>An acquittal is a written report submitted after the funded project is complete. It details how the grantee administered the grant funds and met the project outcomes in the funding agreement.</p> <p>An acquittal report includes promotional material, evidences of project outcomes, project income and expenditure information, and may include still or moving images.</p>
Auspice	<p>An auspice is an incorporated not-for profit organisation who receives, administers and acquits the City’s funding on behalf of an unincorporated grant applicant. The City can only enter into a funding agreement with a legal entity.</p> <p>Unincorporated groups seeking funding must apply for funding under an auspice, unless they are applying under the Quick Response Grant and the Matching Grant.</p> <p>The auspice is required to:</p> <ul style="list-style-type: none"> • enter into a funding agreement with the City • accept grant funds and pay the auspiced grant applicant • monitor and acquit the use of funds at the completion of the project.
Capacity	<p>Capability refers to the skills required to carry out the activities to achieve the stated project outcomes. These skills may include demonstrated management experience; financial management expertise; and staff with knowledge and skills appropriate to the grants program and the proposed project.</p>
Funding round	<p>The founding round is the actual dates the grant program is open to receive applications. Some grant programs have one funding round per year, others can have up to four rounds, and others operate a rolling program, which means requests are received all year round.</p>
Grant	<p>Grants are cash or value-in-kind support provided to applicants for a specified project or purpose as outlined in the funding agreements between the City and organisations, where the City receives no tangible benefits.</p>
Grantee	<p>Also known as grant recipient. The grantee or grant recipient may be an individual, community organisation, academic institution, non-government organisation or designated government agency.</p>
Not-for-profit organisation	<p>A not-for-profit organisation is 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 implement the organisation’s purpose and must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up.</p>

Term	Meaning
Owners corporation	An owners corporation represents the owners in strata schemes. Where an apartment building operates under company title arrangements, the company which owns the building is treated as an owners corporation for the purpose of this policy. Details of the responsibilities of owners corporations are available at the NSW Department of Fair Trading website.
Social enterprise	Social enterprises are businesses with a clear and stated social, environmental or cultural mission. When applying for City grants and sponsorships, a social enterprise must demonstrate how this mission is built into their constitution, embedded into their operations and verified by financial/tax statements. Profit or surplus generated cannot be distributed to members, owners or shareholders, but reinvested to continue to develop the business.
Sponsorship	Sponsorships are agreements between the City and organisations where the City receives benefits in return for the sponsorship. Examples of benefits include promotion, marketing and/or tickets.
Value-in-kind	Value-in-kind refers to an arrangement whereby the City foregoes revenue (either in full, or a percentage) on things for which they would normally charge a fee. This may include park hire, venue hire, banner pole hire, work space accommodation. Services incurring real cash cost to the City are not supported within the City's Grants and Sponsorship program. These services include cleansing and waste, development application fees, health inspection fees, health approvals, section 68 approvals, temporary road closures, in-house design, and printing and distribution services.