



Covid-19 Relief Grants Program

Guidelines Document

April 2020

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Introduction

In conjunction with the existing Grants and Sponsorship programs, the City of Sydney is introducing 3 new and 2 updated grants programs in response to Covid-19 and its impact on the Local Government Area.

Our grants and sponsorship programs are highly competitive, so please read these guidelines before applying. We encourage you to speak with City staff before applying.

For more information about our grants and sponsorships cityofsydney.nsw.gov.au/grants.

You can also email CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

Funding, timing and eligibility

Funding Table

| Program | Funds |
|----------------------------------|---|
| Small Business Grant | \$10,000 per business |
| Cultural Sector Resilience Grant | \$10,000 per sole trader \$20,000 per organisation |
| Creative Fellowships Fund | Fellowships provided up to \$20,000 each |
| Community Services Grant | From \$5,000 up to \$50,000 |
| Quick Response Grant | From \$2,000 up to \$5,000 |

Timing

Round timing

Dates are subject to change, check the City's website for any updates and subscribe to the grants and sponsorship newsletter to stay informed cityofsydney.nsw.gov.au/grants.

Round timing table

| Round 1 | |
|--|--|
| Open to applications | 6 April 2020 |
| Closed to applications | 5pm on Monday 27 April 2020. |
| Assessment report presented to council | 18 May 2020 |
| Project time frame | Projects can commence from 1 June 2020 and should be completed within 12 months. |

Eligibility

Eligibility classifications

For the Covid-19 Response Grant Program, we receive grant applications from:

- not-for-profits including registered charities and social enterprises structured as:
 - companies
 - cooperatives (non-distributing)
 - foundations
 - incorporated associations
 - indigenous corporations

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- partnerships
 - trusts including charitable trusts
 - for-profits structured as:
 - companies
 - co-operatives (distributing)
 - indigenous corporations
 - partnerships
 - trusts
 - sole traders
 - individuals
 - unincorporated community groups.
- Individuals, sole traders, unincorporated community groups, not-for-profits or for-profit organisations.

We may also accept applications from government departments and agencies as appropriate.

For further information about who can apply for our grants and sponsorships see eligible entities.

Not-for-profits including registered charities and social enterprises must be able to demonstrate they are properly constituted with a statement of purpose and an organisational structure.

An individual from an unincorporated community group applying without an auspice must be willing to sign any funding agreement on the group's behalf.

Individuals applying must be legally able work in Australia and be able to show they are an Australian citizen, permanent resident, or hold a valid visa with permission to work.

For more information on each applicant type see the [definitions section](#).

Entities eligible for funding under each program

Small Business Grant

- For-profit organisations, including for-profit arts enterprises.

Cultural Sector Resilience Grant

- Sole traders or not-for-profit organisations.

Creative Fellowships Fund

- Sole traders, an individual or groups of individuals auspiced by a cultural organisation.

Community Services Grant

- Not-for-profits (including social enterprises), or an individual or groups of individuals auspiced by a relevant organisation.

Quick Response Grant

Grants management process

Application

Applications for grants and sponsorship must be completed online. Application forms are available once the grant round opens. For further details see cityofsydney.nsw.gov.au/community/grants-and-sponsorships.

For programs open throughout the year, online forms are available on request after you discuss your project concept with our grants staff.

Applications must be submitted by the due date at 5pm AEST (or AEDT if applicable).

We do not accept submissions after the cut-off time and date unless there are exceptional circumstances as determined by our grants manager and supported by appropriate documentation.

You are responsible for choosing the most appropriate program to apply for. We encourage you to speak to us before applying. After we receive your application, we may advise you if your project or program is better suited to a different grant or sponsorship. If this is the case, we'll discuss this with you and provide you with an appropriate timeframe to complete a new application.

Application support

Your application must be well-developed and address all the criteria and answer all compliance questions. It must include documentary evidence and support as required.

You'll find plenty of support to help with your application:

- **Online resources** – see cityofsydney.nsw.gov.au/community/grants-and-sponsorships
- **In-person support** – call 02 9265 9333 or email CityConcierge@cityofsydney.nsw.gov.au
- **Information and Q&A sessions held online** for applicants to learn about the grants and sponsorship programs and discuss proposed projects with one of our staff.

To speak to the City Concierge with an interpreter, contact the Translating and Interpreting Service (TIS National) on 131 450 and ask to be connected to the City of Sydney on 02 9265 9341.

Assessment

All applications are assessed by at least two relevant City staff members. Some applications may be assessed by external parties with professional expertise that benefit the assessment process.

Our grants and sponsorship programs are highly competitive. Even though an application may meet the criteria it may not be competitive against other applications. If your application is unsuccessful, you can seek feedback from City staff.

Approval

Only Council has authority to approve grants and sponsorship or other financial assistance.

In limited circumstances, the CEO can implement certain grants and sponsorship programs consistent with City policies, including the Grants and

Sponsorship policy, selection criteria and monetary limitations.

Any waiver or reduction of fees or charges is done under categories approved by Council in the City's 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 projects including festivals and events require approvals and consents from the City (such as development applications), NSW Police and other state government agencies. If necessary, approvals cannot be obtained, the City may revoke the grant or sponsorship.

Notification process

We will notify you in writing of the outcome of your application within 10 days after approval.

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.

Funding agreements and negotiation

The City finalises funding agreements with successful applicants within four weeks of Council approval. You must enter into a funding agreement with us before funds are released and before the project can start.

We will negotiate this agreement with you. The agreement will include:

- a 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 you will provide the City in return for the sponsorship
- a payment schedule
- the deadline for submission of the project acquittal.

If you fail to finalise the contract within one month of receiving the draft contract from us, we reserve the right to withdraw the grant or sponsorship.

Payments arrangements

Once contracts are finalised, payments are processed with a 7-day turnaround time from the invoice date. Payments are not processed before the timeframes stipulated in the funding agreement. If you need the funds sooner due to project deliverables, please contact the grants team to enquire if an urgent payment can be made.

Reporting and monitoring

You must report on and acquit the project(s) as detailed in your 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. You must provide detailed financial reports. You may be asked to provide further documentation and evidence of expenses. We may audit grant recipients.

If the grants or sponsorship is valued at more than \$20,000, we may request you provide audited financial statements on acquitting the project.

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

Evaluation and learning framework

We invite feedback at the end of each application and after the acquittal form has been completed. This helps us improve future grants and sponsorship programs and processes.

We use this feedback to:

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

The framework includes analysing qualitative and quantitative data within and across programs. The overall findings are shared with future grant applicants.

Legislative framework

The Grants and Sponsorships Program is governed by the following legislative framework.

The Local Government Act 1993, s356, states:

1. A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
2. A proposed applicant who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
3. However, public notice is not required if:
 - a. the financial assistance is part of a specific program, and
 - b. the program's details have been included in the council's draft management plan for the year in which the financial assistance is proposed to be given, and
 - c. the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - d. the program applies uniformly to all persons within the council's area or to a significant group of persons within the area, and
 - e. public notice is also not required if the financial assistance is part of a program of graffiti removal work.

More information

For more information see cityofsydney.nsw.gov.au/grants, email CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

We encourage you to speak with City staff before submitting an application.

Grantmaking principles

We use the following principles when providing financial and value-in-kind assistance.

Providing outcomes that align with Sustainable Sydney 2030

All grant and sponsorship program outcomes should align with Sustainable Sydney 2030, and City's strategies such as the economic development strategy, Open Sydney strategy and action plan, cultural policy and action plan, social sustainability policy, environmental strategy and action plan and Eora Journey economic development.

Partnership

We build and maintain constructive relationships based on mutual respect and transparency with applicants and recipients. 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. We partner with organisations to support these objectives. This includes funding for-profit organisations who show they are best placed to provide public benefit and meet the relevant grant program outcomes.

Diversity and access

Sydney is a diverse community comprising of people from 200 nationalities who form bonds around identity, interests and place. We encourage applications from across the community, including

people from diverse ethnic and cultural groups, people of all ages, people of all sexual orientations and gender identities and people with disability. You can find information at the City's community centres and venues, libraries, and city spaces, and on our website and social media pages. Our online applications comply with accessibility requirements **WCAG 2.0 AA**. For further information on accessibility see the relevant [Australian Government webpage](#).

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 and do not duplicate existing services or grants provided by other organisations. Through efficient grant management processes, we seek to minimise administration costs for the City, and for grant applicants and recipients.

Good governance

We commit to decision making in the public interest, and effective and efficient grant management. Application forms and acquittal requirements depend on the size of the grant and its expected outcomes. As part of our commitment to continuous improvement, the City ensures there are opportunities for feedback on the City's grant processes. We support you evaluate your projects in line with our evaluation and learning framework.

Transparency

We ensure our grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria listed in these guidelines. All conflicts of interests are declared and addressed as part of this process.

Eligibility and ethics

General eligibility

To be eligible for funding, applicants must:

- acquit any previous City of Sydney grants or sponsorships and have no outstanding debts of any kind to the City of Sydney
- meet the grant program eligibility criteria stated in these guidelines
- demonstrate the grant will be used for a purpose in the public interest
- demonstrate capacity to deliver the project
- be financially viable.

Applications must demonstrate the project's benefits to the City of Sydney local community within the context of the grant program outcomes in this policy. An applicant applying for a grant must operate within the local government area and/or be able to show the proposed project benefits the City's community and economy. Proposed projects should show adequate consideration of any environmental impacts and benefits. You may be required to show commitment and initiatives taken by your organisation to improve environmental performance.

General exclusions and ineligibility

The City of Sydney does not provide grants and sponsorships for projects that:

- duplicate existing services or programs
- have already occurred (no retrospective funding)
- do not meet the identified priority needs of the City of Sydney area
- directly contravene existing City policies.

Grants and sponsorships do not cover:

- general donations to charities, but we may provide grants to specific charity projects
- 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
- individuals who are not Australian citizens, permanent residents or who do not have permission to work in Australia.

The City does 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.

Applicants are encouraged not to include budgets with an auspice/administration fee greater than 10% of the City's contribution.

Child protection

Where an application involves working with children and young people, you must attach a copy of your organisation's child protection policy to the application. If you do not have a formal child protection policy, you must outline how you intend to comply with child protection and working with children legislation.

Eora journey

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and

Torres Strait Islander peoples and organisations through our Grants Program. Organisations applying for grants are encouraged to consider engaging Aboriginal and Torres Strait Islander businesses into all aspects of their supply chain in the planning, delivery and implementation of their event/production.

Ethics framework

The City of Sydney does not support any activities or entities that 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 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.

Small business grant

Purpose

The Small Business Grant will provide direct financial support to local and vulnerable small businesses and arts enterprises to innovate and adapt, foster business continuity and increase business capabilities to strengthen economic recovery in response to the Covid-19 pandemic.

Funding priorities

Funds are available for any combination of the following types of activities:

Operating model adaptation

Costs associated with adaptation to provide different goods or services, or methods of service delivery including:

- procurement of new packaging and other associated resources
- procurement of specialized services
- purchase or leasing of new equipment and software
- promotional and marketing costs
- investment in other capabilities or resources, as needed.

Online and e-commerce

Costs associated with online and e-commerce activities, including the purchase of hardware, software and services in any of the following areas:

- website design and development
- e-commerce platforms (selling online and receiving payments)

- online content development (web pages, mobile apps, audio and visual media)
- digital marketing and promotion
- online streaming of performances, classes or workshops.

Training and professional development

Costs associated with increasing and enhancing worker capability to operate effectively in an adapted business model. Suitable professional development activities can include, but are not limited to in-house courses delivered by an external provider or other relevant training.

Capital works

Costs associated with capital works used to produce future income, including:

- equipment, such as major catering, processing, production or broadcast equipment
- business fittings, such as retail, studio, wholesale, and hospitality shop fittings
- physical alterations, such as remodelling of premises
- IT and software.

Projects that require a DA will not be supported.

Applications will be favourably considered that can demonstrate they:

- procure from local suppliers
- have capacity to complete their proposed project within 3-6 months.

Expected program outcomes

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

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- Businesses are able to adapt and sustain business operations and retain staff.
- Businesses are able to provide much needed goods and services that are in short supply.
- Businesses will be better positioned and able to plan for recovery.
- Business will increase their digital and e-commerce capabilities positioning them for future opportunities.
- Business operators will develop new skills and knowledge and build resilience.
- Workers will increase their knowledge and learn new skills to equip them for the future of work.
- Workers and business operators feel valued and proud of their contribution to their communities at a critical time.
- demonstrated partnerships or collaboration with other businesses and suppliers
- demonstrated utilisation of other support mechanisms available
- the number of local jobs the activity will directly and indirectly support
- demonstrated strategies to plan for the business to re-open and when trading restrictions cease and leverage City funds
- commitment, capacity and plans to continue the activities for at least 3-6 months.

Funding available

Funding is available in amounts of \$10,000 per business.

Key dates

This program will open on 6 April 2020 and close promptly at 5pm on Monday 27 April 2020.

Projects can commence from 1 June 2020 and should be completed within 12 months.

Assessment criteria

Applications will be assessed against these criteria:

- demonstrated opportunity, need or demand for the business product, service, capabilities or skills to respond to or recover from the current economic climate
- demonstrated capacity and experience to undertake the project
- alignment with the program's funding priorities and outcomes
- demonstrated reach to the target market and plan for promotion
- understanding of any required approvals that may be required

Eligibility

To be eligible for funding an applicant must:

- be a for-profit organisation including for-profit arts enterprises;
- employ 1-19 full time equivalent employees on 1 March 2020 with applications considered from larger organisations in the hospitality and tourism industries;
- have an aggregated turnover of less than \$10 million
- be located within the City of Sydney Local Government Area; and
- demonstrate how the grant will help support their business in response to the impact of Covid-19.

Not eligible for funding

Funding is not available for:

- projects that directly contravene the eligibility and ethics framework or existing city policies
- projects or programs that will rely on recurrent future funding from the City of Sydney
- multiple applications from the one applicant
- businesses located outside the City of Sydney Local Government Area
- capital works projects that require a DA
- projects that cannot demonstrate the ability to provide safe working methods, or adherence to relevant government restrictions.

More information

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants.

Visit the [Business and Economy](#) webpage to view further economic policies.

You can also email CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

Cultural sector resilience grant

Purpose

The Cultural Sector Resilience Fund will provide direct financial support to arts and cultural organisations who have had revenue-generating operations, programs, events or initiatives cancelled, postponed or reduced in response to the Covid-19 pandemic.

Funding priorities

Funding will support small-to-medium organisations to continue operating, maintain staff and/or services, contribute to meeting administrative costs and overheads, or to adapt to restricted trading conditions and plan for recovery including training and professional development opportunities and the curation of creative development programs with groups of artists.

Funding may also be provided for organisations to honour existing agreements with freelance and casual cultural workers who have lost work through cancelled events or projects.

We prioritise applications from organisations that demonstrate they:

- present performing arts and/or ticketed events that have reduced or will be cancelled
- provide venues or workspace for the production or presentation of cultural products
- operate programs for active cultural participation
- operate programs or services that build the capacity of the cultural sector or connect and strengthen communities through cultural and creative pursuits
- have effective strategies to continue operating during and beyond the current restricted trading environment

- service diverse creative communities.

Expected program outcomes

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

- Cultural organisations, creative spaces, services and networks are sustained and able to adapt and plan for sector-specific solutions and recovery.
- Cash-flow concerns for small-to-medium arts and cultural operators are minimised.
- Strategies and plans are put in place for local arts and cultural organisations to continue to operate through restricted trading conditions.
- New projects and/or operating models and methods are initiated, for delivery during or after restricted trading conditions.

Funding available

Funding is available in amounts of \$10,000 per sole trader or \$20,000 per organisation

Key dates

This program will open on 6 April 2020 and close promptly at 5pm on Monday 27 April 2020.

Projects can commence from 1 June 2020 and should be completed within 12 months

Assessment criteria

Applications will be assessed against these criteria:

- demonstrated need or opportunity

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- demonstrated capacity and experience to manage arts projects and service diverse creative communities
- demonstrated capacity, skills and experience to sustain, adapt and operate programs and services beyond the pandemic
- demonstrated experience in providing services, programs, venues or workspace for arts and cultural production, presentation and participation
- alignment with the program’s funding priorities and outcomes.
- applicants located outside the City of Sydney Local Government Area and unable to demonstrate a majority of services are provided for the local community
- capital expenditure over \$10,000
- projects that cannot demonstrate the ability to provide safe working methods, or adherence to relevant government restrictions.

Eligibility

To be eligible for funding an applicant must:

- be a sole trader, not-for-profit organisation
- employ less than 20 full time equivalent employees on 1 March 2020 (this does not include artists or performers engaged on an ad hoc basis); or
- demonstrate a significant loss of revenue from cancelled or postponed events or operations and the inability to undertake primary revenue earning activities under Covid-19 related restrictions.
- have an aggregated turnover of less than \$10 million
- be located in the City of Sydney Local Government Area or located outside our boundaries but provide significant service to our local community
- demonstrate how existing support from other levels of government is insufficient to achieve sustainability of operations.

For-profit arts enterprises are encouraged to apply through the Small Business Grant.

Not eligible for funding

Funding is not available for:

- projects that directly contravene the eligibility and ethics framework or existing city policies
- projects or programs that will rely on recurrent future funding from the City of Sydney
- multiple applications from the one applicant

More information

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants.

Visit the Culture and Creativity webpage to view further cultural policies.

You can also email CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

Creative fellowships fund

Purpose

The Creative Fellowships Fund will support established and emerging arts and cultural practitioners to develop initiatives, projects and new work during and beyond the Covid-19 pandemic.

Funding priorities

Funding will support individuals, artists, creative workers, cultural leaders or community development professionals to develop projects, plans and community-led initiatives during and beyond the Covid-19 pandemic.

Applicants will need to develop and share their projects and work with the City on ways to promote or action their initiatives within six months of receiving funds.

We prioritise applications that:

- show innovation in maintaining your arts practice during the Covid-19 pandemic
- assist with the preservation and resilience of spaces and communities
- create opportunities for Sydney's cultural and creative workforce
- help to prepare the creative community to be more resilient in the future
- engage with and include diverse communities.

Expected program outcomes

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

- New creative work is generated.
- Increased connection of the cultural sector and community during and beyond the restricted trading conditions.
- Explore solutions for the cultural sector to recover following restricted trading conditions.
- Increased collaborative projects to assist with the recovery of the cultural sector and other affected communities.

Funding available

Fellowships provided up to \$20,000 each.

Key dates

This program will open on 6 April 2020 and close promptly at 5pm on Monday 27 April 2020.

Projects can commence from 1 June 2020 and should be completed within 12 months.

Assessment criteria

Applications will be assessed against these criteria:

- demonstrated need or opportunity

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- demonstrated capacity to commence projects within a short time
- demonstrate professional experience relevant to the local government area
- demonstrate professional experience in developing new projects, leading creative initiatives and working with community or cultural organisations
- alignment with the program's funding priorities and outcomes.
- capital expenditure over \$10,000
- projects that cannot demonstrate the ability to provide safe working methods, or adherence to relevant government restrictions
- individuals who are not Australian citizens, permanent residents or who do not have permission to work in Australia.

Eligibility

To be eligible for funding an applicant must:

- be a sole trader, or an individual or group of individuals auspiced by a cultural organisation
- demonstrate professional experience and networks relevant to the local government area
- demonstrate relevant professional arts, cultural or creative practice
- demonstrate professional experience in developing new projects, leading creative initiatives and working with community or cultural organisations
- be located in the City of Sydney Local Government Area or located outside our boundaries but provide significant service to our local community
- demonstrate a loss of revenue from cancelled contracts or opportunities and the inability to undertake their usual employment or professional services under Covid-19 related restrictions.

Not eligible for funding

Funding is not available for:

- projects that directly contravene the eligibility and ethics framework or existing city policies
- projects or programs that will rely on recurrent future funding from the City of Sydney
- multiple applications from the one applicant
- applicants located outside the City of Sydney Local Government Area and unable to demonstrate a majority of services are provided for the local community

More information

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants.

Visit the Culture and Creativity webpage to view further cultural policies.

You can also email CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

Community services grant

Purpose

The Community Services Grant will provide direct financial support to not-for-profit organisations (including social enterprises) servicing the local area to address food security, digital inclusion and social connection for vulnerable and at need community members related to the Covid-19 pandemic.

Funding priorities

Funds are available for any combination of the following types of activities:

Operating model adaptation

Costs associated with adaptation to continue to provide existing goods or services in the current environment, or scale these services.

This includes:

- procurement of new packaging or other associated resources;
- purchase or leasing of new equipment;
- promotional and marketing costs;
- hire or training of staff and volunteers;
- investment in other capabilities or resources, as needed.

Online and digital Inclusion

Costs associated with online and digital inclusion activities, including the purchase of hardware, software, licences and services in any of the following areas:

- website design and development;
- online content development (web pages, mobile apps, audio and visual media);

- e-commerce platforms (selling online and receiving payments);
- training for staff and service users;
- digital marketing and promotion.

Supporting community led mutual aid activities

- costs associated with increasing and enhancing community led capability to safely operate mutual aid initiatives
- online learning, webinars (including safe food handling and preparation)
- marketing and promotion, and;
- investment in other capabilities or resources, as needed

Applications will be favourably considered that can demonstrate they:

- are supporting the most vulnerable and at need groups within our community
- procure from or support local suppliers
- have capacity to complete their proposed project within 3-6 months.

Expected program outcomes

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

- increased participation in community and civic life and local decision making
- increased engagement in healthy, active living (including mental health)
- increased community capacity to address local needs/opportunities
- strengthened social cohesion, sense of belonging and connection to place

- reducing disadvantage and increasing access to opportunities.

Funding available

Funding is available in amounts from \$5,000 up to \$50,000.

Key dates

This program will open on 6 April 2020 and close promptly at 5pm on Monday 27 April 2020.

Projects can commence from 1 June 2020 and should be completed within 12 months.

Assessment criteria

Applications will be assessed against these criteria:

- demonstrated services or goods that support those most vulnerable in our community
- demonstrated opportunity, need or demand for the goods or services
- demonstrated capabilities or skills to respond to the current economic and social situation (including demonstrated ability to maintain safe working environments)
- demonstrated ability to be able to deliver within a short time frame to meet immediate community needs
- demonstrates that the proposed activity will support food security, critical community needs, online digital inclusion, support community led activities or increase social connection and resilience, and reduce social isolation
- alignment with the program's funding priorities and outcomes.

Eligibility

To be eligible for funding an applicant must:

- be a not-for-profit (including social enterprises), or an individual or groups of individuals auspiced by a relevant organisation

- demonstrate networks and professional experience relevant to the local area's social services sectors
- be located in the City of Sydney Local Government Area or located outside our boundaries but provide significant service to our local community demonstrate how the grant will help support their organisation to respond to the impacts of Covid-19.

Not eligible for funding

Funding is not available for:

- projects that directly contravene the eligibility and ethics framework or existing city policies
- multiple applications from the one applicant
- projects or programs that will rely on recurrent future funding from the City of Sydney
- applicants located outside the City of Sydney Local Government Area and unable to demonstrate a majority of services are provided for the local community
- projects that cannot demonstrate the ability to provide safe working methods, or adherence to relevant government restrictions
- individuals who are not Australian citizens, permanent residents or who do not have permission to work in Australia
- capital expenditure over \$10,000 (equipment up to a cost of \$10,000 may be eligible).

More information

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants.

Visit the Social Sustainability webpage to view further social policies.

You can also email CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

Quick response grant

Purpose

The Quick Response Grant supports small scale initiatives for local residents, communities and organisations responding to urgent need in their community to react and adapt to the Covid-19 pandemic.

Funding priorities

Funding will support urgent local initiatives and activities including:

- community led projects that support our vulnerable residents and those with the greatest need, including those experiencing or at risk of homelessness, in particular by:
 - addressing immediate food security issues
 - removing barriers to digital inclusion, and
 - contributing to strengthened formal and informal support networks to reduce isolation and increase community participation and safety.
- local business-led and collective initiatives that increase
 - the resilience and adaptive capacity of the local business community
 - the engagement of residents and the local businesses community.
- creative and cultural practitioners and organisations seeking to
 - deliver innovative models and methods for cultural and creative works and performances
 - deliver online creative participation programs or services.

Funding will cover costs associated with:

- digital development and inclusion including the purchasing of hardware, software and appropriate licences
- marketing and promotion
- investment in other capabilities or resources, as needed
- wages - with a maximum contribution of \$2,500 per application
- personal protective equipment (PPE) or other resources to ensure safety, as appropriate and required.

Applications will be favourably considered that are in the areas of food security, digital inclusion and social connection and can demonstrate they are supporting the most vulnerable or at need groups within our community.

Expected program outcomes

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

- improved food security for in need and vulnerable communities
- improved inclusion, liveability, connectedness and engagement within the City's diverse communities, including those experiencing disadvantage
- enhanced and positive social, cultural, and sustainability outcomes for local communities related to the City's strategic priorities.

Funding available

Funding is available in amounts from \$2,000 up to \$5,000.

Key dates

This program is open for the foreseeable future or until the budget is exhausted. Applicants will be notified of the outcome within two weeks following 18 May 2020.

Projects can commence at any time and should be completed within 6 months.

Assessment criteria

Applications will be assessed against these criteria:

- demonstrated immediate need or opportunity
- demonstrated connection and benefit to the local community
- demonstrated capacity to commence and deliver project/s within a short time to meet immediate needs
- demonstrated experience relevant to the scope of the proposal
- demonstrated ability to deliver under current restricted conditions and provide a safe working environment
- alignment with the program's funding priorities and outcomes.

Eligibility

To be eligible for funding an applicant must:

- be an individual, sole trader, unincorporated community group, not-for-profit or for-profit organisation
- be located within the local government area or able to demonstrate immediate benefit to the local community.

Not eligible for funding

Funding is not available for:

- projects that directly contravene the eligibility and ethics framework or existing city policies
- multiple applications from the one applicant
- projects or programs that will rely on recurrent future funding from the City of Sydney
- applicants located outside the City of Sydney Local Government Area and unable to demonstrate immediate benefits to the local community
- projects that cannot demonstrate the ability to provide safe working methods, or adherence to relevant government restrictions
- individuals who are not Australian citizens, permanent residents or who do not have permission to work in Australia.

More information

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants.

Visit the [Culture and Creativity](#) webpage to view further cultural policies.

Visit the [Social Sustainability](#) webpage to view further social policies.

Visit the [Business and Economy](#) webpage to view further economic policies.

You can also email CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

Supporting documentation

Applicants may be asked 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 an hour 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 including 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, such as photographs, minutes from planning meetings and development approvals.

References

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| Laws and Standards | <p>Related Legislation and Standards</p> <ul style="list-style-type: none"> – Local Government Act (1993) and Regulations – City of Sydney Act (1988) |
| Policies and Procedures | <p>Related City Policies and Procedures</p> <ul style="list-style-type: none"> a. Sustainable Sydney 2030 b. A City for All, Social Sustainability Policy (2016) <ul style="list-style-type: none"> – Inclusion (Disability) Action Plan 2017–2021 (2017) – Childcare Needs Analysis (2013) – Community Garden Policy (2016) – Housing Issues Paper (2015) c. Creative City, Cultural Policy 2014–2024 (2014) <ul style="list-style-type: none"> – Live Music Live Performance Action Plan (2014) d. Environmental Strategy and Action Plan 2016–2021 (2017) <ul style="list-style-type: none"> – Waste strategy and action plan 2017–2030 (2017) – Energy Efficiency Master Plan – improving energy productivity: 2015–2030 – Adapting for climate change – a long term strategy for the City of Sydney: 2015–2070 |

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- Cycling Strategy and Action Plan: 2018-2030
 - Connecting our city: 2012
 - Walking Strategy and Action Plan: 2014
 - Greening Sydney Plan: 2012
 - Urban Forest Strategy: 2013
 - Urban Ecology Strategic Action Plan: 2014
 - Residential Apartments Sustainability Plan: 2015
 - Reducing waste from events and services - Guidelines for single use items
 - e. Economic Development Strategy (2013)
 - Visitor Accommodation (Hotels and Serviced Apartments) Action Plan (2015)
 - Tech Startups Action Plan (2016)
 - Eora Journey Economic Development Plan (2016)
 - Open Sydney Strategy & Action Plan (2013)
 - f. Digital Strategy (2017)
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Approval

These guidelines were approved by Emma Rigney, Director City Life on 6 April 2020.

Definitions

| Term | Meaning |
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| Acquittal | <p>A written report submitted after the funded project is complete. It details how the recipient administered the grant funds and met the project outcomes in the funding agreement.</p> <p>It should include promotional material, including media reports, evidences of project activities and outcomes, data that may include employment numbers, attendances and audience/stakeholder satisfaction metrics and a detailed financial report that includes project income and expenditure.</p> <p>The City provides online acquittals for many programs.</p> |

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| Auspice | <p>An incorporated organisation who receives, administers and acquits the City's funding on behalf of an applicant.</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 – be responsible for any value-in-kind support the City approves including making bookings and entering into any corresponding additional agreements with the City – monitor and acquit the use of funds at the completion of the project. <p>Ideally the auspice will have the technical skills to guide and support the applicant in the delivery of the project, while</p> |
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| Term | Meaning |
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| | acknowledging project decisions remain with applicant. |

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| Charitable trust | A special kind of Trust (see trust definition below) that promotes charitable purposes. It can directly provide services or distribute funds. |
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| Community housing provider | A registered community housing provider within the meaning of the <i>Community Housing Providers National Law (NSW)</i> and includes an entity registered under the local registration scheme established under section 25A. |
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| Company | <p>A company as defined by the <i>Corporations Act 2001 (Cth)</i> and registered with Australian Securities and Investment Commission (ASIC).</p> <p>Companies must be registered in Australia to be eligible.</p> |
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| Company limited by guarantee | A company with liability limited to the guarantees put in place by its members. This is common in the not-for-profit sector. |
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| Cooperative | <p>An organisation owned, controlled by and used for the purpose of benefitting its members.</p> <p>A non-distributing cooperative is one that uses surplus funds to support its activities and cannot distribute to members (not-for-profit).</p> <p>A distributing cooperative may distribute any surplus funds to its members.</p> |
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Covid-19 Relief Grants Program

| Term | Meaning |
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| Covid-19 | Covid-19, also known as Coronavirus disease 2019, is an infectious disease caused by severe acute respiratory syndrome coronavirus 2. |
| Festival or event | <p>A public occasion for celebration and/or gathering in the community to commemorate a special occasion, local anniversary or an organised series of special events and performances, usually with a common theme and for set period or time.</p> <p>The celebration should be relevant to the City of Sydney and have a cultural, historical, economic, environmental and social context.</p> |
| Foundation | A grant making foundation is a legal structure set up to hold funds and distribute those funds in line with the rules of the foundation. Types of foundations include charitable trusts, public funds and private funds. |
| Grant | 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 the recipient. |
| Incorporated association | An association that has been incorporated in accordance with the requirements of the <i>Associations Incorporation Act 2009</i> . |
| Indigenous corporation | A corporation established under the Corporations (Aboriginal and Torres Strait Islander) Act 2006. |
| Not-for-profit organisation | An organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed |

| Term | Meaning |
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| | to members, owners or shareholders either while the organisation is operating or when it winds up. This should be reflected in any applying not-for-profit organisation's constitution. |
| Owners corporation (strata and company owned) | 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 owners corporation responsibilities are on the NSW Department of Fair Trading website. |
| Partnership | A contractual relationship between persons carrying on business with a view to profit. Partnerships can be 'normal' (unregistered), limited or incorporated and limited (both registered on the <i>Register of Limited Partnerships and Incorporated Limited Partnerships</i> , administered by NSW Fair Trading). |
| Registered charity | Charities registered with the Australian Charities and Not-for-profits Commission. |
| Recipient | A party who has successfully applied for a grant or sponsorship. Also known as grantee. |
| Social enterprise | A business with a clear and stated social, environmental or cultural mission. They are usually driven by a public or community cause, derive most of their income from trade (not donations or grants) and use the majority of their profits to work towards their social mission as defined by their constitution. |

Covid-19 Relief Grants Program

| Term | Meaning |
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| Sole trader | A business run by one person that is either run in the sole trader's own name or a separate business name (where operating under another name the name must be registered under the <i>Business Names Registration Act 2011 (Cth)</i>). |
| Sponsorship | Agreements between the City and organisations where the City receives benefits in return for the sponsorship. Examples of benefits include promotion, marketing, speaking opportunities and/or tickets. |
| Trust | An arrangement which allows a person or company to hold property or assets for the benefits of others (a Trustee). The people or companies for whose benefit the property or assets are held are the beneficiaries. |
| Trustee | A person, company or other legal entity who holds a vested legal title to act for a trust in favour of its beneficiaries. |
| Unincorporated community group | A group of people who act together for a shared interest or purpose. Where such a group is successful for funding, an individual representing the group will be required to personally sign the funding agreement, or have an auspice willing to enter into the contract on behalf of the group. |
| Value-in-kind | <p>An arrangement where 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, or work space accommodation.</p> <p>Applicants receiving value-in-kind support may need to enter an agreement with the City as well as a corresponding funding agreement. All provisional and</p> |

| Term | Meaning |
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| | confirmed bookings must be made in the name of the entity applying to receive grant support from the City. Where an organisation is acting as an auspice for an applicant, any corresponding booking must be made in the auspice entity's name. |
| | Services incurring real cash cost to the City are not supported in this 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. |

