

# Grants and Sponsorship Policy



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# Introduction

The City of Sydney's Grants and Sponsorship Program supports initiatives and projects that build the social, cultural, environmental and economic life of the city. Through this program the City partners with the community and business to further the actions, strategic directions and vision of Sustainable Sydney 2030.

The City recognises and respects the vital contribution of community and business in developing and delivering projects that contribute to a vibrant and sustainable city. Through this program the City provides financial and in-kind support for a diverse range of projects.

This policy provides an overarching framework to manage grant and sponsorship requests. It sets the parameters of support and highlights expected outcomes for each grant program. Details on program eligibility, assessment criteria and key dates can be found in the Grants and Sponsorship Program Guidelines.

The key principles that inform grantmaking at the City are:

- Delivering outcomes aligned with Sustainable Sydney 2030
- Partnership
- Diversity and access
- Value for money
- Good governance
- Transparency.

The City seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to the organisation's strategic goals.

This policy applies to all outgoing grants, sponsorships, and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

Council may approve grants and sponsorship outside this policy as it sees fit. The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation.

Donations and support for charities are covered by the City's Support for Charities Guidelines, and Humanitarian Aid Guideline. Incoming corporate sponsorship is covered by the City's Corporate Sponsorship Policy.

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## Why grants and sponsorship?

Grants and sponsorship can play an important role in community development and support active participation in civic life. They empower the community to address issues that matter to them and take the lead on projects to enhance community life.

Grants and sponsorship help stimulate business and economic activity. They encourage partnerships with other organisations on business development and assist groups of businesses to work together for the collective benefit.

Grants are also a valuable method of supporting artistic and creative endeavour in our city, helping foster initiative, experimentation and enterprise by creative workers and providing new opportunities for audiences to engage in the city's cultural life.

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Equally, grants can provide a powerful incentive to residents and businesses to act and make the changes necessary to improve environmental performance. Grants can be designed to address financial and technological barriers that community and business face in undertaking sustainable, social and creative initiatives.

The Grants and Sponsorship Program sets criteria consistent with relevant City strategies governing the City's cultural, community, economic and social objectives.

The community, business or individual develops a project idea, assesses its alignment to the City's strategic objectives and grant conditions and submits an application for grant support. If the City approves financial support for the project, a funding agreement sets the expected project outcomes and key performance indicators. This enables the grantee and the City to monitor and evaluate the project's success.

Grants and sponsorship are different from the purchases of services, where the City determines the type of project or service it requires and develops a contract to control how this is delivered. This process is covered by the City's procurement policies.

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### Grants and sponsorship priorities

This policy sets out four key priority areas for grants and sponsorship. These priority areas align with the four pillars the City recognises as underpinning sustainability – cultural, economic, environmental and social. The four key priority areas are:

- Celebrating Culture and Creativity
- Supporting the Economy and Business
- Ensuring Environmental Sustainability
- Building Community.

Grant and sponsorship programs are categorised by their primary priority area outcomes, however the City acknowledges that many projects contribute to two, three or even all these priority areas.

# Grantmaking principles

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

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## 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, Open Sydney Strategy and Action Plan, Cultural Policy and Action Plan, Social Sustainability Policy, and Environmental Strategy and Action Plan.

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## 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. The City partners with a variety of types of organisations to deliver on its objectives. This includes funding for-profit organisations who have demonstrated they are best placed to deliver public benefit and meet the relevant grant program's outcomes.

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## 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 <https://guides.service.gov.au/content-guide/accessibility-inclusivity/>.

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## 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.

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## 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.

# Funding and eligibility

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## Funding

### **Cultural and Creative Grants and Sponsorship**

From \$5,000 up to \$50,000. Multi-year funding available.

### **Festivals and Events Sponsorship**

Negotiated upon consultation. Multi-year funding available.

### **Business Support Grant – (Place and industry)**

Matched funding negotiated upon consultation. Multi-year funding available.

### **Business Support Grant – (Live music and performance)**

Matched funding up to \$30,000

### **Business Support Grant – (Night time diversification)**

Matched funding up to \$30,000. Multi-year funding available.

### **Commercial Creative and Business Events Sponsorship**

Negotiated upon consultation. Multi-year funding available.

### **Environmental Performance – Innovation Grant**

Matched funding up to \$20,000 for feasibility studies.

Matched funding up to \$80,000 for demonstration projects

### **Environmental Performance – Building Operations Grant**

Up to \$15,000 per building

### **Environmental Performance – Ratings and Assessment Grant**

Up to \$15,000 per building

### **Community Services Grant**

From \$5,000 up to \$50,000. Multi-year funding available.

### **Affordable and Diverse Housing Fund**

Up to \$3,000,000 per development

### **Matching Grant**

Matched funding up to \$10,000

### **Knowledge Exchange Sponsorship**

From \$5,000 up to \$40,000. Multi-year funding available.



**\*Quick Response Grant**

Up to \$2,000

**Accommodation Grant**

Reduced rate rent – up to five years (longer tenancies responding to strategic need can be offered)

**\*Creative Spaces Grant**

Reduced rate rent – up to four years

**\*Short Term Empty Properties Grant**

Nominal rent – up to one year

**#Venue Support Grant and Sponsorship**

Reduced rate venue hire

**#Street Banner Sponsorship**

Up to 150 banners for 2 weeks per year

\*Whilst Council approves the criteria and monetary limit for this grant program, approval is granted by the CEO subject to policy, criteria and monetary limits.

#Approval to waive or reduce fees will be made by Council or staff with delegated authority as approved by Council in the Revenue Policy.

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## Eligibility classifications

The City is open to receiving grant applications from several different types of entities including:

- Not-for-profits including registered charities and social enterprises structured as:
  - Companies
  - Cooperatives (non-distributing)
  - Foundations
  - Incorporated Associations
  - Indigenous Corporations
  - Partnerships
  - Trusts including Charitable Trusts
- For-profits structured as:
  - Companies
  - Co-operatives (distributing)
  - Indigenous Corporations
  - Partnerships
  - Trusts
- Sole traders
- Individuals
- Owners Corporations (Strata & Company Owned)

- Unincorporated community groups.

The City may also accept applications from Government departments and agencies as appropriate.

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

Please refer to the definitions for further information on each applicant type.

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## Entities eligible for funding under each program

### **Cultural and Creative Grants and Sponsorship**

Not-for-profits, For-profits, Sole Traders (Auspice required), Individuals (Auspice required) and Unincorporated Community Groups (Auspice required).

### **Festivals and Events Sponsorship (Artform)**

Not-for-profits, For-profits, Sole Traders (Auspice required), Individuals (Auspice required) and Unincorporated Community Groups (Auspice required).

### **Festivals and Events Sponsorship (Village and Community)**

Not-for-profits, For-profits, Sole Traders (Auspice required), Individuals (Auspice required) and Unincorporated Community Groups (Auspice required).

### **Business Support Grant – Live music and performance**

Not-for-profits, For-profits and Sole Traders.

### **Business Support Grant – Night time diversification**

Not-for-profits, For-profits and Sole Traders.

### **Business Support Grant – Place and Industry**

Not-for-profits (Members based with an economic focus).

### **Commercial Creative and Business Events Sponsorship**

Not-for-profits and For-profits.

### **Environmental Performance Grants**

Not-for-profits, For-profits and Owners Corporations (Strata & Company Owned)

Further limitations apply, see program details.

### **Community Services Grant**

Not-for-profits, Individuals (Not-for-profit only, Auspice required) and Unincorporated Community Groups (Not-for-profit only, Auspice required).

### **Affordable and Diverse Housing Fund**

Not-for-profits and For-profits.

### **Matching Grant**

Not-for-profits, For-profits, Sole Traders, Individuals (Auspice required), Unincorporated Community Groups and Owners Corporations (Strata & Company Owned).

**Knowledge Exchange Sponsorship**

Not-for-profits and For-profits.

**Quick Response Grant (Event Representation and Emergency Support)**

Not-for-profits, Individuals and Unincorporated Community Groups.

**Quick Response Grant (Strategic Priorities)**

Not-for-profits, For-profits, Sole Traders, Individuals and Unincorporated Community Groups.

**Accommodation Grant**

Not-for-profits and For-profits.

**Creative Spaces Grant**

Not-for-profits, For-profits and Sole Traders.

**Short Term Empty Properties Grant**

Not-for-profits, For-profits and Sole Traders.

**Venue Hire Support Grants and Sponsorship (Landmark Venues)**

Not-for-profits, Individuals (Not-for-profit only, Auspice required) and For-profit event management organisations are eligible to apply where they are facilitating an eligible Not-for-profit's event.

**Venue Hire Support Grants and Sponsorship (Community Venues)**

Not-for-profits, Individuals (Not-for-profit only, Auspice required) and Unincorporated Community Groups.

**Street Banner Sponsorship**

Not-for-profits.

# Celebrating culture and creativity

The City is committed to supporting the cultural and creative life of Sydney and increasing cultural participation and interaction. The City's Creative City, Cultural Policy and Action Plan 2014-2024 recognises the importance of creativity and the arts in their own right, as well as the economic, environment and social benefits that derive from cultural activity in communities.

The cultural and creative outcomes of the Grants and Sponsorship Program are aligned with the key strategic priorities in the Cultural Policy. These priorities were developed following extensive community and sector consultation in 2013 about the City's future cultural priorities. The six priorities that guide the work of the City's investment in culture are:

- **Precinct distinctiveness and creativity in the public domain**

Objectives: Creativity to be more frequent and visible in the city's public domain and its precincts through a critical mass of activity – large and small-scale, temporary and permanent. Initiatives should amplify and explore the unique characteristics and histories in each village and reinvigorate urban spaces and infrastructure with wit and imagination.

- **New avenues for creative participation**

Objectives: A city where opportunities for individual creative expression and participation in all its forms are visible, valued, and accessible.

- **Sector sustainability: surviving and thriving**

Objectives: A city in which business and creative opportunities for local artists, creative workers and cultural organisations are supported and expanded, leading to greater sector sustainability, productivity gains and innovation and more sustainable careers for artists and cultural organisations.

- **Improving access, creating markets**

Objectives: Fewer barriers that prevent a greater level of participation and engagement in Sydney's cultural and creative life.

- **Sharing knowledge**

Objectives: Opportunities for lifelong learning and knowledge sharing are available through the creative use of existing resources, institutional structures, new technologies and the knowledge and experiences of our diverse communities.

- **Global engagement**

Objectives: A globally connected city that responds and contributes to international cultural practice, welcomes international ideas and networks and builds meaningful opportunities for engagement between local cultural organisations and international partners.

Two programs, Cultural and Creative Grants and Sponsorship, and Festivals and Events Sponsorship, have creativity as their primary focus, and are detailed below.

# Cultural and creative grants and sponsorship

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 is open to not-for-profits, for-profits and individuals/unincorporated community groups applying with an auspice that is eligible to apply in their own right.

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## Funding priorities

Funding will support projects that contribute to achieving the objectives of the City's Cultural Policy and Action Plan 2014-2024. Funding priorities may be updated annually in the Grants and Sponsorship Program Guidelines.

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## 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
- Opportunities for creative practitioners to gain economic benefit or professional development
- Opportunities for audiences, including the City's residents, workers and visitors, to engage with creativity, self-expression, learning and cultural participation
- Increased visibility and understanding of the history, stories and character of the city and its villages through creative projects
- Increased opportunities for access to live music and performance activity
- Increased visibility and recognition of Aboriginal and Torres Strait Islander cultures.

# Festivals and events sponsorship

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.

This program is open to not-for-profits, for-profits and sole traders/individuals/unincorporated community groups applying with an auspice that is eligible to apply in their own right.

The City provides support for festivals and events under two categories:

- **Artform**
- **Village and Community**

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## Funding priorities - artform

Funding will support projects that contribute to achieving the objectives of the City's Cultural Policy and Action Plan 2014-2024. Funding priorities may be updated annually in the Grants and Sponsorship Program Guidelines.

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## Expected program outcomes - artform

Festivals and events can contribute to one or more of the following outcomes. Festivals and events seeking major multiyear support must contribute to all of these outcomes:

- Improved sustainability for Sydney's cultural sector through the creation of opportunities, such as employment or professional development, for local creative practitioners and cultural organisations
- Development of new and diverse audiences, and opportunities for participation and attendance by the City's residents, workers and visitors
- Increased participation and accessibility for audiences through free or low cost opportunities
- Increased visibility and understanding of the history, stories and character of the city and its villages through creative projects
- Increased visibility and recognition of Aboriginal and Torres Strait Islander cultures
- Increased opportunities for international collaborations and knowledge sharing between visiting and local creative practitioners.

## Funding priorities - village and community

Festivals and events that celebrate the spirit of a community and build opportunities to share its cultural characteristics with a wider public; nurture and amplify the unique characteristics of the city and village precincts; meet the City's broader place-making objectives and showcase local communities, including local business; and promote community awareness of environmental issues and solutions.

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## Expected program outcomes - village and community

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

- Increased participation in community and civic life
- Increased sense of identity, sense of belonging and connection to place
- Strengthened social cohesion and diverse communities
- Increased business patronage and economic benefit to the village or precinct
- Strengthened local business and community connection
- Increased community awareness of environmental issues and solutions.

# Other grants that celebrate culture

Other grant programs that also contribute to the City's cultural and creative priorities are as follows:

- Business Support Grant
- Commercial Creative and Business Event Sponsorship
- Knowledge Exchange Sponsorship
- Matching Grant
- Quick Response Grant
- Venue Hire Support Grants and Sponsorship
- Street Banner Sponsorship
- Accommodation Grant
- Creative Spaces Grant
- Short Term Empty Properties Grant

These grant programs are detailed in other sections of this policy.



# Supporting the economy and business

The City is committed to being a globally competitive and innovative city, the premier place in Australia to live, work and visit. The City's Economic Development Strategy is designed to strengthen Sydney's competitiveness, improve productivity and capacity, and promote opportunities. Additionally, the City recognises that business plays a key role in delivering on social, cultural and environmental outcomes. The City recognises that partnerships with government, business and the community are vital to achieving these aspirations and that by working together, common goals can be achieved.

The City's Grants and Sponsorship Program makes an important contribution to this overall commitment, enabling action and supporting partners to deliver the actions outlined in the Economic Development Strategy.

The programs in this category will:

- **Enliven the city and attract visitors**

Support major events that contribute to the liveliness of the city and deliver economic benefits from overnight visitors, increased patronage and spend in the city, both day and night.

- **Stimulate development and business growth**

Support targeted programs that catalyse development in particular locations across the city, encourage entrepreneurial activity and support business growth through precinct or sector development and capacity building programs.

- **Promote Sydney to a global audience**

Support initiatives that attract major conferences and business events that deliver significant economic outcomes, increase overnight visitation and drive demand for the city's restaurants, bars, attractions and retailers. The events will also showcase talent, research and innovation in the city and provide opportunities for knowledge exchange, trade and future collaboration for Sydney businesses and institutions.

- **Encourage collaboration with community and business**

Strengthen local business-to-business networks to boost information exchange, promote opportunities and increase the connection between business and community.

- **Build small business capacity**

Foster the long term sustainability of the small business sector in the form of initiatives that enhance business owner skills, increase their uptake of business development opportunities and improve their understanding of contemporary issues and associated solutions for their business.

The two grant programs with a key economic focus are detailed below: Business Support Grant and Commercial Creative and Business Events.

# Business support grant

The Business Support Grant program will foster strong and sustainable local economies by supporting initiatives that stimulate business and economic activity. It provides matched support for businesses, property owners, industry associations, local chambers of commerce and precinct associations.

The program aims to foster local economic development by supporting projects that promote local commercial and retail precincts, build capacity in business operators, strengthen local business networks, increase business offerings and programming at night as well as the quantity and quality of live music and performance venues and programming.

This program is open to for-profits, not-for-profits, and sole traders. Only member based not-for-profits with an economic focus may apply for the place and industry category.

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## Funding priorities

The City provides support under three categories:

- **Live music and performance**

Improvements to premises associated with live music and performance to grow the quality and quantity of programming.

- **Night time diversification**

Programming at night to encourage increased variety of night time business offerings and programmed activities in commercial precincts.

- **Place and industry**

- Initiatives that:

- Promote local economies for the benefit of businesses
- Connect businesses to opportunities
- Grow business skills and capacity
- Advocate on key issues on behalf of local business.

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## Expected program outcomes

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

- Increased awareness of unique local precinct offerings and experiences
- Increased footfall and measurable patronage and spend in local retail precincts
- Improved access to industry/sector specific information, upskilling and networking opportunities for local businesses
- Strengthened advocacy by local chambers of commerce and precinct associations on behalf of their members
- More diverse business offerings and programming at night
- Increased quantity and quality of live music and performance programming

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- Improved acoustic performance and suitability of live music and performance venues.

# Commercial creative and business events sponsorship

The Commercial Creative and Business Event Sponsorship provides sponsorship 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 and contributes to the development of the industry sector. As well, it contributes to the sustainability of the tourism, retail and hospitality sectors. The intention of this grant 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.

This program is open to for-profits and not-for-profits.

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## Funding priorities

Funding will support:

- **Major commercial creative events**

Large-scale 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.

- **National or international business events**

National and international business events that deliver significant economic benefits through delegates' visitor nights.

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## 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

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- 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.

# Other grants that contribute to economic outcomes

Other grant programs that also contribute to the economic outcomes are as follows:

- Knowledge Exchange Sponsorship
- Cultural and Creative Grants and Sponsorship
- Festivals and Events Sponsorship
- Matching Grant
- Accommodation Grant
- Creative Spaces Grant
- Short Term Empty Properties Grant.

These grant programs are detailed in other sections of this policy.

# Ensuring environmental sustainability

The City of Sydney's community strategic plan, Sustainable Sydney 2030, includes an ambitious agenda for our local government area to be an environmental leader on a global scale. Providing a focused plan of action to deliver this transformation, the City has an Environmental Strategy and Action Plan 2016-2021 which includes:

- a roadmap for how the City will deliver against targets set for the City's own operations
- priority collaborative efforts including targeted environmental programs and advocacy for change
- a commitment to provide grants to support environmental innovation, operational measures and ratings and assessments for communities and businesses to take action in improving their own environmental performance.

The City's grants and sponsorship program offers a powerful incentive to residents and businesses to act and make the changes necessary to improve their environmental performance. The program aims to encourage innovation and environmental leadership and is designed to address specific barriers that our communities face when considering action.

The three environmental performance grant programs for innovation, building operations and ratings and assessment, directly contribute to the City of Sydney strategic targets to:

- Reduce greenhouse gas emissions by 70 per cent by 2030 and achieve net zero emissions by 2050
- Deliver 50 per cent of electricity consumption through renewable energy by 2030
- Achieve zero increase in potable water use by 2030
- Achieve 90 per cent of waste diverted from landfill by 2030.

Figures are based on 2006 levels.

# Environmental performance – innovation grant

Environmental Performance – Innovation funding aims to support testing or implementation of new technologies or processes, that are currently not being implemented in the local market, but have the potential to support greenhouse gas emission reductions, climate adaptation efforts, resource efficiencies, sustainable transport or greening initiatives that could be rolled out at scale within the City of Sydney.

This program is open to not-for-profits, for-profits with less than 200 workers and owners corporations.

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## Funding priorities

Funding will support demonstration and feasibility projects that contribute to achieving the objectives of the City's Environmental Strategy and Action Plan 2016-2021. Funding priorities may be updated annually in the Grants and Sponsorship Program Guidelines.

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## Expected program outcomes

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

- Increased renewable energy production, strengthened climate adaptation measures and/or improved resource efficiency across the local government area
- Significant mode shift to sustainable or active transport, and/or improved air quality
- Increased canopy cover, urban greening or enhanced urban ecology and biodiversity
- Greater uptake by building owners, businesses and owners corporations of efficient and effective environmental solutions

Enhanced knowledge sharing, skills uptake and capacity in best practice environmental performance, approaches and solutions



# Environmental performance – building operations grant

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

This program is open to not-for-profits, for-profits and owners corporations.

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## Funding priorities

Funding supports the implementation of systems, fixtures and fittings that will reduce energy, water and waste impacts with priority areas defined annually in the Grants and Sponsorship Program Guidelines.

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## 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 uptake of renewable energy
- Increased knowledge amongst building owners, occupants and managers about resource consumption, impacts and opportunities to reduce these.

# Environmental performance – ratings and assessment grant

Environmental Performance – Ratings and Assessment funding supports environmental ratings, certifications, audits and assessments to be undertaken in buildings. The cost of undertaking a rating or assessment can be a significant barrier to organisations, and funding seeks to mitigate this cost. Support is provided for credible industry accepted environmental performance ratings such as the National Australian Built Environment Rating System (NABERS), energy audits that conform to the AS3598 standard and residential energy/water/waste assessments. Successful applicants commit to implement cost-effective opportunities

This program is open to not-for-profits, for-profits and owners corporations from the residential and Accommodation (hotels, hostels & serviced apartments) sectors only.

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## Funding priorities

Funding supports credible industry accepted environmental ratings and certification schemes, audits and assessments with priority areas defined annually in the Grants and Sponsorship Program Guidelines.

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## 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 and certification tools that benchmark environmental performance.

# Other grants that contribute to environmental performance

Other grant programs contribute to environmental outcomes. These grants align with the City's strategic initiatives in sustainability, environmental performance, active transport, community gardens, green roofs/walls, urban ecology, green workshops and collaborative consumption.

- Matching Grant
- Knowledge Exchange Sponsorship
- Quick Response Grant
- Venue Hire Support Grants and Sponsorship
- Street Banner Sponsorship
- Accommodation Grant.

These grant programs are detailed in other sections of this policy.

# Building community

The City of Sydney is one of the fastest growing local government areas in Australia.

The City is home to well over 220,000 people and our community is diverse and dynamic. Nearly 500,000 people work in the City and 13.1 million people visit Metropolitan Sydney annually. Over half of the City's residents were born overseas. The City is home to one of Sydney's largest communities of Aboriginal and Torres Strait Islander people and has been recognised as home to the largest population of lesbian, gay, bisexual, transgender and intersex people in Australia.

Recent times have seen an increase in high density living, with the vast majority of residents living in apartments. In 2016, 9.3 per cent of our population was living in social housing.

Additionally, affordable rental housing remains an essential component of an inclusive, dynamic and sustainable city. Increased supply of this rent-controlled housing is needed to sustain a diverse community at a time when the mainstream housing market is out of reach for many.

The City is committed to Sydney being a city for all – an inclusive, connected, liveable and engaged city; a city that supports individuals' and communities' wellbeing and resilience.

As part of this, the City is committed to working with other governments to address the chronic shortage of affordable housing in the local area.

These goals are set out in our City for All Social Sustainability Policy. They are being realised through a wide range of actions, including through our work in partnership with communities through this Grants stream,

To support this vision, the City offers Community Services Grants to assist organisations to trial or establish programs and initiatives that address priority social needs and community aspirations in the city. The program supports projects that seek to improve our experience of community life – including our sense of belonging, social connectedness, civic participation and resilience.

This City has also developed the Affordable and Diverse Housing Fund to promote the development of local affordable housing.

# Community services grant

The Community Services Grant supports organisations to deliver community programs or projects that help increase equality in the city, develop resilient and adaptive communities and support strong governance and civic engagement for sustainability. 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.

This grant is open to not-for-profits and individuals/unincorporated community groups applying with an auspice that is eligible to apply in their own right.

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## Funding priorities

Funding will support projects that:

### **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.

### **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.

### **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.

## Expected program outcomes

Initiatives and projects 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

# Affordable and Diverse Housing Fund

The (the Fund) aims to promote the development of affordable and diverse rental housing in the City of Sydney local area by community housing providers, not-for-profit and for-profit organisations.

The Fund is part of the City's commitment to overcome financial barriers to affordable and diverse housing development aligned with the 'Housing for a Diverse Population' key strategic direction identified in Sustainable Sydney 2030 and as set out in the City's Housing Issues Paper.

This program is only open to community housing providers and consortiums that include a community housing provider.

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## Funding Priorities

Funds can be used for:

- acquiring land
- design and construction
- associated development costs.

The Fund's priority is to leverage private finance for affordable rental housing. It is expected that the total amount of funding for any individual project will not exceed \$3 million.

Funding cannot be used for consent authority fees and charges.

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## Expected Program Outcomes

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

- Maximising the quantum of subsidised housing within the local area;
- The leveraging of additional funds from sources external to the City of Sydney and its programs, including private debt finance, charitable donations and grants from State and Federal Government;
- Encouraging a broad range of community housing providers to invest in and operate diverse housing within the local area;
- Ensuring the continued use of funded projects as subsidised housing; and
- Ongoing management in accordance with the applicable regulatory requirements, such as NSW Affordable Housing Guidelines.

# Other grants that contribute to building community

Other grant programs contribute to social outcomes are as follows:

- Cultural and Creative Grants and Sponsorship
- Festivals and Events Sponsorship
- Business Support Grant
- Matching Grant
- Knowledge Exchange Sponsorship
- Quick Response Grant
- Venue Hire Support Grants and Sponsorship Program
- Street Banner Sponsorship
- Accommodation Grant.

These grant programs are detailed in other sections of this policy.



# Creating vibrant communities and economies

The City's Grants and Sponsorship Program provides opportunities for communities and business to contribute and participate in social, cultural, environmental and economic projects that benefit the local government area.

The three grants in this category have multiple outcomes depending on the project and contribute holistically to the following Sustainable Sydney 2030 Directions:

- Vibrant local communities and economies
- A cultural and creative city
- A leading environmental performer
- A city for walking and cycling
- Implementation through effective governance and partnerships.

# Matching grant

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.

This program is open to not-for-profits, for-profits, unincorporated community groups and individuals applying with an auspice that is eligible to apply in their own right.

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## Funding priorities

Funding will support:

- 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, 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.

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## Expected program outcomes

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

- Increased community capacity and capability to address local needs and opportunities
- Adoption by communities of sustainable behaviours and sustainable lifestyles
- Strengthened opportunities for residents and others to build personal creativity and self-expression
- Increased participation in community and civic life
- Strengthened social connections and sense of belonging
- Strengthened local business and community connection.

# Knowledge exchange sponsorship

For the city to thrive, an environment that fosters collaboration and learning must be created. Knowledge Exchange Sponsorship funding supports showcasing local expertise and encourages dialogue on local and global issues.

Sponsorship includes support for 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, owners corporations or business operators.

Programs supported will be aligned with the Social Sustainability Policy, Environmental Strategy and Action Plan, Cultural Policy and Action Plan, Economic Development Strategy, and Open Sydney Strategy and Action Plan.

This program is open to for-profits and not-for-profits.

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## Funding priorities

Funding will support:

- **Business events**

Events that promote the sustainable development of cities and align with City of Sydney strategic priorities.

- **Knowledge exchange/information sharing**

Initiatives such as best-practice guides, online tools and other resources that equip priority sectors with the expertise to deal with contemporary issues facing their sector. Projects that secure funding must 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 enhance their skills to develop their organisation. Initiatives will include education programs, skills development for individuals or organisations, networking opportunities, collaboration or mentoring programs for priority sectors.

## 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 sustainable business ventures
- Increased recognition of Sydney as an innovative and creative city
- Improved capacity in organisations and individuals to develop socially just and resilient communities.

# Quick response grant

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

This program is open to not-for-profits, unincorporated community groups and individuals.

For-profits may be supported through projects that have been identified in the guidelines to be of strategic priority and focus. Please refer to the guidelines for further details on eligibility.

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## Funding priorities

Funding will support:

- One-off support for individuals and teams 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 situations that could not be foreseen
  - Seed funding for other strategic priorities in the City’s policies and actions plans, detailed in the Grants and Sponsorship Program Guidelines and updated annually.
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## Expected program outcomes

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

- Increased engagement of individuals and teams in sporting, academic, cultural and environmental fields
  - Improved inclusion, liveability, connectedness and engagement in the City’s diverse communities
  - Enhanced positive social, cultural, sustainability outcomes for local communities related to the City’s strategic priorities.
- 

## Funding available

- Event representation in the sporting, academic, cultural or environmental fields, 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.

# Access to space and value-in-kind programs

The City of Sydney has long recognised the challenges creative practitioners, community organisations, start-ups and social service providers face when seeking affordable space to work and live in the inner city. Access to affordable space enables organisations to contribute to the cultural, environmental, social and economic development of the city.

Through the Grants and Sponsorship program, the City offers a number of avenues for the community to benefit from affordable space with terms ranging from long term leases to single venue bookings.

The access to space programs includes the following:

- Accommodation Grant
- Creative Spaces Grant
- Short Term Empty Properties Grant
- Venue Hire Support Grants and Sponsorship.

# Accommodation grant

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 facilities or space within facilities generally for a period up to five years at reduced rates (below market rental rates) or at no charge. Some tenancies may be offered for a longer period as determined by the City based on operational and community need and in the public interest. Tenancies are informed by the strategic priorities reviewed and set by Council every four years.

The program aims to provide a fair and equitable mechanism to make these facilities available to organisations that deliver benefits to the community on the behalf of the City that are aligned to our strategic outcomes and appropriate to place. The City recognises these contributions and services are important in creating a vibrant and sustainable city, and provides opportunities for these organisations to operate in facilities they could not otherwise afford to meet their organisational goals. The City has a limited number of facilities and seeks to balance meeting the community's needs with providing benefit to a broad range of organisations whilst encouraging their financial sustainability. Tenancies are not provided in perpetuity under this program.

This program is open to not-for-profits and for-profits. 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.

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## Support 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.

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## Expected program outcomes

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

- Delivery of services or activities that meet community need as identified in relevant City cultural, environmental, economic and social strategies
- Increased partnerships in local communities leading to improved community capacity
- Enhanced financial sustainability for local organisations including creative practitioners

Increased activation of City facilities, assets and local areas in line with City strategies.

# Creative spaces grant

The City has a range of commercial properties including office, retail and residential space. Under the Creative Spaces Grant, the City leases commercial facilities or space within facilities to support the development of cultural sectors and activate targeted precincts.

The program aims to be responsive to need in the cultural sector and leverage available properties. It provides medium term support for up to four years, limited by specific lease terms and provides reduce rent at below market rates.

Example programs include:

- Oxford Street Creative Spaces Program
- William Street Creative Hub
- Creative Live/Work Spaces Program

The City provides support through the Creative Spaces Grant program under two categories:

- **Work spaces** are offered to organisations or creative workers for their projects or practice through the provision of subsidised workshop, office, rehearsal, retail and exhibition space.
- **Live/Work spaces** are offered to artists and creative practitioners to live and work in the city at below market rental in response to the challenges they face in obtaining affordable inner city housing and creative facilities.

This program is open to not-for-profits, for-profits and sole traders.

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## Support available

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

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## Expected program outcomes

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

- Activation of temporarily vacant Council owned properties with activities that meet community need as identified in the Creative City, Cultural Policy and Action Plan;
- The revitalisation of particular locations ensuring creative organisations are embedded in the character of the precinct
- Strengthened industry connections and networks in the city
- Increased collaboration with the City, other local tenants, surrounding local businesses and other local organisations to improve community capacity
- Increased opportunity for, and awareness of creative practitioners to live and work in the city.



# Short term empty properties grant

The City owns a number of commercial and community properties, including retail and office space, across the local area. These properties may be empty for short periods between tenancies.

The short term empty properties program provides immediate and short-term activation of temporarily vacant or under-used properties within the City's portfolio. The properties are offered from one month to one year.

The program is for supports creative practitioners, cultural organisations; community organisations and social enterprises; businesses and startups that support the local economy; and organisations with a focus on sustainability and the environment.

Preference is given to applicants based in the local government area or projects that can demonstrate significant benefit to the local community.

This program is open to not-for-profits, for-profits, sole traders and unincorporated community groups.

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## Support available

Support is available in the form of a significant reduction in rental charges for City of Sydney properties that are available and suitable for the proposed activity.

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## Expected program outcomes

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

- Activate temporarily vacant City-owned properties for a short term with activities that reflect the our cultural, social, economic and environmental strategies and action plans
- Increase engagement with the local community, including artists and creative organisations, small business and visitors
- Stimulate local economies by encouraging a diverse business mix with innovative or capacity building enterprises
- Increase opportunities and exposure for emerging and established enterprises including artists
- Increase opportunities for local Aboriginal and Torres Strait Islander organisations.

# Venue hire support grants and sponsorship

The City owns a number of venues which are available for hire. The Venue Hire Support Grants and Sponsorship Program provides assistance to community and cultural 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 and individuals applying with an auspice that is eligible to apply in their own right. For landmark venues only, for-profit event management organisations can apply where they are facilitating an eligible not-for-profit's event.

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](http://cityofsydney.nsw.gov.au/Council/FeesCharges)

The grant 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.

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## Support available

Support is available in the form one-off to multi-year reduce rate community and landmark venue hire, subject to availability.

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## Expected program outcomes

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

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

# Street banner sponsorship

The City has up to 2000 banner poles available for hire. 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 [citybanners.com.au/default.html](http://citybanners.com.au/default.html)

This program is open to not-for-profit organisations.

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## Support available

Support is available in the form of banner pole hire fee waiver, subject to availability.

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## 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.

# Eligibility and ethics framework

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## 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 this policy and the Grants and Sponsorship Program Guidelines
- Demonstrate that the grant will be used for a purpose in the public interest and in accordance with this 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 this policy. An applicant applying for a grant must operate within the local government area and/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. Applicants may be required to demonstrate commitment and initiatives taken by their organisation to improve environmental performance.

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## General exclusions and ineligibility

The City of Sydney does not provide grants and sponsorships 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.

## Child protection

Where an application involves working with children and young people, applicants must attach a copy of their Child Protection Policy to the application. If the applicant is yet to develop a formal Child Protection Policy, the applicant is requested to outline how they intend to comply with Child Protection and Working with Children legislation.

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## 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, gender or sex in employment, marketing or advertising practices
- Contribute to the inhibition of human rights generally.

# Grants management process

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## Applications

All grants and sponsorships applications are accepted online. The City does not accept submissions after any applicable cut-off time and date.

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## Assessment

All applications received by the City are assessed by at least three relevant City staff members. If considered relevant, some applications may be assessed by external parties who have skills and professional expertise that benefit 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.

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## Approval

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

In limited circumstances, Council has approved the CEO to implement certain grants and sponsorship programs in accordance with Council policy. In those cases the CEO may approve a grant or sponsorship by determining whether applications are consistent with City policies including the Grants and Sponsorship policy, selection criteria and monetary limitations.

The waiver or reduction of 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 projects including festivals and events require approvals and consents from the City, NSW Police and other state government agencies. If necessary approvals cannot be obtained, they City may revoke the grant or sponsorship.

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## Funding agreements

All successful applicants 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 may include, among other matters:

- The description of the project/activity 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.
- 

### 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.

The City may match cash with the following types of 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.

Further details regarding what programs require cash and/or in-kind matching can be found in the Funding Table and the Grants and Sponsorship Program Guidelines. 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.

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### Reporting

All grantees are required to report on and acquit their project[s] as detailed in their funding agreement. Reports provide feedback 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.

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### 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 grants 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 acquittal form on how we can improve the grants and sponsorship programs and processes.

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### Legislative framework

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

The Local Government Act 1993, s356, states:

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.

A proposed recipient 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.

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.
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.
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### Information and contact details

Information about the City's grant programs is available at [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants)

It can also be requested by emailing [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or calling 02 9265 9333.

The City holds information sessions during the year. Applicants are encouraged to attend an information session and/or speak with City staff before submitting an application.



# 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, 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>
Auspice	<p>An auspice is 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"> <li>– enter into a funding agreement with the City</li> <li>– accept grant funds and pay the auspiced grant applicant</li> <li>– be responsible for any value-in-kind support the City approves including making bookings and entering into any corresponding additional agreements with the City</li> <li>– monitor and acquit the use of funds at the completion of the project.</li> </ul>
Charitable Trust	<p>A charitable trust special kind of Trust (see definition below) that promotes charitable purposes. It can directly provide services or distribute funds.</p>
Community Housing Provider	<p>A registered community housing provider within the meaning of the Community Housing Providers National Law (NSW) and includes an entity registered under the local registration scheme established under section 25A.</p>
Company	<p>A company as defined by the Corporations Act 2001 (Cth) and registered with Australian Securities and Investment Commission (ASIC).</p> <p>Please note companies must be registered in Australia to be eligible to apply.</p>
Company Limited by Guarantee	<p>A company limited by guarantee is a company with liability limited to the guarantees put in place by its members. This is a common structure used by the not-for-profit sector.</p>
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>

## Grants and Sponsorship Policy

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	A grant is 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 Associations Incorporation Act 2009.
Indigenous Corporation	A corporation established under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.
Not-for-profit organisation	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 further the organisation's purpose, must not be distributed 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 the responsibilities of owners corporations are available at 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 Register of Limited Partnerships and Incorporated Limited Partnerships, administered by NSW Fair Trading).
Registered Charity	Charities registered with the Australian Charities and Not-for-profits Commission.
Social Enterprise	A social enterprise is 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.
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 Business Names Registration Act 2011 (Cth)).
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, 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.

## Grants and Sponsorship Policy

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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>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, or work space accommodation.</p> <p>Applicants receiving value-in-kind support may need to enter an agreement with the City in addition to a corresponding funding agreement. All provisional and 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.</p> <p>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.</p>

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# Additional details

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## Policies and procedures

Related City Policies and Procedures:

- Sustainable Sydney 2030
- A City for All, Social Sustainability Policy (2016)
  - Inclusion (Disability) Action Plan 2017-2021 (2017)
  - Childcare Needs Analysis (2013)
  - Community Garden Policy (2016)
  - Housing Issues Paper (2015)
- Creative City, Cultural Policy 2014 – 2024 (2014)
  - Creative City Action Plan 2014–2024 (2014)
  - Live Music Live Performance Action Plan (2014)
- Environmental Strategy and Action Plan 2016-2021 (2017)
  - 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
  - Cycle Strategy and Action Plan: 2007–2017
  - 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 Apartment Sustainability Plan: 2015
- Economic Development Strategy (2013)
  - Retail Action Plan (2013)
  - Tourism Action Plan (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)
- Digital Strategy (2017)

## Consultation

The policy has been informed by key community consultations such as Cultural Policy Discussion Paper 2013, Economic Development Strategy 2013, OPEN Sydney Strategy and Action Plan 2013-2030.

## References

### Law and Standards

Local Government Act (1993) and Regulations

Owner City of Sydney Act (1988)

## Review period

### Review period

City Life will review this policy every five years and it will be subject to periodical performance audits.

### Next review date

December 2022

### TRIM Reference

2016/612535

## Approval status

The Council approved this policy on 11 December 2017

## Approval history

Stage	Date	Comment	TRIM Reference
Original Policy	11 December 2017	Director of City Life	2016/612535

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## Ownership and approval

Responsibility	Role
Author	Manager of Grants
Owner	Manager of Grants
Endorser	Director of City Life
Approver	Director of City Life

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