

City of Sydney Covid-19 Recovery Grants - FAQs

General

When do applications close?

Applications for all three programs close on 7 December 2020 (5pm). We strongly encourage you to upload all of your documents at least one day prior to the due date and submit your completed application form at least two hours before the designated closing time. This should give you sufficient time to review any incorrectly formatted answers.

How do I apply?

1. Go to our Grants webpage <https://www.cityofsydney.nsw.gov.au/cultural-support-funding/cultural-sector-innovation-grants> and click 'Apply now' for the relevant grant program.
2. Register and complete your application online with SmartyGrants <https://cityofsydney.smartygrants.com.au> You can save as you go. You are strongly encouraged to upload all your documents a least one day before the due date and submit your completed form at least two hours before the designated closing time. This is to allow sufficient time to review any incorrectly formatted answers.
3. You will receive an email from SmartyGrants to confirm we've received your application.

Can I supply mandatory documentation after the closing date?

Due to the large volume of applications, we are unable to accept mandatory documentation after the application has been submitted, so please ensure you upload all necessary documents to this form.

If my project consists of multiple events, should I submit a total overall budget or separate budgets for each event?

Please submit one budget to cover the whole project.

If successful, when and how will I receive the grant money?

As per our usual grant terms, successful applicants will need to sign a contract detailing the grant obligations. After this is signed, you can expect to receive the money on the next Friday 7 days from the invoice date.

What reporting will I need to do?

Grant recipients need to submit an acquittal report with a financial breakdown to support spending and a report detailing the outcomes of the event or project. You must show how the grant achieved the outcome that you selected.

I received a grant in the previous Covid-19 round. Can I apply again this time, even if I haven't yet acquitted the current grant?

Yes, you are still eligible to apply for this round of grants if you currently have a grant contract with the City, provided that you don't have any overdue acquittal. Please bear in mind that for the CBD Activation Grant, applicants who haven't already received a Covid-19 grant will be prioritised.

What are the visa requirements for eligibility?

You must have the right to live and work in Australia.

Do you offer dedicated support for Aboriginal and Torres Strait Islander applicants and people with a disability?

We are committed to improving accessibility in our Grants Program and have specific Grants Staff available that can discuss any of our grant programs with you. For further information, please contact CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

Where can I find information about previous successful grants?

All information is available on the [Council website](#), Council meeting minutes or in our [Annual Reports](#).

How do I know if my event meets current Covid Safe Requirements?

You can align your project and budget to the Wednesday 2 December Announcement from NSW Government on the easing of Covid restrictions:

“On Monday, 7 December, the NSW Government will ease the following restrictions allowing:

Venues including hospitality venues, retail and places of worship:

1 person per 2sqm (with 25 people permitted before the rule applies), except for:
o Gyms and nightclubs (1 person per 4sqm, with a maximum of 50 people allowed in gym classes or on the dancefloor at nightclubs)

Stadiums and theatres:

Outdoors: 100 per cent seated capacity, and 1 person per 2sqm rule for unstructured seating areas.

Indoors: 75 per cent seated capacity.

Gatherings in outdoor public spaces:

Up to 100 people for outdoor gatherings (up from 50).

Up to 5,000 people for outdoor events that are fenced, ticketed and seated (subject to the 2sqm rule).

Up to 3,000 people for other organised outdoor events i.e. community sport and outdoor protests (subject to the 2sqm rule).

Dance Floors:

Up to 50 people indoors.

Singing

Up to 50 performers indoors, no maximum cap outdoors.

Advice is for congregation/audience to continue wearing masks if singing.

Under the changes, maximum capacity caps will be removed subject to the 2sqm rule for:

Bookings at hospitality venues;

Weddings;

Funerals;

Regional agricultural shows;

Corporate events; and

Religious services”.

What if I can't find the answer to my question on this page?

For further questions, please review the guidelines or contact CityConcierge@cityofsydney.nsw.gov.au or call 02 9265 9333.

SmartyGrants

Can I change my account details or password?

You can change the name, organisation and password for your account by going to My Submissions and clicking on Update My Details. To change the email address associated with your account please email service@smartygrants.com.au. In order for your email address to be updated, the request needs to come from the originally registered username (i.e. email address). If you are unable to access the originally registered email account, please contact the City directly.

When I log in I do not see my application.

You will find any submissions under the 'my submissions' link at the top of the screen.

CBD Activation Grant

Who is eligible to apply?

To be eligible for funding you must be one of the following entities:

- for-profit organisation
- not-for-profit organisation
- sole trader
- social enterprise
- Owners Corporations (Strata & Company owned)
- Individual (auspice required)
- Unincorporated group (auspice required)

Please note that applicant eligibility is determined by your ABN registered entity. If you are applying with an ABN entity type that is listed as 'Sole Trader/Individual' the maximum amount that you can apply for is \$10,000.

What is an auspice?

An auspice is required if you do not have an ABN (i.e. an Individual or an Unincorporated group). An auspice is an incorporated organisation who receives, administers and acquits the City's funding on behalf of an applicant.

The auspice is required to:

- 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.

Ideally the auspice will have the technical skills to guide and support you (the applicant) in the delivery of the project, while acknowledging project decisions remain with you.

Some auspices will charge an applicant to manage their project. It is important to be clear about what services they will supply and have this in writing.

The City will allow applicants to claim up to 10% of the grant value to pay the auspice fee.

I am a creative partnering with a business – who should submit the application?

Either the creative or the business can be the applicant, noting that:

- The business that is included in this application must be located in the central Sydney CBD and Haymarket areas (including Barangaroo, Darling Harbour and The Rocks)
- The creative that is included in this application is not restricted to those located in the Sydney CBD or the LGA

How much can I apply for?

- From \$5,000 to \$50,000
- Up to \$10,000 for sole traders (if you are applying with an ABN entity type that is listed as 'Sole Trader/Individual')
- This program also includes additional value-in-kind fee waiver support for street banner and landmark venues.

Is the value-in-kind request separate to the cash request?

Yes. You can request the maximum cash request plus additional VIK for street banners and/or landmark venue hire.

What can I use the money for?

Funding is available for any combination of the following:

- costs associated with paying Artists as part of this collaboration (this is an expected cost)
- costs associated with safely activating indoor and publicly accessible space
- costs associated with event production, artists, musicians, creatives, tech providers, or arts companies to develop and/or deliver the program
- promotional and marketing costs (including production of marketing collateral and signage, social media, website production and advertising)
- procurement or leasing of equipment relevant to activation
- hire or training of staff and volunteers to deliver activation.

As a performer, we charge a rate per performance/hour but what about all the background time taken in applying for the grant, liaising with parties, choreography practice, refining a show, etc. Are these factors we can include in the budget or just "showtime"?

Yes you can certainly allow fair payment for the work that goes into an event or activity.

Can I apply for more than one grant in this grant program?

Yes, applicants can submit multiple applications in this program, as long as they are for different activities. However, you cannot submit the same application to different grant programs (e.g., you cannot apply for the same activity across CBD Activation and Cultural Sector Innovation).

Can I apply for both CBD Activation and Cultural Sector Innovation Grants?

Yes, as long as your applications are for different projects.

Is it possible to seek a grant for an activation idea that is already in the works but which is seeking financial support in order for it to be executed?

Yes.

What is the timeframe for projects?

Projects may commence mid January 2021 for 12 months, pending approval.

What is classified as a creative business?

The creative applicant could be a visual artist, writer, performer, musician, curator, creative producer, artist management service, event manager, craftsperson or designer. We are open to receiving proposals from a broad range of creative industries and arts practitioners. The practice of Aboriginal and Torres Strait Islander culture or other diverse, collective cultural practices are also eligible activities.

Will priority be given to boosting traffic to customer-facing businesses rather than a more general visual/atmospheric/aesthetic activation?

Both will be considered. The aim is to encourage people to get back into the city and enjoy the city safely, while giving a platform to artists and creative producers. Please demonstrate in your application how your idea might do that.

Is priority given to CBD activations that are free for the public to attend?

Free, accessible events are always welcomed but each proposal is assessed on its own merits.

Can a group of businesses lodge one application for the same grant or do they need to do one each (i.e. 20 small bars in one district)?

Yes. In this case, we recommend that one of the businesses act as 'lead applicant' by applying and managing the overall project and any funding awarded.

Is physical ticketing still possible or must it be electronic?

The requirements regarding ticketing are changing depending on the type of event (i.e. musical performances must have electronic sign-in procedures) but the use of digital tickets are advised wherever possible and is likely to become a legislative requirement for all ticketed events.

How can I find a Creative/Business partner for my CBD Activation Application?

The City has partnered with Collabosaurus, a marketing tool that connects brands, businesses and creatives together to collaborate on opportunities like our CBD Activation grant.

You can use Collabosaurus to set up a free account, register your project idea and find your perfect collaborator, whether you are a creative looking for a space to activate, or a small business looking for a creative to host.

This blog has some further info about the tool, including a video and step by step guide of how to register.

How do I use Collabosaurus?

When you sign up, please use the code **CityofSydney** to access the free service for this particular initiative.

If you are interested in using this platform, we encourage you to register your profile ASAP so you are up and running, and visible to prospective partners.

We recommend you first watch the tutorial: <https://vimeo.com/472840989>

Following the tutorial, visit the website <https://www.collabosaurus.com/> and follow the steps to register:

Step 1: Create an account. **Tip:** Have an image ready to use for your listing.

Step 2: Upgrade via your 'settings' & use the code **CityofSydney**.

Step 3: The Collabosaurus Team will be in touch to arrange a quick phone call. **Tip:** Book the call asap so you can have your profile up and running quickly.

Step 4: Find a great collaboration partner through Collabosaurus and start collaborating!

What if I want to hold my event or activation in an outdoor public space under City of Sydney ownership, such as a park or public plaza?

You should contact the Outdoor Events Department on 02 9265 9333 or

openspacebookings@cityofsydney.nsw.gov.au to gain in-principle support for use of the space, which you should include in your application. More information can be found here:

<https://www.cityofsydney.nsw.gov.au/facility-bookings-outdoor-events/apply-to-hold-outdoor-event>

When will I know if I'm successful?

Eligible applications will receive official notification as to the outcome of your application by late December 2020. If your application is ineligible, you will receive official notification of this after the closure of applications for this grant round by mid-December. We encourage you to read the grants Guidelines for clarification if you are eligible.

Does the NSW Government have any grant programs supporting CBD activation?

Transport for NSW is encouraging the safe return of customers to the Sydney CBD through the City Revitalisation Innovation Challenge. They are looking to accelerate projects that invent new creative ways of activating city streets, venues and destinations in a safe way, increase visitation and economic activity, connected by technology.

The Challenge has two streams, and applications must be made via eTender.

- [COVID Safe Summer:](#)
 - Looking for high-impact, shorter trials in the Sydney CBD, for projects commencing in December 2020/January 2021
 - Applications open 23 November 2020 – 7 December 2020
 - up to \$70,000

- [The New Normal.:](#)
 - For projects commencing in February/March 2021 that might need coordination among government agencies and stakeholders or more detailed codesign
 - Applications open 23 November 2020 – 11 January 2021 at 5pm
 - up to \$150,000

Community Services Grant

Who is eligible to apply?

To be eligible for funding you must be one of the following entities:

- Not-for-profits (including social enterprises)
- Individuals or unincorporated community groups auspiced by a relevant organisation who is eligible to apply in their own right

Please note that applicant eligibility is determined by your ABN registered entity.

Are academic institutions eligible to apply?

Yes, academic institutions can apply as long as they meet the eligibility criteria, funding priorities and expected outcomes of the program.

What is an auspice?

An auspice is required if you do not have an ABN (i.e. an Individual or an Unincorporated group). An auspice is an incorporated organisation who receives, administers and acquits the City's funding on behalf of an applicant.

The auspice is required to:

- 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.

Ideally the auspice will have the technical skills to guide and support you (the applicant) in the delivery of the project, while acknowledging project decisions remain with you.

Some auspices will charge an applicant to manage their project. It is important to be clear about what services they will supply and have this in writing.

The City will allow applicants to claim up to 10% of the grant value to pay the auspice fee.

Do applicants need to be located in the City of Sydney Local Government Area?

Applicants must be located in the local area or located outside our boundaries but providing significant service to our local community. Your project should emphasise your connection to the City of Sydney local area.

How much can I apply for?

- From \$5,000 to \$50,000
- Value-in-kind in the form of community venue hire fee waiver is also available.
- Projects that take a collective impact approach involving multiple organisations partnering to achieve a shared goal may be eligible to apply for more than \$50,000. Applicants will need to speak to the City of Sydney Grants team on 02 9265 9333 to discuss your project and its alignment with the funding priorities.

Is the value-in-kind request separate to the cash request?

Yes. You can request the maximum cash request plus additional VIK for community venue hire.

I'm partnering with other organisations to deliver a project and want to request more than \$50,000. What do I need to do?

Please speak to the Grants team to ensure you are eligible and suitable for requesting more than \$50,000. You will need to outline this conversation as part of the application form. In the first instance, please contact Grants Officer Peter Keogh on 9265 9372 or PKeogh@cityofsydney.nsw.gov.au.

If we are taking a collective approach and collaborating, do all organisations need to be in the same local area?

No, as long as they are working towards the same goal, can demonstrate collective good, and the benefit is to vulnerable communities in the local area.

What can I use the money for?

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

- Costs associated with adaptation to continue to provide goods or services in the current environment, or scale these services
- Procurement or leasing of resources or equipment
- Promotional and marketing costs
- Costs associated with hire or training of staff and volunteers
- Investment in other capabilities or resources, as needed
- Capital expenditure and equipment up to \$10,000 (funding for additional capital expenditure and equipment may be requested and considered on a case by case basis and with a strong justification, e.g. if it helps address digital inclusion).

Can I apply for a grant to build upon or extend our current project / Covid-19 response or does it have to be a new project?

For this program applications can build upon existing projects / Covid-19 responses. In your application, explain the need for the ongoing service, report on what the project has achieved so far, and outline what the next stages of development will be.

What is the timeframe for projects?

Projects may commence from mid January 2021 for 12 months, pending approval.

When will I know if I'm successful?

Eligible applications will receive official notification as to the outcome of your application by late January 2021. If your application is ineligible, you will receive official notification of this

after the closure of applications for this grant round by mid-December. We encourage you to read the grants Guidelines for clarification if you are eligible.

Cultural Sector Innovation Grant

Who is eligible to apply?

To be eligible for funding you must be one of the following entities:

- Sole traders
- Not-for-profits
- For-profit arts businesses working directly in the cultural sector
- Must employ less than 20 full time equivalent employees (not including artists or performers engaged on an ad hoc basis)
- Have an aggregated turnover of less than \$10 million

Please note that applicant eligibility is determined by your ABN registered entity.

Do applicants need to be located in the City of Sydney Local Government Area?

Applicants must be located in the City of Sydney Local Government Area or located outside our boundaries but show that you provide significant service to our local community.

How much can I apply for?

- Up to \$20,000
- Up to \$10,000 for sole traders (If you are applying with an ABN entity type that is listed as 'Sole Trader/Individual')
- No value in kind is available.

What can I use the money for?

Funding will support you to:

- Pilot new operational models
- Transform program or project delivery
- Collaborate and initiate new innovations.

I need to buy new equipment or undertake capital works to help me adapt to new restrictions. Can I do this with this grant?

Yes, equipment and capital works are eligible expenses as long as the value is not over \$10,000.

Can I apply for more than one grant in this grant program?

No, you cannot submit multiple applications for the Cultural Sector Innovation program. If you are eligible, you can apply to one of the other grant programs, for different projects.

Can I apply for both CBD Activation and Cultural Sector Innovation Grants?

Yes, as long as your applications are for different projects.

What is the timeframe for projects?

Projects may commence mid February 2021 for 12 months, pending approval.

When will I know if I'm successful?

Eligible applications will receive official notification as to the outcome of your application by late January 2021. If your application is ineligible, you will receive official notification of this after the closure of applications for this grant round by mid-December. We encourage you to read the grants Guidelines for clarification if you are eligible.