



Covid-19 Recovery Grants Program

Guidelines Document

October 2020

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Introduction

The City of Sydney is releasing three grants programs to assist with Covid-19 recovery for our Local Government Area.

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

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our Grants Program.

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

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

Dedicated Support

Additional support is available for Aboriginal and Torres Strait Islander applicants and people with disability.

To access this support, call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Funding and timing

Funding Table

Program	Funds
CBD Activation Grant	Up to \$50,000 per application Sole Traders can apply for up to \$10,000
Cultural Sector Innovation Grant	Up to \$20,000 per application Sole Traders can apply for up to \$10,000
Community Services Grant	Up to \$50,000 per application Large scale collective impact projects can negotiate for additional funding

Round timing	
Closed to applications	5pm on Monday 7 December 2020
Assessment report presented to council	Early 2021
Project time frame	Projects can commence from 1 March 2021 and should be completed within 12 months. Applications that can achieve their aims early within the project timeframe will be prioritised.

Timing

Dates are subject to change. Check the City's website for any updates and subscribe to the grants and sponsorship newsletter to stay informed

cityofsydney.nsw.gov.au/grants-sponsorships.

Round timing	
Open to applications	Thursday 29 October 2020

Eligibility

Eligibility classifications

Our Grants Program receives grant applications from many types of applicants:

- 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 and company owned)
- unincorporated community groups.

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

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

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

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

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

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

Entities eligible for funding under each program

Please note that applicant eligibility is determined by your ABN registered entity, with the detailed entity types listed under Eligibility Classifications.

CBD Activation Grant

- For-profit businesses, including for-profit arts enterprises
- Not-for-profit organisations
- Owners corporations (strata and company owned)
- Sole traders, individuals and unincorporated community groups with an auspice eligible to apply in their own right.

Cultural Sector Innovation Grant

- For-profit businesses including for-profit arts enterprises working directly in the cultural sector and servicing the local area
- Not-for-profit organisations working directly in the cultural sector and servicing the local area
- Sole traders working directly in the cultural sector and servicing the local area.

Community Services Grant

- Not-for-profits (including social enterprises) located in or servicing the local area

- Individuals or unincorporated community groups located in or servicing the local area and with an auspice eligible to apply in their own right.
- overtly religious activities that could be perceived as divisive within the community
- waiver of fees of development applications, health inspection fees, health approvals, street closures and other approvals and other similar statutory charges
- City of Sydney staff in their capacity as individuals, although they may participate and contribute to projects in their local communities
- individuals who are not Australian citizens, permanent residents or who do not have permission to work in Australia.

General eligibility

To be eligible for funding, applicants must:

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

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

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

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

General exclusions and ineligibility

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

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

Grants and sponsorships do not cover:

- general donations to charities, but we may provide grants to specific charity projects
- activities that could be perceived as benefiting a political party or party political campaign

Grants management process

Application

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

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

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

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

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

Application support

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

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

- **Online resources** – see cityofsydney.nsw.gov.au/grants-sponsorships
- **In-person support** – call 02 9265 9333 or email CityConcierge@cityofsydney.nsw.gov.au
- **An information and briefing session held online** - for applicants to learn about the grants and sponsorship programs and ask questions of staff. See our website for details cityofsydney.nsw.gov.au/grants-sponsorships.

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

Assessment

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

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

Approval

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

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

Sponsorship policy, selection criteria and monetary limitations.

Any waiver or reduction of fees or charges is done under categories approved by Council in the City's Revenue Policy, by staff with delegated authority.

Approval of a grant or sponsorship does not imply that the City has given any other consent. Applicants should note that many projects including festivals and events require approvals and consents from the City (such as development applications), NSW Police and other state government agencies. If necessary, approvals cannot be obtained, the City may revoke the grant or sponsorship.

Notification process

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

Details of the status of approval can also be found in the Council meeting minutes, which are listed on the website within the week of Council approval.

Funding agreements and negotiation

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

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

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

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

Payment arrangements

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

Reporting and monitoring

You must report on and acquit the project(s) as detailed in your funding agreement. Reports provide feedback to the City on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. You must provide detailed financial reports. You may be asked to provide further documentation and evidence of expenses. We may audit grant recipients.

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

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

Evaluation and learning framework

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

We use this feedback to:

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

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

Legislative framework

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

The Local Government Act 1993, s356, states:

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

More information

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

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

Grantmaking principles and ethics

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

Providing outcomes that align with Sustainable Sydney 2030

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

Partnership

We build and maintain constructive relationships based on mutual respect and transparency with applicants and recipients. The City values the resources and skills that individuals, communities and businesses bring to the grant partnership. Applicants that demonstrate a commitment to the project are considered favourably, as are those that procure from or support local suppliers. Resources can be in the form of cash, volunteer time, donated materials, other grant sources, and funds raised through crowd funding platforms. We partner with organisations to support these objectives. This includes funding for-profit organisations who show they are best placed to provide public benefit and meet the relevant grant program outcomes.

Diversity and access

Sydney is a diverse community comprising of people from 200 nationalities who form bonds around identity, interests and place. We encourage applications from across the community, including people from diverse ethnic and cultural groups, people of all ages, people of all sexual orientations and gender identities and people with disability. You can find information at the City's community centres and venues, libraries, and city spaces, and on our website and social media pages. Our online applications comply with accessibility requirements **WCAG 2.0 AA**. For further information on accessibility see the relevant [Australian Government webpage](#).

Value for money

We seek to obtain the best mix of grants to meet the needs of the community and business and maximise outcomes for the local government area. We support projects that represent good value for the level of cash or value-in-kind support requested and do not duplicate existing services or grants provided by other organisations. Through efficient grant management processes, we seek to minimise administration costs for the City, and for grant applicants and recipients.

Good governance

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

Transparency

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

Child protection

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

Eora journey

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our Grants Program. Organisations applying for grants are encouraged to consider engaging Aboriginal and Torres Strait Islander businesses into all aspects of their supply chain in the planning, delivery and implementation of their event/production.

Climate emergency

The City has declared a Climate Emergency and Council adopted a Climate Emergency Response Plan that outlines key actions that can be taken to reduce environmental impact.

Organisations are to ensure that any events or programs funded through a City grant are delivered in an environmentally sustainable way. Please access the City's [Sustainable event guidelines](#) and [Guidelines for single use items \(PDF, 435Kb\)](#) for information on how to reduce waste from events and services.

Organisations are also encouraged to reduce the carbon impact of their grant funded project and at a minimum purchase an appropriate amount of [GreenPower](#) to offset electricity consumed by their project.

Community recovery plan

The City of Sydney recently adopted the Community Recovery Plan, a strategic plan for economic and social recovery from the Covid-19 pandemic. This plan gives direction to how we will work in partnership with our communities, businesses, the state government and other local governments to lay the groundwork for and support economic and social recovery in our city. The Grants and Sponsorship guidelines reflect the Community Recovery Plan in each program's funding priorities.

CBD activation grant

Purpose

The CBD Activation grant supports economic recovery by bringing business and creatives together to activate businesses, public domain and vacant corporate space in the CBD with cultural programming.

It encourages innovative collaborations between businesses (in the live music, events, arts & culture, entertainment, tourism & accommodation, retail and hospitality sectors) and creatives to activate indoor and outdoor spaces with cultural programming and engaging activities that will attract residents and visitors to spend more time in the CBD.

It is designed to support creative activations within shops, retail centres and live music and cultural venues; footpaths outside shops, public space in close proximity to businesses; vacant shops; or available corporate and private spaces accessible to the public - such as foyers, carparks, courtyards and rooftops.

Activations might include cultural programming such as live music performances, pop up events, installations, innovative exhibitions, retail activations, visual art, roving entertainment and other creative activities that will help draw people into the city.

For the purposes of this grant, the CBD is defined as the central Sydney CBD and Haymarket areas (including Barangaroo, Darling Harbour and The Rocks).

Applicants will need to obtain all required approvals and risk assessments where necessary, including alignment with NSW Health Covid-19 safety requirements.

Funding priorities

Our grants and sponsorship programs are highly competitive.

We prioritise applications:

- from live music and cultural organisations, creative companies and cultural operators including sole traders
- from applicants that have not already received funding from the City this year or can demonstrate financial hardship due to Covid-19
- from Aboriginal and Torres Strait Islander applicants or partners
- that provide evidence of financial benefit for artists as part of their proposal
- that provide opportunities for live music and performance
- that propose to complete activities early in the project timeframe
- that match the City's contribution with cash.

Expected program outcomes

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

- empower the cultural sector to lead in innovative ways to invigorate the city
- strengthen business and arts/cultural collaborations to benefit residents and visitors
- increase footfall to the city and economic benefit to our local businesses
- increase paid opportunities for the local cultural and creative sectors including live music performers

- encourage the long term adoption of more cultural/business collaborations to stimulate a more diverse 24hr economy.

Funding available

Funding is available in amounts from \$5,000 up to \$50,000 cash for any combination of the following:

- 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
- proportionate contribution towards necessary insurances.

Sole Traders can apply to a maximum amount of \$10,000.

The proposed budget for this program is \$3,000,000.

This program also includes additional value-in-kind fee waiver support for street banner and landmark venues.

Key dates

Open to applications on 29 October 2020.

Closed to applications at 5pm on Monday 7 December 2020.

Projects can commence from 1 March 2021 and should be completed within 12 months. Proposals that can activate the CBD as soon as possible will be prioritised.

Assessment criteria

Applications are assessed against the expected program outcomes, the types of activities supported and our overarching grantmaking principles and ethics.

The assessment panel will also consider the following:

- demonstrated experience in delivering successful activations
- direct benefit to the business community located in the CBD and the local creative and cultural sectors
- demonstrated collaboration with multiple parties to achieve
- capacity to match (in cash or in-kind) the City's contribution
- clearly defined project proposals that identify activation locations within the CBD
- clearly defined cooperation and agreement from contributing parties (please provide a letter of intent to confirm the business/creative collaboration and agreement to use the identified space)
- clear budget that identifies procurement of cultural/creative operators
- inclusion of a clear plan to develop and implement the project
- consideration for proposed activities in the public domain being permissible under State and/or local Legislation and Policies
- evidence of pre-application discussions having taken place between the applicant and relevant event approval bodies including the City of Sydney itself (i.e. Outdoor Events Department, City Planning Department etc.)
- alignment with the program's funding priorities and outcomes.

Eligibility

The types of individuals and organisations eligible are:

- for-profit organisations
- sole traders
- not-for-profit organisations
- social enterprises
- individuals or unincorporated community groups, auspiced by a not-for-profit or for-profit that is eligible to apply in their own right
- owners corporations (strata and company owned).

We are expecting to receive applications from the following types of organisations:

- a. event company, cultural organisation or creative business/operator activating a CBD located space (letter of intent from space owner must be attached to the application)
- b. CBD-based business in the arts & culture, entertainment, tourism & accommodation, retail and hospitality sector (letter of intent from creative/cultural operator must be attached to the application); or
- c. corporate/private sector with an identified CBD located space to activate that is accessible to the public (letter of intent from creative/cultural operator must be attached to the application).

Businesses aligned with the night-time economy are also encouraged to apply.

Please note that applicant eligibility is determined by your ABN registered entity. For more information see the [eligibility section](#).

Not eligible for funding

- initiatives taking place outside of the Sydney CBD area
- initiatives that do not increase the amount or quality of programming currently being undertaken by the applicant
- applications that contravene the eligibility and ethics framework or existing City policies.

More information

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

For additional guidance on approval processes from the City of Sydney go to: [Holding Outdoor Events](#), [City Planning](#), [Temporary Food Stalls](#).

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

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

Cultural sector innovation grant

Purpose

The Cultural Sector Innovation Grant will support cultural organisations and businesses to innovate, adapt and grow through recovery from the impacts of Covid-19.

Funding will support cultural and creative small-to-medium organisations, businesses and sole traders to pilot new operational models, transform program or project delivery, collaborate and initiate new innovations.

Please note, the program is not designed to fund new, stand-alone arts or creative projects. This program prioritises innovations to ongoing operations and services.

Funding priorities

Our grants and sponsorship programs are highly competitive. We prioritise applications that:

- demonstrate effective strategies to transform operations and services during and beyond the current restricted trading environment
- strengthen and sustain venues or workspace for the production or presentation of cultural products
- assist with generating income despite ongoing restrictions on public events and programs
- deliver programs or services that encourage active participation in cultural activity (such as workshops, classes, creative developments and residencies) and service diverse creative communities
- build the capacity of the cultural sector by sharing skills, research and resources
- work with diverse communities, including Aboriginal and Torres Strait Islander peoples,

people with Culturally Linguistically and Diverse (CALD) backgrounds and LGBTIQ+ communities

- complete activities early in the project timeframe
- are from businesses, creative companies and cultural operators including sole traders, that have not already received City of Sydney grant funding in 2020.

Expected program outcomes

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

- cultural organisations, creative spaces, services and networks adapt and deliver sector-specific solutions and recovery
- strategies and plans are put in place for local arts and cultural organisations to maintain viability or diversify operations in the context of restricted trading conditions
- new operating models and innovative methods are initiated for delivery during or after restricted trading conditions.

Funding available

Funding is available up to \$20,000 cash.

Sole Traders can apply for up to \$10,000 cash.

The proposed budget for this program is \$500,000.

Key dates

Open to applications on 29 October 2020.

Closed to applications at 5pm on Monday 7 December 2020.

Projects can commence from 1 March 2021 and should be completed within 12 months.

Assessment criteria

Applications are assessed against the expected program outcomes, the types of activities supported and our overarching grantmaking principles and ethics.

The assessment panel will also consider the following:

- demonstrated need or opportunity
- demonstrated capacity and experience to manage arts projects and service diverse creative communities
- demonstrated capacity, skills and experience to transform and innovate programs and services and creative spaces beyond the pandemic
- demonstrated partnerships and benefits to local creative communities
- alignment with the program's funding priorities and outcomes.

Eligibility

To be eligible for funding an applicant must:

- be a sole trader, not-for-profit organisation or for profit arts business
- employ less than 20 full time equivalent employees on 1 March 2020 (this does not include artists or performers engaged on an ad hoc basis)
- have an aggregated turnover of less than \$10 million
- be either located in the City of Sydney Local Government Area or located outside our boundaries and provide significant service to our local community.

Please note that applicant eligibility is determined by your ABN registered entity. For more information see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- projects that contravene the eligibility and ethics framework or existing City policies
- multiple applications from the one applicant in this program
- projects or programs that will rely on recurrent future funding from the City of Sydney
- applicants located outside the [City of Sydney Local Government Area](#) and unable to demonstrate a majority of services are provided for the local community
- projects that cannot demonstrate the ability to provide safe working methods, or adherence to relevant government restrictions
- capital expenditure over \$10,000.

More information

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

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

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

Community services grant

Purpose

The Community Services Grant responds to ongoing community needs, including food security, digital inclusion, social isolation, tenancy support and homelessness services.

- 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.

Funding priorities

Our grants and sponsorship programs are highly competitive. We prioritise applications that:

- build capacity and empower the community to address sustainable food security
- have collective impact approaches with multiple organisations partnering to achieve a shared goal
- meet the needs of and are led by Aboriginal and Torres Strait Islander peoples
- support vulnerable community groups including temporary visa holders, social housing residents and people at risk of or experiencing homelessness.

Expected program outcomes

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

- increased access to food and essential items
- reducing disadvantage and increasing access to opportunities
- increase access to affordable devices and internet for digitally excluded communities
- increased participation in community and civic life and local decision making

Funding available

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

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 applying for more than \$50,000 must contact our grants team on 02 9265 9333 before applying to discuss your project and its alignment with the funding priorities.

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.

The proposed total budget for this program is \$800,000.

This program also includes additional value-in-kind fee waiver support for community venue hire, subject to availability and in accordance with NSW Health and City of Sydney requirements.

Key dates

Open to applications on 29 October 2020.

Closed to applications at 5pm on Monday 7 December 2020.

Projects can commence from 1 March 2021 and should be completed within 12 months. Applicants may apply for additional time and will be considered on a case by case basis.

Assessment criteria

Applications are assessed against the expected program outcomes, the types of activities supported and our overarching grantmaking principles and ethics.

The assessment panel will also consider the following:

- demonstrated services or goods that support those most vulnerable in our community
- demonstrated opportunity, need or demand for the goods or services
- demonstrated capabilities or skills to respond to the current economic and social situation (including demonstrated ability to maintain safe working environments)
- demonstrated networks and professional experience relevant to the local area's social services sectors
- demonstrated ability to deliver within a short time frame to meet immediate community needs
- alignment with the program's funding priorities and outcomes.

Eligibility

To be eligible for funding an applicant must be:

- a not-for-profit (including social enterprises), or an individual or groups of individuals auspiced by a relevant organisation who is eligible to apply in their own right
- located in the City of Sydney Local Government Area or located outside our boundaries but provide significant service to our local community.

Where multiple organisations are partnering together and making an application, one lead applicant must apply to the City and manage the overall project and any funding awarded.

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

For more information see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

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

More information

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

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

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

Supporting documentation

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

Standard supporting documentation

- quotes for equipment or material valued over \$1,000
- a copy of public liability insurance or quote for public liability insurance which would cover the proposed project to the value of \$10-\$20 million
- if the applicant is a social enterprise or a not-for-profit organisation without charity or deductible gift recipient status, the organisation’s constitution including a statement of purpose and organisation structure
- multi-year business plan (required for multi-year cash funding requests)
- child protection policy (applicable if the proposed project involves children)
- letters of support from any community or local business partners (if relevant)
- a list of community members or businesses who will be involved in the proposed project (if relevant)
- evidence to demonstrate owner’s consent (if relevant)
- a basic site plan for the proposed project (if relevant)
- case studies of previous projects (if relevant)
- any other documents relevant to the proposed project, such as photographs, minutes from planning meetings and development approvals.

References

Laws and Standards	Related Legislation and Standards <ul style="list-style-type: none"> – Local Government Act (1993) and Regulations (PDF, 154Kb) – City of Sydney Act (1988)
Policies and Procedures	Related City Policies and Procedures <ul style="list-style-type: none"> a. Community Recovery Plan (2020) b. Sustainable Sydney 2030 c. A City for All, Social Sustainability Policy (2016) – Inclusion (Disability) Action Plan 2017–2021 (2017) – Childcare Needs Analysis (2019) – Community Garden Policy (2016) – Housing for All (2020) d. Creative City, Cultural Policy 2014–2024 (2014) – Live Music Live Performance Action Plan (2014) – Making Space for Culture in Sydney (2020) e. Environmental Strategy and Action Plan 2016–2021 (2017) – Waste strategy and action plan 2017–2030 (2017)

- [Sustainable event guidelines \(2020\)](#)
 - [Reducing waste from events and services - Guidelines for single use items \(2019\)\(PDF, 435Kb\)](#)
 - [Energy Efficiency Master Plan – improving energy productivity: 2015–2030](#)
 - [Climate Emergency Response \(2019\)](#)
 - [Adapting for climate change – a long term strategy for the City of Sydney: 2015–2070](#)
 - [Cycling Strategy and Action Plan: 2018-2030](#)
 - [Connecting our city: 2012\(PDF, 16,724Kb\)](#)
 - [Walking Strategy and Action Plan: 2014\(PDF, 5,708Kb\)](#)
 - [Greening Sydney Plan: 2012](#)
 - [Urban Forest Strategy: 2013](#)
 - [Urban Ecology Strategic Action Plan: 2014](#)
 - [Residential Apartments Sustainability Plan: 2015](#)
 - f. [Economic Development Strategy \(2013\)](#)
 - [Visitor Accommodation \(Hotels and Serviced Apartments\) Action Plan \(2015\)](#)
 - [Tech Startups Action Plan \(2016\)](#)
 - [Eora Journey Economic Development Plan \(2016\)](#)
 - [Open Sydney Strategy & Action Plan \(2013\)](#)
 - g. [Digital Strategy \(2017\)](#)
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Approval

These guidelines were noted by Council on 26 October 2020.

Definitions

Term	Meaning
Acquittal	<p>A written report submitted after the funded project is complete. It details how the recipient administered the grant funds and met the project outcomes in the funding agreement.</p> <p>It should include promotional material, including media reports, evidences of project activities and outcomes, data that may include employment numbers, attendances and audience/stakeholder satisfaction metrics and a detailed financial report that includes project income and expenditure.</p> <p>The City provides online acquittals for many programs.</p>
Auspice	<p>An incorporated organisation who receives, administers and acquits the City's funding on behalf of an applicant.</p> <p>The auspice is required to:</p> <ul style="list-style-type: none"> – enter into a funding agreement with the City – accept grant funds and pay the auspiced grant applicant – be responsible for any value-in-kind support the City approves including making bookings and entering into any corresponding additional agreements with the City – monitor and acquit the use of funds at the completion of the project. <p>Ideally the auspice will have the technical skills to guide and support the applicant in the delivery of the project, while</p>

Term	Meaning
	acknowledging project decisions remain with applicant.
Charitable trust	A special kind of Trust (see trust definition below) that promotes charitable purposes. It can directly provide services or distribute funds.
Community housing provider	A registered community housing provider within the meaning of the <i>Community Housing Providers National Law (NSW)</i> and includes an entity registered under the local registration scheme established under section 25A.
Community led mutual aid initiatives	The rapidly expanding grassroots mutual aid movement involves volunteers offering their time, resources and support to vulnerable groups in this difficult time. One example is neighbours buying shopping for others in self-isolation.
Company	<p>A company as defined by the <i>Corporations Act 2001 (Cth)</i> and registered with Australian Securities and Investment Commission (ASIC).</p> <p>Companies must be registered in Australia to be eligible.</p>
Company limited by guarantee	A company with liability limited to the guarantees put in place by its members. This is common in the not-for-profit sector.
Cooperative	An organisation owned, controlled by and used for the purpose of benefitting its members.

Covid-19 Recovery Grants Program

Term	Meaning
	<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>
Covid-19	<p>Covid-19, also known as Coronavirus disease 2019, is an infectious disease caused by severe acute respiratory syndrome coronavirus 2.</p>
Digital inclusion	<p>Digital inclusion is the capability of individuals or groups to enjoy the benefits of being online and using technology confidently to improve their day-to-day lives. Those who lack this capability are considered “digitally excluded”. Digital disadvantage is typically linked to other forms of social and economic disadvantage.</p> <p>Digitally excluded people miss out on the social and economic benefits the internet provides. To combat exclusion, and create a more digitally inclusive community, three elements must be addressed:</p> <ul style="list-style-type: none"> – Access – the availability of the internet and connected devices. – Affordability – the financial means to get online. – Digital Ability – confidence to use the internet safely.
Festival or event	<p>A public occasion for celebration and/or gathering in the community to commemorate a special occasion, local anniversary or an organised series of special events and performances, usually with a common theme and for set period or time.</p> <p>The celebration should be relevant to the City of Sydney and</p>

Term	Meaning
	<p>have a cultural, historical, economic, environmental and social context.</p>
Food security	<p>Food security, as defined by the United Nations’ Committee on World Food Security, means that all people, at all times, have physical, social, and economic access to sufficient, safe, and nutritious food that meets their food preferences and dietary needs for an active and healthy life</p>
Foundation	<p>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.</p>
Grant	<p>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.</p>
Homelessness services	<p>Services that assist people experiencing homelessness. Are focussed on assisting people sleeping rough to access long-term housing with support. These services are delivered by both government and non-government agencies. Generally, homelessness services place an emphasis on prevention responses that address the root causes of homelessness, and early intervention responses that will reduce the longer-term impact of homelessness</p>
Incorporated association	<p>An association that has been incorporated in accordance with the requirements of the <i>Associations Incorporation Act 2009</i>.</p>

Covid-19 Recovery Grants Program

Term	Meaning
Indigenous corporation	A corporation established under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.
Not-for-profit organisation	An organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up. This should be reflected in any applying not-for-profit organisation's constitution.
Owners corporation (strata and company owned)	An owners corporation represents the owners in strata schemes. Where an apartment building operates under company title arrangements, the company which owns the building is treated as an owners corporation for the purpose of this policy. Details of owners corporation responsibilities are on the NSW Department of Fair Trading website.
Partnership	A contractual relationship between persons carrying on business with a view to profit. Partnerships can be 'normal' (unregistered), limited or incorporated and limited (both registered on the <i>Register of Limited Partnerships and Incorporated Limited Partnerships</i> , administered by NSW Fair Trading).
Registered charity	Charities registered with the Australian Charities and Not-for-profits Commission.
Recipient	A party who has successfully applied for a grant or sponsorship. Also known as grantee.

Term	Meaning
Social enterprise	A business with a clear and stated social, environmental or cultural mission. They are usually driven by a public or community cause, derive most of their income from trade (not donations or grants) and use the majority of their profits to work towards their social mission as defined by their constitution.
Social isolation	The absence of social contact and a disconnect between self and others that can lead to detrimental mental and physical health impacts. People experiencing social isolation may have limited skills and/or resources to enable them to connect with others or navigate support services. It differs from loneliness, which is a subjective state of negative feelings about having a lower level of social contact than desired.
Sole trader	A business run by one person that is either run in the sole trader's own name or a separate business name (where operating under another name the name must be registered under the <i>Business Names Registration Act 2011 (Cth)</i>).
Sponsorship	Agreements between the City and organisations where the City receives benefits in return for the sponsorship. Examples of benefits include promotion, marketing, speaking opportunities and/or tickets.
Tenancy support	Access to housing and tenancy information and support services to assist communities, including vulnerable communities, to remain in and/or secure safe housing and avoid homelessness. Results in improved housing choices and conditions for tenants, including long term rental tenancy options, capacity building & tenants' rights.

