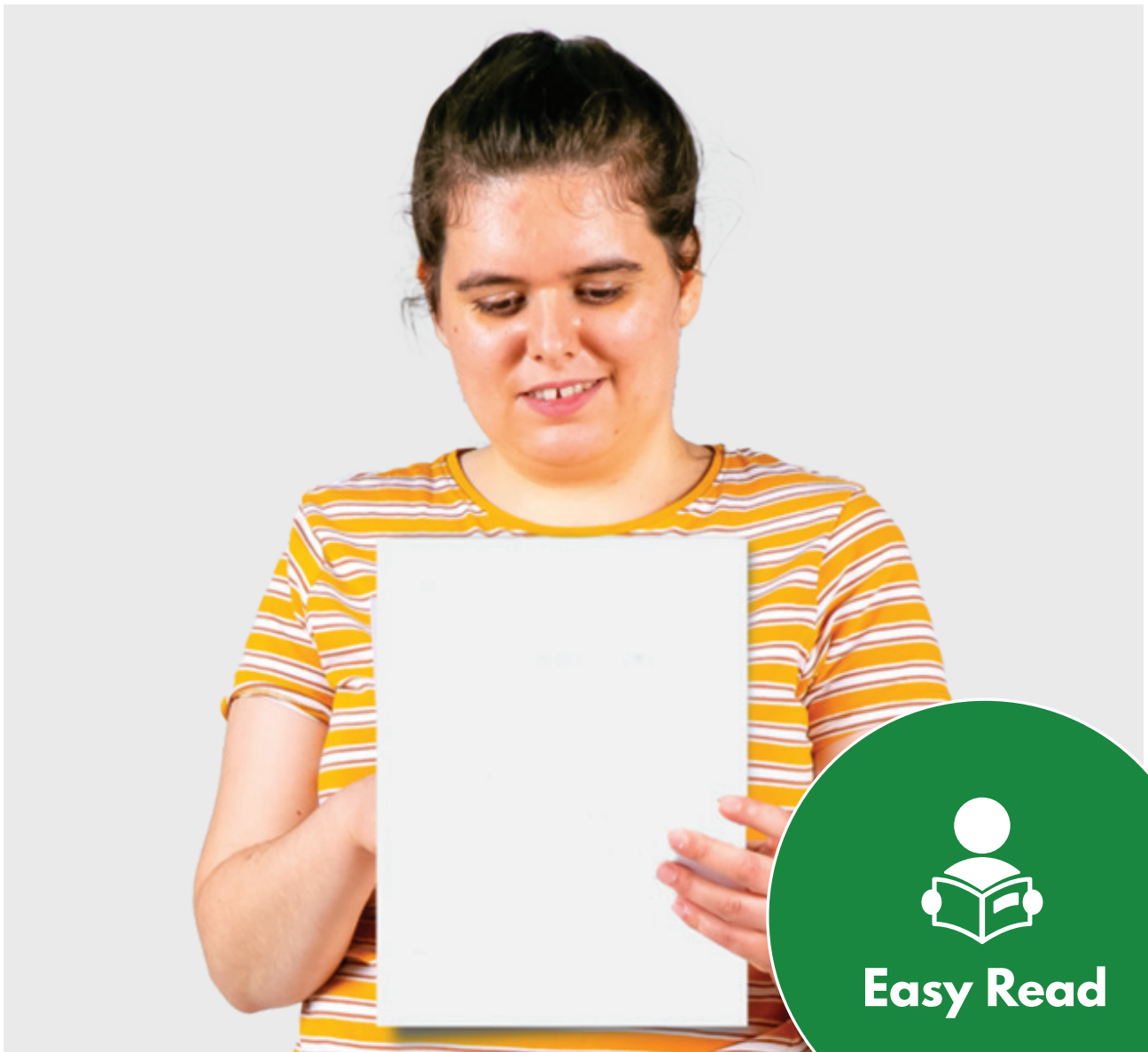
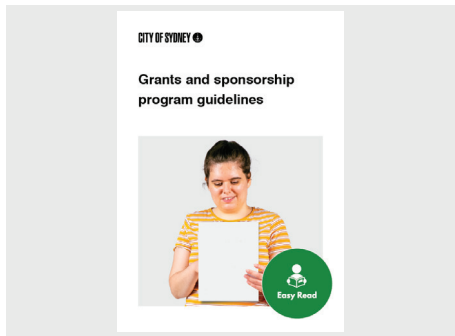


Grants and sponsorship program guidelines

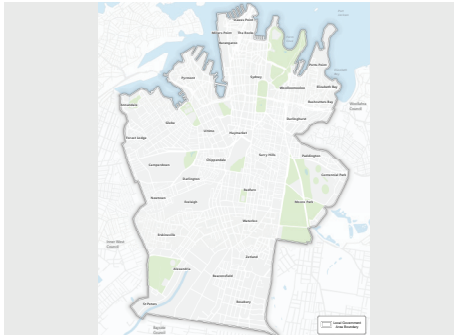


Easy Read

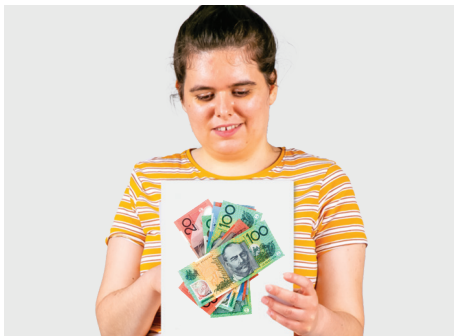
About this information



City of Sydney made this information.



City of Sydney is the part of the government that looks after the city area of Sydney.



This information is the **guidelines** for our **grants and sponsorship program**.



Guidelines are rules you need to follow.



Our **grants and sponsorship program** gives money for you to work on a project.

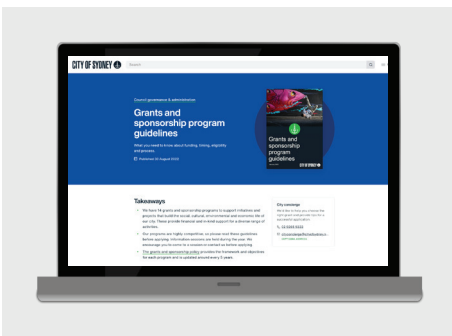
We will say **grants** for short.



We have 14 different grants.



The grants are for projects that make City of Sydney a better place.



You can read about each of the different grants at

www.cityofsydney.nsw.gov.au/council-governance-administration/grants-sponsorship-guidelines

The guidelines say



- Who can get a grant



- The ways you can get a grant



- How much money you can get for the grants



- What you have to do for the grants.

Who can apply to the grants program



Lots of different people can apply to the grants programs.

This could be



- **Organisations** that are **not for profit**



Organisations are groups of people who work together for the same reason



Not for profit means they spend the money they make on things that make the organisation better.



- Organisations that are **for profit**



For profit means they make money to spend on themselves



- People who own their own business



- People who want to do the project on their own with an **auspice**

An **auspice** is an organisation that supports your grant application



- **Owners corporations**

Owners corporations look after the common areas in buildings people live in.



- Groups in the community with an auspice



- Government services.



When you apply we might ask you to give us more information about who you are.

You can apply if you



- Are in the City of Sydney area



- Have finished any other grants from City of Sydney



- Can show how the grant will help people in the City of Sydney



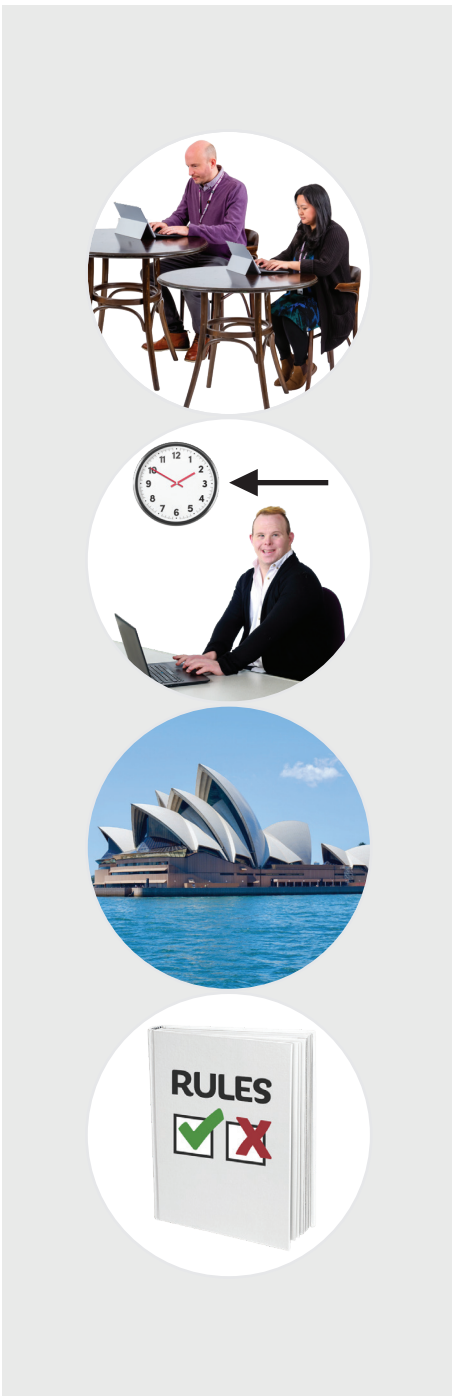
- Know you can do the things in the project



- Will use the money only for the project.



There are some projects we will not say yes to.



This might be projects that

- Do something another service is already doing
- Have already been done
- Does not help people in the City of Sydney
- Do not follow our guidelines.



You can only apply to 1 grant program for the project you are doing.

We will not give any money for

- Projects that give money away to **charities**



Charities are services that give support to people like money and food



- Projects that could show support for a **political party**



A **political party** is a group you can vote to choose who is in government.



- **Fees** you have to pay the City of Sydney for the project



Fees means money you have to pay for a service



- Staff who work for City of Sydney.

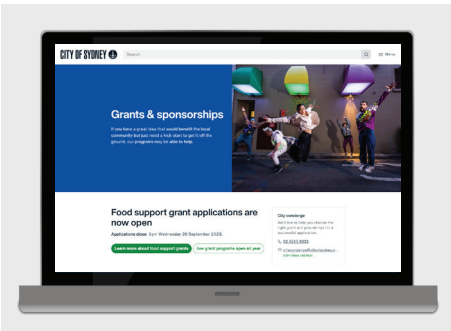
Support



We can support you if you want to apply for a grant.



We have information online.



It is on our website at

**[www.cityofsydney.nsw.gov.au/
grants-sponsorships](http://www.cityofsydney.nsw.gov.au/grants-sponsorships)**



This website is not Easy Read.

You can ask for support to read it.

We have classes where you can



- Learn more about the grants



- Ask us questions



- Learn how to write a grant.



These classes are not in Easy Read.



You can bring a support person with you.



You can look at the dates for the classes at

www.cityofsydney.nsw.gov.au/talks-courses-workshops/connect-sydney

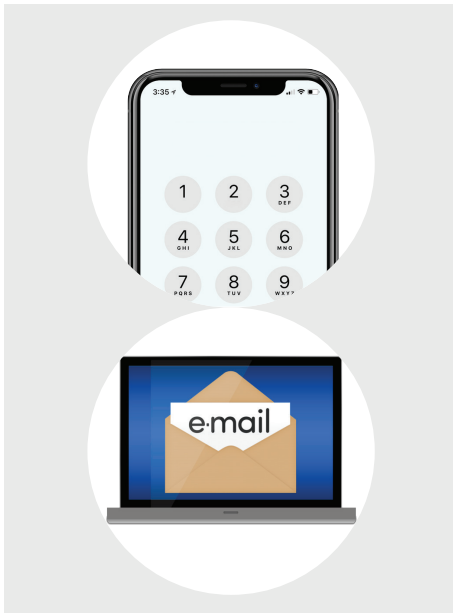


You can also ask for support at City of Sydney places like libraries and community centres.



We can also support you if you

- Are Aboriginal or Torres Strait Islander
- Have a disability
- Have trouble speaking English.



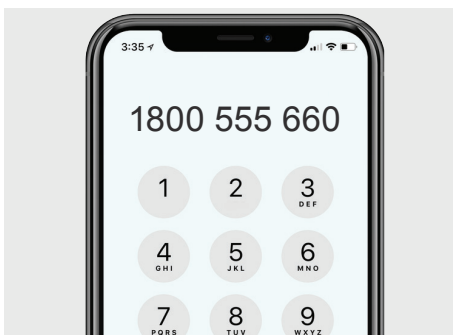
If you need support you can

- Call us on **02 9265 9333**.
- Email us at **communitygrants@cityofsydney.nsw.gov.au**



You can use the **National Relay Service** to speak to us if you

- Are deaf
- Have trouble hearing
- Have trouble speaking.



The number is **1800 555 660**.



If you need information in your language
you can call the **Translating and
Interpreting Service**.

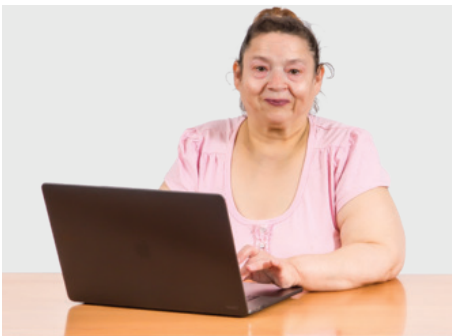


The number is **13 14 50**.

How to apply for a grant



This is how you can apply for a grant.



You can apply for the grant online.



If you need to apply a different way you can ask us and we will help you.



You must apply by the day and time we say.

This is different for each grant.



When you make your application you must tell us your **budget**.

A **budget** says how much money you will spend in the project.



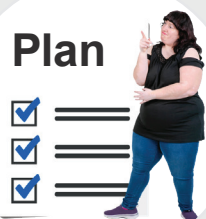
You will also be asked to give us other information like

- If you will buy things that cost over \$1 thousand



- Your organisation **constitution**

A **constitution** has all the rules for your organisation



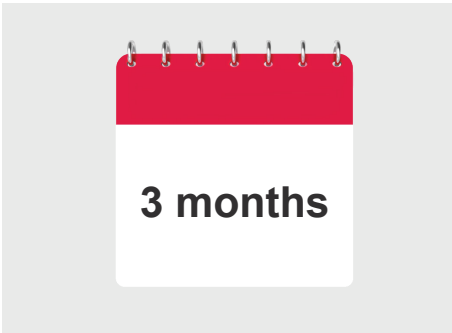
- A plan for the project



- Letters from the community that support your project.



After you apply we will decide if we give you the grant or not.



It can take up to 3 months for us to say yes or no to the grant.



If we say yes we will make a **funding agreement** with you.



The **funding agreement** will say how you will use the money you get for the project.



We must do the funding agreement before you start the project.

The funding agreement will say

- How much money is in the project
- What you will do in the project
- A plan for how you will do your project
- A date for when you tell us how your project went.





If you do not follow the agreement you might not be able to apply for a grant again.

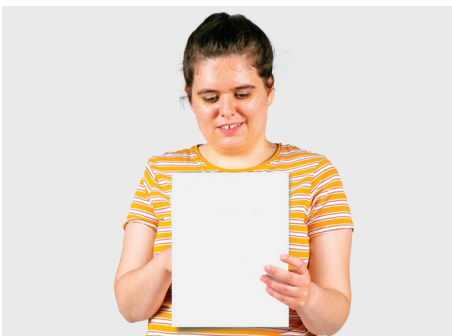


We will ask you for your **public liability insurance**.

Public liability insurance helps your organisation if something bad happens to a person in the public.



We will give you the money when the funding agreement has been signed by you and the City of Sydney.



You must give us **reports** when you do your project.

Reports mean you tell us how your project is going.



At the end of the project you will do an **evaluation**.

An **evaluation** is how we check to see if the project worked.



This helps us see if there are things we can do better.



If we say no to your grant you can ask us why.



You can also tell us

- What we did well
- Things we can do better.

Important information

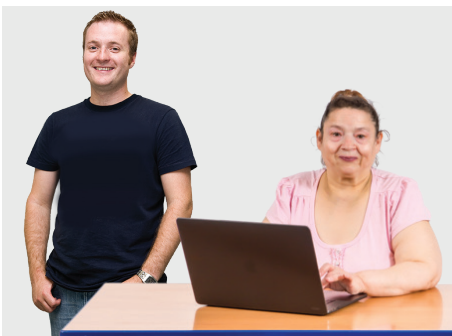


The City of Sydney has some rules to follow when you apply for grants.



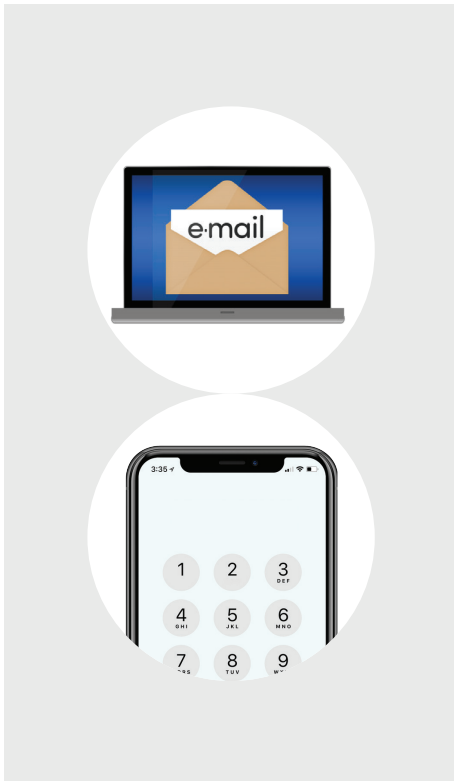
You can read the guidelines on the City of Sydney website at

www.cityofsydney.nsw.gov.au/council-governance-administration/grants-sponsorship-guidelines



The guidelines are not Easy Read.

You can ask for support to read them.



For more information about our grants you can

- Email us at **communitygrants@cityofsydney.nsw.gov.au**
- Call us on **02 9265 9333**.

Council for Intellectual Disability made this document Easy Read. **CID** for short.
You need to ask CID if you want to use any pictures in this document.
You can contact CID at **business@cid.org.au**.