

# Grants and Sponsorship Program Guidelines 2019

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Sydney2030/Green/Global/Connected



Approved January 2019

*city of villages*

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# Introduction

The City of Sydney has 17 grants and sponsorship programs to support initiatives and projects that build the social, cultural, environmental and economic life of our city. These provide financial and in-kind support for a diverse range of activities.

Our grants and sponsorship programs are highly competitive, so please read these guidelines before applying. We also hold information sessions during the year. We encourage you to come to an information session or speak with City staff before applying.

The grants and sponsorship policy provides the framework and objectives for each program and is updated around every five years.

For more information about our grants and sponsorships [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Funding, timing and eligibility

## Funding Table

Program	Funds
Cultural and Creative Grants and Sponsorship	From \$5,000 up to \$50,000 Multi-year funding available
Festivals and Events Sponsorship (Artform / Village and Community)	New village and community festivals and events up to \$30,000 Established or other festivals and events 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 Grant – Innovation	Matched funding up to \$20,000 for feasibility studies Matched funding up to \$80,000 for demonstration projects
Environmental Performance Grant – Building Operations / Ratings and Assessment	Up to \$15,000 per building

## Grants and Sponsorship Program Guidelines

Program	Funds
Community Services Grant	From \$5,000 up to \$50,000 Multi-year funding available
Affordable and Diverse Housing Fund	Generally up to \$3,000,000 per development
Knowledge Exchange Sponsorship	From \$5,000 up to \$40,000 Multi-year funding available
Quick Response Grant	Up to \$2,000
Matching Grant	Matched funding up to \$10,000
Accommodation Grant	Reduced rate rent
Creative Spaces Grant	Reduced rate rent – up to four years
Short Term Empty Properties Grant	Nominal rent – up to one year
Venue Hire Support Grant and Sponsorship	Reduced rate venue hire
Street Banner Sponsorship	Up to 150 banners for 2 weeks per year

For the Quick Response Grant, Creative Spaces Grant and Short Term Empty Properties Grant, Council approves the criteria and monetary limit for this grant program. The CEO determines whether applications are consistent with the policy criteria and monetary limits.

For the Venue Hire Support Grants and Sponsorship and Street Banner Sponsorship programs, approval to waive or reduce fees will be consistent with categories approved by Council in the revenue policy, by staff with delegated authority.

## Timing

### Round timings

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](http://cityofsydney.nsw.gov.au/grants).

Round timings table

	Round 1	Round 2	Round 3
Open to applications	6 February 2019	19 June 2019	23 October 2019
Closed to applications	5pm on 11 March 2019	5pm on 22 July 2019	5pm on 18 November 2019
Recommendations presented to council	mid 2019	late 2019	early 2020
Project time frame	1 August 2019 – 31 July 2020	1 January 2020 – 31 December 2020	1 May 2020 – 30 April 2021

## **Programs timing**

### Cultural and Creative Grants and Sponsorship

- This grant is open for application in round 1.

### Festivals and Events Sponsorship (Artform/Village and community)

- This grant is open for application in round 1 and round 2.

### Business Support Grant – (Live music and performance/ Night time diversification)

- This grant is open for application in round 1 and round 2.

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

- This grant is open for application in round 1.

### Commercial Creative and Business Events Sponsorship

- Requests for this grant are received all year round.

### Environmental Performance – Innovation Grant

- This grant is open for application in round 1, round 2 and round 3.

### Environmental Performance – Building Operations Grant

- This grant is open for application round 1, round 2 and round 3.

### Environmental Performance – Ratings and Assessment Grant

- This grant is open for application round 1, round 2 and round 3.

### Community Services Grant

- This grant is open for application in round 1.

### Affordable and Diverse Housing Fund

- Requests for this grant are received all year round.

### Knowledge Exchange Sponsorship

- Requests for this grant are received all year round.

### Quick Response Grant

- Requests for this grant are received all year round.

## Grants and Sponsorship Program Guidelines

### Matching Grant

- This grant is open for application in round 1, round 2 and round 3.

### Accommodation Grant

- Applications are taken as properties become available.

### Creative Spaces Grant

- Applications are taken as properties become available.

### Short Term Empty Properties Grant

- Applications are taken as properties become available.

### Venue Hire Support Grant and Sponsorship (landmark and community venues)

- Requests for this grant are received all year round.

### Street Banner Sponsorship

- Requests for this grant are received all year round.



## Eligibility

### Eligibility classifications

We receive grant applications from:

- not-for-profits including registered charities and social enterprises structured as:
  - companies
  - cooperatives (non-distributing)
  - foundations
  - incorporated associations
  - indigenous corporations
  - 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 the list](#) on the next page.

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.

## Grants and Sponsorship Program Guidelines

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

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

### **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, Individuals (Not-for-profit auspice required) and Unincorporated Community Groups (Not-for-profit auspice required).

#### Business Support Grant – Place and Industry

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

#### 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.

#### 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).

#### Community Services Grant

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

#### Affordable and Diverse Housing Fund

- Not-for-profits and For-profits.

## Grants and Sponsorship Program Guidelines

### 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 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 auspice required) and Unincorporated Community Groups.

### Street Banner Sponsorship

- Not-for-profits.

# Grants management process

## Application

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

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

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

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

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

## Application support

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

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

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

**Free grant writing seminars** – these take place twice a year. See dates at [cityofsydney.nsw.gov.au/community/grants-and-sponsorships](http://cityofsydney.nsw.gov.au/community/grants-and-sponsorships). For translation assistance or other practical support, call 02 9265 9333 or email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au).

To speak to grants staff 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.

### 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 these 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.

Details on the programs that require cash and in-kind matched funding are in the description for each program.

The City accepts applications for projects that seek to raise their cash contribution using crowdfunding platforms. You have three months to raise the funds after you receive the City's grant approval notice. A funding agreement will only be finalised after the funds have been raised. If the funds are not raised within three months, the grant will lapse and we will reallocate funds to the grants and sponsorship budget.

### **Funding agreements and negotiation**

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

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

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

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

### **Payments arrangements**

Once contracts are finalised, payments are processed with a standard 30-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.

- 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](http://cityofsydney.nsw.gov.au/grants), email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

We hold grants and sponsorship information sessions during the year. We encourage you to attend one of these and speak with City staff before submitting an application.



# Grantmaking principles

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

## Providing outcomes that align with Sustainable Sydney 2030

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

## Partnership

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

## Diversity and access

Sydney is a diverse community comprising 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 [webguide.gov.au/accessibility-usability/accessibility](http://webguide.gov.au/accessibility-usability/accessibility).

## Value for money

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

## Good governance

We commit to decision making in the public interest, and effective and efficient grant management. Application forms and acquittal requirements depend on the size of the grant and its expected outcomes. As part of our commitment to continuous improvement, the City

ensures there are opportunities for feedback on the City's grant processes. We support you evaluate your projects in line with our evaluation and learning framework.

### **Transparency**

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

# Eligibility and ethics

## General eligibility

To be eligible for funding, applicants must:

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

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

## General exclusions and ineligibility

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

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

Grants and sponsorships do not cover:

- general donations to charities, but we may provide grants to specific charity projects
- activities that could be perceived as benefiting a political party or party political campaign
- overtly religious activities that could be perceived as divisive within the community
- waiver of fees of development applications, health inspection fees, health approvals, street closures and other approvals and other similar statutory charges

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- City of Sydney staff in their capacity as individuals, although they may participate and contribute to projects in their local communities.

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

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

### **Child protection**

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

### **Ethics framework**

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

- pollute land, air or water
- destroy or waste non-recurring resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination, on the basis of race, religion or sex in employment, marketing or advertising practices
- contribute to the inhibition of human rights generally.

# Cultural and creative grants and sponsorship

## Overview

This 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.

It funds projects and initiatives that align with priorities in our creative city cultural policy and action plan 2014–2024 and live music and performance action plan.

## Expected program outcomes

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

- increased visibility and recognition of Aboriginal and Torres Strait Islander cultures
- 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.

## Funding available

- Funding is available in amounts from \$5,000 to \$50,000.
- Value-in kind in the form of street banner and venue hire fee waiver is available.
- Annual project funding or multi-year project (funding up to three years).
- For-profit organisations requesting support must match the funding requested with cash. Value-in-kind is not be accepted.
- Recipients may need to provide sponsorship benefits back to the City of Sydney community in return for funding. These benefits are negotiated case-by-case and can be up to the value of their funding provided.

## Grants and Sponsorship Program Guidelines

For applications of \$20,000 and over, please contact our grants team on 02 9265 9333 to discuss your project and its alignment with these guidelines.

### Key dates

This program has one round in 2019. For relevant dates [the timing section](#) and [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

### Funding priorities for 2019

- connect with and celebrate Aboriginal and Torres Strait Islander identities and cultures
- animate public areas with creative initiatives, including in non-traditional, unexpected and unique urban spaces
- amplify local histories, stories and characteristics of the city and its villages
- encourage creative participation and learning opportunities for the city's residents, workers and visitors
- build new markets and audiences for Sydney's cultural activity
- remove barriers that prevent parts of the community participating in Sydney's cultural offer
- demonstrate partnerships between local businesses/residents/community and cultural organisations
- demonstrate partnerships between cultural organisations to address a sectoral or precinct need
- share knowledge through the creative use of existing resources, institutional structures, new technologies and/or the knowledge and experiences of our diverse communities
- create opportunities for live music and performance, with priority given to all-ages activity.

### Assessment criteria

Applications are assessed against the priorities and desired outcomes above. The assessment panel will also consider:

- demonstrated need for the project and proposed outcomes
- quality of the project and creative personnel involved
- evidence of partnerships with other government agencies, business or community organisations

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- capacity of the individual or organisation and its management
- evidence of a realistic budget with appropriate resourcing including payment of creative personnel where applicable (Note – We support the paying of creative personnel where possible and recognises that underpayment and non-payment affects their incomes and career sustainability)
- provision of other required supporting documentation ([see supporting documentation](#)).

### Eligibility

To be eligible for funding, an applicant must offer a project within the local government area, or primarily for the local community with a minimum of 75 per cent participants from the local government area.

These individuals and organisations can apply:

- not-for-profit organisations
- for-profit organisations
- sole traders, individuals or unincorporated community groups auspiced by a not-for-profit or for-profit that is eligible to apply in their own right.

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

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

### Not eligible for funding

Funding is not available for:

- projects or phases of projects or programs that have already occurred or occur beyond the timeframes relevant to each round ( for further information [see key dates](#))
- projects that directly contravene the eligibility and ethics framework or existing city policies
- capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be eligible)
- projects or programs that rely on recurrent funding from the City of Sydney
- permanent staffing costs or ongoing operational costs
- projects which are considered to be a Festival or Event

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- applications from for-profit organisations that do not provide evidence of matched cash funding for the project.

### More information

For more information on our grants and sponsorships. see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants)

Also see our:

- creative city cultural policy and action plan 2014–2024 at [cityofsydney.nsw.gov.au/explore/arts-and-culture/creative-city-sydney/cultural-policy](http://cityofsydney.nsw.gov.au/explore/arts-and-culture/creative-city-sydney/cultural-policy)
- live music and performance action plan at [cityofsydney.nsw.gov.au/explore/arts-and-culture/live-music-and-performance](http://cityofsydney.nsw.gov.au/explore/arts-and-culture/live-music-and-performance).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.



# Festivals and events sponsorship

## Overview

This program supports festivals and events that celebrate, develop and engage the city's communities. Festivals and events make an important contribution to the economy and cultural ecosystem of the city, locally and internationally. They may provide forums to share knowledge, create opportunities for active community participation and celebrate the unique social and cultural character of a village.

We provide support for festivals and events under two categories:

- artform
- village and community.

## Artform

### Expected program outcomes – artform

Festivals and events can contribute to one or more of the following outcomes. Festivals and events seeking major multiyear support (over \$100,000 in cash and/or value-in-kind per year) must contribute to all of these outcomes:

- increased visibility and recognition of Aboriginal and Torres Strait Islander cultures
- 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 opportunities for international collaborations and knowledge sharing between visiting and local creative practitioners.

### Funding priorities for 2019 – artform

We prioritise artform-focused festivals and events that demonstrate:

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- connections with and celebration of Aboriginal and Torres Strait Islander identities and cultures
- increased and more broadly diverse audiences are exposed to the work of local and international artists and creative teams
- increased opportunity for diverse local communities to access and participate in cultural activity
- increased opportunities for international collaborations and knowledge-sharing opportunities between international visiting artists and local creative practitioners
- support growth of the local visitor economy through targeted cultural initiatives
- opportunities for learning and idea sharing through programs that included talks, forums, masterclasses and workshops
- events that surprise, delight or take place in unusual spaces
- inclusion of appropriate targeted activities and opportunities for families, children and young people
- support for local artists and venues through targeted marketing or programming initiatives.

### **Assessment criteria – artform**

Applications are assessed against the outcomes above and any advertised priorities at the time of application. The assessment panel will also consider:

- evidence of audience and/or community support for the festival or event and its proposed outcomes
- the quality and uniqueness of the artistic program and the appropriateness of the artists involved
- evidence of partnerships with other government agencies, business, community organisations or individuals
- the skills and experience of the organisation and its management relative to the size of the proposed project
- a realistic budget showing that the festival or event will be appropriately resourced, including payment of artist fees
- evidence of a program or event evaluation plan
- evidence that the event can grow to be self-sustainable

- relevance and outcomes specific to the City of Sydney local government area
- other required supporting documentation ( for further information [see supporting documentation](#)).

### **Eligibility – artform**

The applicant must offer a project within the City of Sydney local government area, or demonstrate benefits for the area’s residents, businesses, workers and/or visitors.

These individuals and organisations can apply:

- not-for-profit organisations
- for-profit organisations
- sole traders, individuals or unincorporated community groups auspiced by a not-for-profit or for-profit that is eligible to apply in their own right.

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

### **Village and Community**

#### **Expected program outcomes – village and community**

Festivals and events can contribute to one or more of these 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.

#### **Funding priorities – village and community**

We prioritise 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 of Sydney's broader place-making objectives and showcase local communities, including local business
- promote community awareness of environmental issues and solutions.

### **Assessment criteria – village and community**

Applications are assessed against the outcomes above and any advertised priorities at the time of application. The assessment panel will also consider:

- evidence of audience and/or community support for the festival or event and its proposed outcomes
- evidence of how the festival or event showcases the area's unique characteristics and identity
- evidence of ongoing economic benefit for local businesses in the village or precinct (if relevant)
- the quality of the program and appropriateness of the artists, businesses and/or partners involved (if relevant)
- evidence of the promotion of City of Sydney's sustainability, or walking and cycling programs and/or understanding of the strategies and objectives of these programs as part of the event (if relevant)
- evidence of partnerships with other government agencies, business, community organisations or individuals, particularly those in the local area
- the skills and experience of the organisation, its management and any third party event management provider relative to the size and nature of the proposed project
- a realistic budget showing that the festival or event will be appropriately resourced, including payment of contractor and artist fees
- appropriate outcomes and performance measures identified
- evidence of alternative or sustainable funding sources
- evidence of accessibility and inclusivity
- required supporting documentation ( for further information [see supporting documentation](#)).

### **Eligibility – village and community**

The applicant must offer a project within the City of Sydney local government area, or demonstrate benefits for the area's residents, businesses, workers and/or visitors.

These individuals and organisations can apply:

## Grants and Sponsorship Program Guidelines

- not-for-profit organisations
- individuals or unincorporated community groups auspiced by a not-for-profit that is eligible to apply in their own right.

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

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

### Key dates

This program has two rounds in 2019. For relevant dates see [the timing section](#) and [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants) .

### Funding available

Funding is available for a one-year program or a program of up to three years. New village and community festivals and events can apply for up to \$30,000. Funding for established or other festivals and events are negotiated on consultation.

The City, at its discretion, may offer a multi-year funding sponsorship agreement based on demonstrated audience attendances, ongoing demand, the applicant's organisational and financial performance and the quality of its programs.

Organisations supported under this program may be required to provide benefits back to the City of Sydney community in return for funding. These benefits are negotiated case-by-case and can be up to the value of funding provided.

For-profit organisations requesting support through the artform category must match the funding requested with cash. Value-in-kind is not accepted.

This program includes value-in-kind support in the form of street banners and venue hire fee waiver for City-owned facilities.

Applicants approved for the waiving of hire fees for Sydney Town Hall are advised that if a cancellation occurs within 90 days of the event, you must pay for 50% of the booking's value with cash, irrespective of any value-in-kind awarded by the City.

For applications of \$20,000 and over, please contact our grants team on 02 9265 9333 to discuss your project and its alignment with these guidelines.

### Not eligible for funding

- projects that directly contravene the eligibility and ethics framework or existing city policies
- projects that duplicate existing services

## Grants and Sponsorship Program Guidelines

- capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be eligible)
- applications from for-profit organisations that do not provide evidence of matched funding for the project.

### More information

For more information on our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Business support grant

## Overview

This program fosters strong and sustainable local businesses by supporting initiatives that stimulate the city's precincts and the night-time economy. It provides matched support for businesses, property owners, not for profits, industry associations, local chambers of commerce and precinct associations.

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

## Expected program outcomes

Projects can contribute to one or more of these 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
- improved acoustic performance and suitability of live music and performance venues.

## Funding priorities

The City provides support under three categories:

- **Live music and performance** – capital works or expenditure to introduce live entertainment to a business's offerings or to improve existing live music and performance venues.
- **Night-time diversification** – programming at night to encourage an increased variety of business offerings and activities in commercial precincts after 6pm.
- **Place and industry:**

## Grants and Sponsorship Program Guidelines

- promote local economies for the benefit of businesses
- connect business to opportunities
- grow business skills and capacity
- advocate on key issues on behalf of local business.

### Funding available

Category	Funding	Matched component
Live music and performance	Up to \$30,000 for capital improvements to premises associated with live music and performance to grow and enhance the quality and quantity of programming or to introduce new live entertainment offerings.	Applicants must match the funding requested with a financial contribution equal to or greater than the funds requested.
Night-time diversification	Up to \$30,000 a year for one or two years for programming at night (6pm to 6am) to encourage increased variety of night-time business offerings and programmed activities in commercial precincts.	Applicants must match the funding requested with a financial contribution (including hours worked) equal to or greater than the funds requested.
Place and industry	Funding is available for a one or two-year program. Funding awarded is commensurate with the estimated economic benefits of the project and considered within the total pool of available funds.	Applicants must match the funding requested with cash and/or value-in-kind.

Value-in-kind in the form of street banner and venue hire fee waiver is supported by the place and industry category only.

### Key dates

- Live music and performance – two rounds in 2019
- Night-time diversification – two rounds in 2019
- Place and industry – one round in 2019



- For relevant dates see [the timing section](#) and [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants)

### Assessment criteria

Applications are assessed against the business support grant priorities and outcomes. The assessment panel will also consider the priorities below.

#### Live music and performance

The types of capital improvement projects funded under this category assist premises to introduce, grow or enhance the quality and quantity of their live music and performance programming. Priorities include:

- acoustic improvements to help manage sound transfer from venues to surrounding properties
- investment in equipment or in-venue acoustics which improve audience experience
- works that facilitate the introduction of live music or performance programming, or significantly improve or expand existing programming
- works that improve the health and safety of audiences, performers and venue staff.

Funding is available to support all costs associated with capital improvement projects. This can include professional advice, equipment, mechanical plant, labour, building works, fittings or fixtures.

The specific assessment criteria for this category include:

- evidence of the need, opportunity or demand within the community or within a specific venue
- capacity and experience of the applicant to undertake and appropriately promote the activities
- an appropriate degree of market research and informed business planning to support a financially sustainable live music or performance program
- demonstrated understanding of how development consent and any other permits will be obtained, if required
- a commitment to support any required safety or precinct amenity provisions (such as lighting, security and cameras) to ensure the activity is introduced in a safe and integrated way for patrons, staff and the community, if applicable
- commitment and capacity to match the cash investment of the grant
- provision of at least two quotes for proposed works, if appropriate

- provision of required supporting documentation ( for further information [see supporting documentation](#)).

If you need development consent for your proposed activity, the City may withhold all or a proportion of funding until you have received this. Our planning staff (duty planner or area planning manager) can advise if your project needs development consent.

### **Night-time diversification**

The types of initiatives funded under this category increase the variety of night-time business offerings and programmed activities, including coordinated precinct initiatives.

Priorities include:

- later trading premises – for example, opening hours for a book or fashion store extended to 10pm with additional programming such as book readings / fashion talks
- businesses offering a regular series of activities or special events – for example, styling sessions for beauty, fashion or design retailers or cooking classes for hospitality businesses
- businesses and venues introducing or expanding live music and performance, such as comedy, theatre, poetry, programming
- creative producers who wish to work with businesses in their area to curate a program of events or night-time activities
- coordinated activities between a group of businesses within a precinct are highly regarded – for example, collaborations between neighbourhood retailers, artisans and service providers to create a series of local events
- capital works or capital expenditure associated with night-time activities up to a maximum value of \$5,000.

The specific assessment criteria for this category include:

- evidence of the need, opportunity and/or demand for the activities
- capacity and experience of the applicant to undertake and promote the activities
- demonstrated secured partnerships (if appropriate)
- commitment, capacity and plans to continue the activities, if successful, without further support from the City (if required)
- demonstrated understanding of how development consent and any other permits will be obtained (if required)

## Grants and Sponsorship Program Guidelines

- a commitment to support any required safety or precinct amenity provisions (such as lighting, security and cameras) to ensure the activity is introduced in a safe and integrated way for patrons, staff and the community (if applicable)
- commitment and capacity to match the cash investment of the grant
- provision of required supporting documentation ( for further information [see supporting documentation](#)).

### **Place and industry**

The types of projects funded under this category assist local businesses to:

- increase awareness of local business offerings and experiences
- increase footfall, patrons and spending in local retail precincts
- improve access to industry information, upskilling and networking opportunities for local businesses
- strengthen advocacy by local chambers of commerce and precinct associations.

The specific assessment criteria for this category include:

- evidence of the need to be addressed within the local business community
- capacity and experience of the applicant to undertake the activities, including secured partnerships, marketing/promotional plans and any required approvals
- commitment, capacity and plans to continue the activities, if successful, without further city support (if required)
- understanding of best practice approaches to addressing the need identified
- commitment and capacity to match the cash investment of the grant
- provision of required supporting documentation (for further information [see supporting documentation](#)).

### **Eligibility**

To be eligible for funding under any category an applicant must operate within the local government area or be able to demonstrate benefits for the area's residents, workers and/or visitors. Applicants must also apply for projects located in the local government area.

Category	Eligibility
Live music and performance	<p>An applicant must:</p> <ul style="list-style-type: none"> <li>• be a not-for-profit, for-profit organisation or sole trader</li> <li>• be the property owner or tenant of the property where the activity will take place</li> <li>• provide proof of owner's consent.</li> </ul>
Night-time diversification	<p>An applicant must be a not-for-profit, for-profit, or sole trader.</p>
Place and industry	<p>An applicant must:</p> <ul style="list-style-type: none"> <li>• be a not-for-profit</li> <li>• be a members based organisation</li> <li>• have an economic focus such as a chamber of commerce or industry association.</li> </ul>

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

### Not eligible for funding

- projects that directly contravene the eligibility and ethics framework or existing city policies
- capital works or capital expenditure that exceeds \$5,000 (excepting the live music and performance category)
- costs associated with 'business as usual' activities, permanent staffing or ongoing operational costs
- purchase of buildings
- relocation of business or routine maintenance
- internal shop fittings including display shelves and painting
- properties owned by employees of the City of Sydney or other government agencies

## Grants and Sponsorship Program Guidelines

- projects that rely on future recurrent funding from the City of Sydney.

### **More information**

For more information on our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Commercial creative and business events sponsorship

## Overview

This sponsorship is for events that provide significant economic benefits to City of Sydney business communities and residents. Creative and business events contribute to our economy, cultural life and social life and establish Sydney as a lively and engaging city.

Major creative events provide opportunities for community and business participation on a broad scale. A vibrant event calendar creates jobs for the city's creative workers, contributes to sector development and supports the sustainability of the tourism, retail and hospitality sectors. This program allows us to sponsor a limited number of high-impact creative events each year. We consider events that receive investment support from the NSW Government favourably but not exclusively.

National and international business events, including meetings, incentive travel reward programs, and conventions and exhibitions provide 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 create opportunities for the education sector. In an increasingly competitive global market, the City has partnered with Business Events Sydney, the organisation tasked with securing major business events for Sydney. Most of the City's support is dedicated to bidding for and securing major business events through this partnership. The City may consider applications from events not associated with Business Events Sydney.

## Expected program outcomes

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

- increased recognition of Sydney nationally and internationally as a major event city
- 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.

## Funding available

This program provides sponsorship for one-off events or up to triennial sponsorship for recurring commercial creative events. The amount available for major commercial creative events is commensurate with the economic benefit derived from each event.

Value-in kind in the form of venue hire fee waiver is supported by this program. This program does not provide value-in-kind for the waiving of street banner hire fees.

National or international business events can apply for support of up to \$20,000.

## Key dates

This sponsorship program is open all year for applications until funds are exhausted.

## Types of events supported

- **Major commercial creative events** that provide significant economic benefits, including to the tourism, retail and hospitality sectors, or profile Sydney to an international audience as a creative and innovative city. Past examples are Fashion Week Australia, Strictly Ballroom the Musical, and Vogue Fashion's Night Out.
- **National or international business events** that provide significant economic benefits through delegates' visitor nights. Business events include conferences, conventions, symposia, congresses, incentive group events, marketing events, special celebrations, seminars, courses, public or trade shows, product launches, exhibitions, company general meetings, corporate retreats, study tours or training programs.

As well as the tourism benefits from hosting large-scale events, these events help position Sydney as a city of ideas, creativity and innovation. They provide opportunities for showcasing local expertise, encourage debate and dialogue on local and global issues, and bring global experts to engage with local communities.

In limited circumstances, the commercial creative and business events sponsorship program provides cash grants for national and international business events that are not in partnership with Business Events Sydney. Examples include CeBIT Australia.

## Assessment criteria

Applications are assessed against the program priorities and desired outcomes. The assessment panel will also consider the priorities below.

### Commercial creative event sponsorship

- economic impact of the event, including intrastate, interstate and overseas visitors; investment in infrastructure and services; and investment in the event itself
- uniqueness to Sydney, including exclusivity to Sydney or the event premiere

## Grants and Sponsorship Program Guidelines

- contribution to the national and international profile of Sydney as a creative city
- marketing commitment, reach and estimated spend across media, marketing and social platforms
- community and business impact, demonstrating evidence of partnerships and sponsorship with other government agencies, business or community organisations including media support
- contribution to the development of the industry sector or the local business community to encourage growth, sales and uplift to the business sector
- extent to which the event minimises impact on the environment or raises awareness of the environmental issues that align with the City's Sustainable Sydney 2030 environmental targets.

### **Business events sponsorship**

- impact of the event including economic impact, location and expected number of delegates
- extent to which the event contributes to Sydney's national and international brand and reputation
- impact, benefits and opportunities provided for the business community
- contribution to the development of the industry sector or local business community
- extent to which the event minimises impact on the environment or raises awareness of the environmental issues that align with the City's Sustainable Sydney 2030 environmental targets.

### **Eligibility**

To be eligible for funding an applicant must operate within the local government area or be able to demonstrate benefits for the area's residents, workers and/or visitors.

The applicant can be a not-for-profit organisation or for-profit organisation.

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

### **Not eligible for funding**

- projects that directly contravene the eligibility and ethics framework or existing city policies
- projects or programs that rely on recurrent funding from the City of Sydney
- permanent staffing costs or ongoing operational costs.















# Environmental performance – ratings and assessment grant

## Overview

This grant supports environmental ratings, certifications, audits and assessments for buildings. The cost of a rating or assessment can be a significant barrier for organisations. This program encourages building owners to begin on the pathway of environmental rating and continuous performance improvement.

## Expected program outcomes

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

- improved knowledge of the current environmental performance of buildings and facilities in the City of Sydney area, and of the business case for performance improvements
- improved energy and water efficiency, indoor environment quality and reduced resource waste impacts
- increased recognition and uptake of credible ratings and certification tools that benchmark environmental performance.

## Key dates

This program has three rounds in 2019. For relevant dates see [the timing section](#) and [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants) .

## Funding available

The City has identified the commercial office, accommodation and entertainment, and residential strata sectors as key for reducing emissions and environmental impacts in our local government area. Representatives from these sectors are encouraged to apply:

- Non-residential sectors
- Performance certification and action plan.

Year 1 NABERS, Green Star Performance or EarthCheck - Up to \$10,000 for the rating or certification which must be accompanied by an action plan that will assist the building to improve this rating.

The recipient commits to investing a minimum amount of their own funds to implement the cost-effective opportunities identified. The minimum amount invested must be half the value of the funds awarded by the City.

Year 2 NABERS, Green Star Performance or EarthCheck – Up to \$5,000 for a second rating or certification which must be accompanied by an action plan that will assist the building to improve this rating. This must be with the same rating or certification tool used in year 1.

Applicants must show evidence of having implemented the cost-effective opportunities identified from their first action plan and must commit to publicly disclosing the rating or certification.

### **Energy audits**

Up to \$15,000 for energy audits that adhere to Australian Standard AS3598 Level 2 and above. The scope of this work must also include an accredited NABERS, Green Star Performance or EarthCheck rating/certification unless there is a current rating already in place.

The recipient commits to investing a minimum amount of their own funds to implement the cost-effective opportunities identified. The minimum amount invested must be equal to the value of the funds awarded by the City.

### **Residential sector**

Performance rating and action plan

Year 1 NABERS - Up to \$10,000 is available for a NABERS energy and/or water rating which must be accompanied by an action plan that will assist the building to improve this rating.

The recipient commits to implement operational improvements and take recommendations and reasonable business cases from the action plan to a general meeting for consideration.

Year 2 NABERS – Up to \$5,000 is available for a second NABERS energy and/or water rating which must be accompanied by an action plan that will assist the building to improve this rating.

Applicants must show evidence of having implemented the cost-effective opportunities identified from their first action plan and must commit to publicly disclosing the rating.

Water and/or energy assessments

Up to \$10,000 is available for water and energy assessments that could include lighting assessments, technical investigations of plant and equipment, or whole building water and energy assessments. A NABERS energy and/or water rating must be undertaken with this assessment unless there is a current rating already in place.

The recipient commits to implement operational improvements and take recommendations and reasonable business cases from the assessment to a general meeting for consideration.



### Assessment criteria

All applications are assessed against the environmental performance – ratings and assessment grant expected program outcomes. The assessment panel will also consider the following:

- size of building and projected carbon, energy, water, waste to landfill and cost savings
- quality of proposal
- applicant capacity and commitment to deliver the project
- contractor credentials and capacity to deliver the project
- clear, detailed and realistic budget that demonstrates value for money.

### Eligibility

An applicant can be a not-for-profit organisation, for-profit organisation or owners corporation.

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

### Not eligible for funding

- projects that directly contravene the eligibility and ethics framework or existing city policies
- instances where a NABERS rating is required by government including under the commercial building disclosure scheme (at point of sale or lease).

### More information

For more information on our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Community services grant

## Overview

This grant supports organisations to provide community programs or projects that help increase equality in the local area, 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.

## Expected program outcomes

Initiatives and projects can contribute to one or more of these 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.

## Key dates

This program has one round in 2019. For relevant dates see [the timing section](#) and [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

## Funding priorities

Funding supports projects that:

### 1. **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 communities
- facilitate inclusion and equitable access to facilities, services, open spaces and community life
- provide access to information and training.

### 2. **Increase opportunity** (reduce vulnerability and disadvantage)

- facilitate access to education, training and employment opportunities

## Grants and Sponsorship Program Guidelines

- 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.

### **3 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.

### **Funding available**

Funding is available in amounts over \$5,000 and up to \$50,000 per year for one to three years. Value-in kind in the form of street banners and venue hire fee waiver is supported by this program.

In 2019, priority areas include but are not limited to projects that address:

- strengthened community connection and civic participation
- social harmony and acceptance of diversity
- mental health and wellbeing
- healthy active living
- access to healthy affordable food
- community safety
- financial security and access to housing
- youth/community led projects
- resilience in high density communities
- inclusion and access
- digital inclusion.

## Assessment criteria

Applications are assessed against the community services grant priorities and desired outcomes. The assessment panel will also consider:

- clear demonstration of the community need to be addressed through the project
- evidence that supports the proposed approach to addressing the community need
- how the project supports an innovative approach to addressing a community need in a new way, or pilot/trial a new approach in offering a community service or project
- targets local residents, workers and/or visitors and is provided in the local area
- aligns with key City of Sydney strategic directions, particularly the social sustainability policy and action plan, inclusion (disability) action plan, community safety action plan and/or other related policies, plans and procedures
- inclusion of an appropriate performance measurement and evaluation methods
- a clear plan to develop the project, implement the budget and manage transition at the end of the funding period and ongoing financial sustainability (if required)
- evidence of a coordinated approach to project delivery
- project design considers existing services, resources or initiatives to enhance project delivery
- provision of required supporting documentation (for further information [see supporting documentation](#)).

## Eligibility

An applicant must operate within the City of Sydney local government area or be able to demonstrate benefits for the city's residents, workers and/or visitors.

These individuals and organisations can apply:

- not-for-profit organisations
- individuals or unincorporated community groups auspiced by a not-for-profit that is eligible to apply in their own right.

Applicants are encouraged to select an auspicing organisation that is relevant to the sector and can support the development of the proposal.

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

### Not eligible for funding

- projects that directly contravene the eligibility and ethics framework or existing city policies
- capital expenditure over \$5,000 (equipment up to a cost of \$5,000 may be eligible)
- for-profit organisations, including small businesses
- applications that seek support for supplementing, increasing or continuing ongoing service delivery or for funding the core business of the organisation
- projects that duplicate existing services.

### More information

For more information about our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Affordable and diverse housing fund

## Overview

The affordable and diverse housing fund promotes the development of affordable and diverse rental housing in our local government area by community housing providers, not-for-profit and for-profit organisations.

The fund is part of our commitment to overcome financial barriers to affordable and diverse housing development. It aligns with the 'housing for a diverse population' strategic direction in Sustainable Sydney 2030 and the City's housing issues paper.

## Expected program outcomes

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

- maximising the quantum of subsidised housing within the City of Sydney 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 City of Sydney local area
- ensuring the continued use of funded projects as subsidised housing
- ongoing management in accordance with the applicable regulatory requirements, such as NSW affordable housing guidelines
- achieving timely delivery utilising appropriately experienced and capable principals and contractors.

## Funding available

Funds can be used for:

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

## Grants and Sponsorship Program Guidelines

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's project will not exceed \$3 million. Funding cannot be used for consent authority fees and charges.

### Key dates

This program is open all year for applications until the fund is exhausted.

### Assessment criteria

Applications are assessed against these criteria:

- amount, nature and location of subsidised housing and any other uses being delivered
- proportion of the total project cost requested as City funding (including cash, value-in-kind and land)
- proportion of total project cost funded by the applicant and other sources
- property development experience, expertise and capability of the applicant/deliverer
- experience in the operation and management of the type of housing by the applicant/manager in compliance with relevant regulations
- financial capacity of the applicant.

### Eligibility

An applicant must operate within the City of Sydney local government area or be able to demonstrate benefits for the area's residents, businesses, workers and/or visitors

These individuals and organisations can apply:

- not-for-profit organisations
- for-profit organisations
- providers of community housing
- organisations that are part of a consortium that includes a community housing provider.

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

### Further conditions

- Funds must only be used for capital expenditures on net new subsidised housing developments.

## Grants and Sponsorship Program Guidelines

- The City's financial contribution will generally not exceed 30 per cent of the total cost of the subsidised housing.
- Funds will not be released until a construction certificate is issued.
- The City may seek to secure the use provided through a mechanism/instrument such as a registered positive caveat, on the land used for the project.
- Should the project at any time cease being affordable housing in the manner approved by the City, the recipient will repay the City the full amount granted less proportional construction costs and depreciation.
- The City will require the funds to be repaid if the project completion date is not met, the project is terminated, the recipient becomes insolvent, or the project description changes materially.
- The recipient must operate the facility in line with federal, state and local government regulatory requirements.
- Generally, housing delivered through the fund is to be rented to a range of low to moderate income earners at no more than 30 per cent of gross household income, in accordance with the NSW affordable housing guidelines.
- The facility must generally be completed within three years of funding approval.
- If a for-profit entity is the proposed recipient of a grant from the fund, the proposed grant will be advertised for at least 28 days before the proposed date of the grant under section 356(2) of the Local Government Act 1993.

### **Not eligible for funding**

Projects that directly contravene the eligibility and ethics framework or existing city policies.

### **More information**

The project is permitted to include a proportion of 'market' housing for sale on completion and/or a commercial component for lease, or sale, on completion where it forms a part of the project's financing strategy or is required to satisfy planning controls.

'Subsidised' housing means all forms of short and long term rental accommodation offered at below market rates, including affordable housing, social housing, assisted living, aged and respite care, crisis housing and boarding houses.



# Matching grant

## Overview

This grant encourages communities to take action to improve, enhance, or celebrate their local neighbourhood or business precinct. It is designed to support grassroots and local projects that contribute to vibrant sustainable communities and economies by matching contributions towards a project.

## Expected program outcomes

Initiatives and projects can contribute to one or more of these 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

## Funding available

The matching grant program recognises any community contribution towards a project and can offer up to \$10,000 in cash and value-in-kind (street banner and venue hire fee waiver) to match this contribution.

Recognised in-kind community contributions include:

- In-kind contributions such as donated supplies, materials, venues or services
- Volunteer time such as labour, meeting times and project management. The rate of volunteer time is calculated as \$25 per hour. For professional or contracted services, the rate is \$75 per hour.

## Key dates

This program has three rounds in 2019.

For relevant dates see [the timing section](#) and [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants) for relevant dates.

## Types of activity supported

- 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 and 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 identified in City of Sydney strategies and action plans.

## Assessment criteria

Applications are assessed against matching grant program priorities and desired outcomes. The assessment panel will also consider:

- demonstrated evidence of the community need or opportunity that will be addressed through the project
- demonstrated direct benefit to the community
- alignment with the City's strategic directions, particularly the social sustainability policy
- commitment to build genuine community participation in the project
- contribution of the project to greater levels of knowledge, skills and confidence in the community to participate in city life
- contribution to strengthened connections within the City's Villages
- capacity to match (in cash or in-kind) the City's contribution
- inclusion of a clear plan to develop and implement the project and manage transition at the end of the funding period
- other required supporting documentation (for further information [see supporting documentation](#)).

### Eligibility

To be eligible for funding an applicant must operate within the City of Sydney's local government area or be able to demonstrate benefits for the area's residents, businesses, workers and/or visitors.

These individuals and organisations can apply:

- not-for-profit organisations
- for-profit organisations
- sole traders
- individuals auspiced by a not-for-profit or for-profit that is eligible to apply in their own right
- unincorporated community groups.
- Owners corporations

If you work with an auspicng organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

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

### Not eligible for funding

- projects that directly contravene the eligibility and ethics framework or existing city policies
- capital works or capital expenditure that exceeds \$5,000
- applications that seek support for supplementing, increasing or continuing ongoing service delivery or for funding the core business of the organisation
- projects that duplicate existing services
- ongoing project, event or program funding.

### More information

For more information about our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Knowledge exchange sponsorship

## Overview

For our city to thrive, we need an environment that fosters collaboration and learning. This sponsorship supports projects that showcase local expertise and encourage dialogue on local and global issues.

Sponsorship includes support for events that promote the sustainable development of cities; programs that mentor new business entrants; networking events that 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; and programs that build skills and expertise in not-for-profits, social enterprises, owners corporations or business operators.

Programs supported will align 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.

## 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.

## Funding available

The knowledge exchange sponsorship program provides support generally for amounts from \$5,000 to \$40,000 and support for value-in-kind venue hire and banner pole hire.

Funded organisations may be required to provide sponsorship benefits to the City of Sydney community in return for funding. These benefits are negotiated case by case and can be up to the value of the funding provided.











For funding for sporting or events representation, individual and group applicants must, where applicable, provide:

- official documentation of their planned activity, such as invitation to participate, selection/team representation or program details
- quotes for expenses for the planned activity
- a letter of reference from the relevant registered club, organisation, school or association.

Individuals and teams who are members of a relevant club or association may wish to apply through that organisation and seek an extension of the organisation's public liability insurance for their activity.

In these cases, you need certification that the insurance company acknowledges this is covered as a legitimate activity of the organisation. Financial assistance for individuals and teams will be considered for competition entry, uniform, accommodation and travel expenses only.

### **Not eligible for funding – event representation and emergency support**

- projects that directly contravene the eligibility and ethics framework or existing city policies
- projects that duplicate existing services
- projects or programs that will rely on recurrent future funding from the City of Sydney
- projects that supplement, increase or continue ongoing service delivery or for funding the 'core' business of the organisation
- projects that occur on a regular basis, such as annually, and for which applicants could have planned and sought sponsorship from other sources
- contributions to a project where the organising body has already received a grant or sponsorship from the City of Sydney
- projects that have received a quick response grant in the last 12 months.

### **Strategic priorities – 2019**

Priorities are drawn from the City's creative policies and action plans and are updated annually. The 2019 priorities are:

#### **Creative initiatives**

We recognise that creative initiative, experimentation and enterprise is the bedrock of fomenting a creative culture. It also understands that creative risk is a precondition of

innovation and industry growth. As part of our creative city cultural policy and action plan 2014–2024, we will provide matched funding (up to \$2,000) for small-scale creative initiatives in need of emergency funding or that are seeking funding to test experimental, unique or new creative ideas.

Experimental arts explore challenging new concepts in the creation and experience of arts and culture. Experimental Artists play with or invent new forms, methodologies, technologies or explore non-material ideas. This may involve innovative partnerships and collaborative / cross-disciplinary processes as the project may investigate broader cultural issues, for example exploring ecology, sustainability, or urban renewal.

### **Expert advice**

We want to reduce regulatory barriers that keep cultural activity from surviving and thriving. We are reforming development controls and neighbourhood noise management, outlined in our OPEN Sydney strategy and the live music and performance action plan. We will also provide matched funding (up to \$2,000) towards unforeseen, time-critical costs of expert advice, certifiers or consultants to assist cultural venues and premises associated with cultural activity and live entertainment to meet their compliance obligations.

### **Further information Strategic priorities**

#### **Types of projects supported – strategic priorities 2019**

- new small-scale creative initiatives that have a public outcome
- ideas requiring testing or piloting
- projects responding to time sensitive opportunities that meet our strategic priorities
- projects and activities which, due to their innovative or experimental outcomes, are unsuitable for other funding sources
- the costs of seeking expert advice or certifier/consultant reports to address urgent and time sensitive issues relating to building and planning or environmental health compliance for cultural venues/premises that exhibit art or offer live music or performance programming.

#### **Assessment criteria – strategic priorities 2019**

Applications will be assessed against these criteria:

- evidence of innovation, experimentation or creative imagination and an explanation of why it is experimental/innovative in the context of the local arts sector
- evidence of necessary experience, technical skills and qualifications
- record of achievement relative to opportunity

## Grants and Sponsorship Program Guidelines

- evidence of matched support (where required) including from community platforms such as Pozible, sponsorship or other sources
- provision of required supporting documentation (for further information [see supporting documentation](#)).

**Creative Initiatives**, these assessment criteria also apply:

- evidence of innovation or creative imagination inherent in the project idea
- if the grant will help trial or test an idea that may be further developed in future
- information on approach taken by the applicant to test the project idea
- intended outcomes and project plan
- mechanisms to gather data and evaluate the project
- evidence that the artist's innovative or experimental work aligns with city policies
- demonstrated connection to the City of Sydney local area.

### **Eligibility – strategic priorities 2019**

To be eligible for funding an applicant must operate within the local government area or be able to demonstrate benefits for the area's residents, workers and/or visitors.

The applicant can be a not-for-profit or for-profit organisation, unincorporated community group, sole trader or individual.

For-profit applicants must match their request with cash. Value-in-kind will not be accepted.

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

### **Not eligible for funding – strategic priorities 2019**

- projects that directly contravene the eligibility and ethics framework or existing city policies
- existing cultural and creative programs or projects that require additional funding and have already been provided with support from the City of Sydney
- projects that align with our matching grant, cultural and creative grants and sponsorship and business support grant (live music and performance) program criteria and that could have applied through these programs and their timeframes
- repeat editions of earlier projects or events including artists fees where the creative work has already been produced
- projects that could have planned and sought sponsorship from other sources

## Grants and Sponsorship Program Guidelines

- projects without matched support (cash or in-kind)
- funding used primarily for professional development, travel or training
- projects or programs that rely on recurrent future funding from the City of Sydney
- projects that supplement, increase or continue ongoing service delivery or for funding the 'core' business of the organisation
- fees and charges associated with compliance or development applications payable to the City
- projects and/or artists that have no connection to the local government area.

### More information

For more information about our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Accommodation grant

## Overview

Our community facilities include buildings and spaces that vary in size, location and function. Under this grant, the City leases community facilities or space in facilities at no charge or at reduced rates (below standard published rates). Tenancies are informed by the strategic priorities set by Council. Support is not provided in perpetuity.

The grants support community groups, organisations and services that encourage community development, enhance social, cultural and environmental programs and services and address community opportunities and needs. The City recognises these contributions and services are important in creating a vibrant and sustainable city.

The City will periodically determine priority areas of support for for-profit businesses. We have 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.

## Expected program outcomes

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

- improved social wellbeing, reduced isolation and increased cultural participation
- increased services undertaken by community and cultural organisations that benefit residents, workers and visitors, and contribute to the social, cultural, economic and environmental health of the city
- enhanced financial sustainability for local organisations including artists
- greater public participation in arts and creative projects
- greater sharing of knowledge and resources by new and emerging groups, increasing the capacity and viability of the business and community sectors
- active development of solutions to sector-wide issues and provision of direct services that benefit communities by newly established and start-up businesses and organisations.

## Funding 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.

### Key dates

Applications for space through this program are invited as facilities become available. This program has no set dates or rounds. Opportunities are published on the City's website and sent out to our mailing list. Please see the ['More information' section](#) below for further details.

### Assessment Criteria

This is released as properties become available. Check supporting documentation at the time of release.

### Eligibility

To be eligible for funding an applicant must:

- demonstrate their organisation's work or proposal benefits the City of Sydney's residents, workers and/or visitors
- demonstrate that payment of commercial rents would cause financial hardship leading to a reduction or withdrawal of services
- be a not-for-profit or for-profit organisation.

### Not eligible for funding

- projects that directly contravene the eligibility and ethics framework or existing city policies
- For more information on eligibility see [the eligibility section](#).

### More information

For more information about our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

Sign up for accommodation grants notifications at [cityofsydney.nsw.gov.au/community/grants-and-sponsorships/cultural-grants-sponsorships/accommodation-grants](http://cityofsydney.nsw.gov.au/community/grants-and-sponsorships/cultural-grants-sponsorships/accommodation-grants).

# Creative spaces grant

## Overview

The City has a range of commercial properties including office, retail and residential spaces. 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 respond to needs 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 reduced rents at below market rates.

Example programs include:

- Oxford Street creative spaces program
- William Street creative hub
- creative live/work spaces program.

We provide support for this program under two categories:

- **Work spaces** are offered to organisations or creative workers for their projects or practice by providing 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.

## Expected program outcomes

A creative tenancy will contribute to one or more of these outcomes:

- activate temporarily vacant City-owned properties with activities that meet community need as identified in the creative city cultural policy and action plan
- revitalise particular locations ensuring creative organisations are embedded in the character of the precinct
- strengthen industry connections and networks in the city
- increase collaboration with the City, other local tenants, surrounding local businesses and other local organisations to improve community capacity
- increase opportunities and awareness for creative practitioners to live and work in the city.

## 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.

## Key dates

Applications are invited as properties become available. This program has no set dates or rounds. Opportunities will be published on the City's website and information sent out to the City's notification list (for further information [see more information](#)).

## Assessment Criteria

Applications are assessed against the program outcomes above and any advertised priorities at the time of application. The panel will also consider:

- a proposal for the use of the space and projects/work to be undertaken during the nominated timeframe
- artistic merit, experience and qualifications, professional development aspirations
- suitability of the creative practice for the creative space or creative live/work space and experience of collaborative working
- evidence of need for the opportunity and how this will assist the applicant's creative growth
- evidence of how the applicant will collaborate with other local artists/creatives
- ability to occupy the property by the specified occupation date.

## Eligibility

This program is open to all individuals working in the creative industries. This includes but is not limited to the visual arts, product design, fashion design, visual communication/graphic design, performing arts, photography, the music industry or creative writers.

Applicants must be:

- a not-for-profit or for-profit organisation or sole trader
- 18 years or older
- citizens, have residency status or hold a valid visa enabling a stay for the relevant duration.

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



### **Not eligible for funding**

Projects that directly contravene the eligibility and ethics framework or existing city policies.

### **More information**

For more information about our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [creativecity@cityofsydney.nsw.gov.au](mailto:creativecity@cityofsydney.nsw.gov.au) or call 02 9265 9333 and speak to the City's cultural projects manager.

Sign up for creative spaces notifications at [cityofsydney.nsw.gov.au/explore/arts-and-culture/opportunities-for-artists/creative-space](http://cityofsydney.nsw.gov.au/explore/arts-and-culture/opportunities-for-artists/creative-space).

# Short-term empty properties grant

## Overview

The City owns commercial and community properties, including retail and office space, across the local area that may be empty for short periods between tenancies. This program provides immediate and short-term activation of these temporarily vacant properties. The properties are offered from one month to one year.

The grant is for creative practitioners and cultural organisations. Preference is given to those based in the local government area or whose project needs to take place in the area.

## Expected program outcomes

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

- activation of temporarily vacant City-owned property for a short term with creative or capacity building activities that reflect our cultural policy and action plan
- increased engagement with the local community, including artists and creative organisations, small business and visitors
- local economies stimulated through the diversification of business mix with innovative or capacity building enterprises
- increased opportunities and exposure for emerging and established enterprises, including artists.

## Support available

Support is available in the form of nominal rental charges for City of Sydney properties that are available and suitable for the activity.

## Key dates

Expressions of interest are invited as properties become available. This program has no set dates or rounds. To register your interest for this grant [see more information below](#).

## Assessment criteria

Applications will be assessed against the outcomes above and any advertised priorities at the time of application. The panel will also consider:

- a strong concept for the space, including the project layout, look and feel

## Grants and Sponsorship Program Guidelines

- consideration of the local precinct and local community
- experience in the delivery of similar projects
- evidence of how access to the opportunity will support the growth of the organisation or business
- ability to activate the space during business hours or a plan for how the space will be activated visually during these hours
- quality of the pitch outlining the concept for the space including supporting images, floor plans, mood board and details of referees.

### Eligibility

To be eligible for funding an applicant must:

- demonstrate their organisation's work or proposal benefits the City of Sydney's residents, workers and/or visitors
- demonstrate that payment of commercial rents would cause financial hardship leading to a reduction or withdrawal of services
- be a not-for-profit or for-profit organisation or sole trader.

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

### Not eligible for funding

Projects that directly contravene the eligibility and ethics framework or existing city policies.

### More information

This program is managed by a third party operator. You can register your interest in this grant at [cityofsydney.nsw.gov.au/explore/arts-and-culture/opportunities-for-artists/creative-space/short-term-tenancies](http://cityofsydney.nsw.gov.au/explore/arts-and-culture/opportunities-for-artists/creative-space/short-term-tenancies).

You can also sign up for creative spaces notifications at [cityofsydney.nsw.gov.au/explore/arts-and-culture/opportunities-for-artists/creative-space](http://cityofsydney.nsw.gov.au/explore/arts-and-culture/opportunities-for-artists/creative-space).

For more information about our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [creativecity@cityofsydney.nsw.gov.au](mailto:creativecity@cityofsydney.nsw.gov.au) or call 02 9265 9333 and speak to the City's cultural projects manager.

# Venue hire support grants and sponsorship

## Overview

The City owns venues that are available for hire. This program provides assistance to community and cultural groups and organisations accessing these 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.

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.

## 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.

## Support available

One-off or annual reduced rates support is available for community and landmark venues, subject to availability. Multi-year funding or triennial funding is available on application.

## Key dates

- This grant program is open all year to applications until the value-in-kind budget is exhausted.
- All applications should be submitted online at least eight weeks before the event.
- The first activity must take place within 12 months of the submission date.

## Assessment criteria

Applications will be assessed against the program priorities and desired outcomes. The assessment panel will also consider:

- evidence of a coordinated approach to service delivery and the development of responses to emerging social issues
- contribution to strengthened formal and informal support networks; reduced isolation and increased community participation and opportunities
- consideration of opportunities for learning and sharing knowledge
- contribution to a sustainable cultural sector
- capacity to build increased relative equality in the City of Sydney
- contribution towards a thriving and diverse green economy of businesses and organisations focused on improving the environmental performance of the city
- evidence of a detailed budget for the event, and demonstrated capacity for the organisation to be financially sustainable
- 'landmark' venue applications need to show experience in providing successful, well managed events
- provision of required supporting documentation (for further information [see supporting documentation](#)).

## Venue category – landmark venues

**City landmark venues** including Sydney Town Hall, Paddington Town Hall, and the Barnet Long Room at Customs House are architecturally and historically significant. They are used for events, concerts, fundraisers, conferences, meetings and community gatherings. Our reduced rates program removes financial barriers so more organisations can access these venues. For information see [cityofsydney.nsw.gov.au/business/city-spaces/landmark-venues-for-hire](http://cityofsydney.nsw.gov.au/business/city-spaces/landmark-venues-for-hire).

## Eligibility – landmark venues

To be eligible for funding an applicant must operate within the local government area or able to demonstrate benefits for the area's residents, workers and/or visitors.

The applicant must:

- demonstrate that payment of standard rates would cause financial hardship
- acknowledge the City's assistance in any promotional material for the event

## Grants and Sponsorship Program Guidelines

- demonstrate that a program of events has been prepared with an appropriate publicity and promotions campaign
- provide evidence of performance criteria and evaluation plan of activities.

The applicant must be one of these individuals or organisations:

- not-for-profit
- for-profit event management companies facilitating an eligible not-for-profit's event
- individuals auspiced by a not-for-profit that is eligible to apply in its own right.

Applicants working with an auspicng organisation are encouraged to choose an organisation that is relevant to the sector and can support the development of the proposal.

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

### Venue category – community venues

**The community venues portfolio** includes rooms in our town halls (exceptions are Sydney Town Hall and Paddington Town Hall), community facilities, libraries and recreation facilities. They are used for workshops, meetings, interest group classes, and social gatherings. The reduced rates program supports groups and organisations that improve outcomes in the local area. For more information see [cityofsydney.nsw.gov.au/community/community-services/venues-for-hire](http://cityofsydney.nsw.gov.au/community/community-services/venues-for-hire).

### Eligibility – Community venues

To be eligible for funding an applicant must operate within the local government area or able to demonstrate benefits for the area's residents, workers and/or visitors.

The applicant must:

- demonstrate that payment of published rates would cause financial hardship
- acknowledge the City's assistance in any promotional material for the event
- demonstrate that a program of events has been prepared with an appropriate publicity and promotions campaign
- provide evidence of performance criteria and evaluation plan of activities.

The applicant must be one of these individuals or organisations:

- not-for-profit
- unincorporated community group

## Grants and Sponsorship Program Guidelines

- individuals auspiced by a not-for-profit that is eligible to apply in its own right.

Applicants working with an auspicng organisation are encouraged to choose an organisation that is relevant to the sector and can support the development of the proposal.

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

### **Not eligible for funding**

Projects that directly contravene the eligibility and ethics framework or existing city policies.

If an applicant has already received funding under a different grants and sponsorships program, this may impact the decision to support the application.

### **More information**

For more information about our grants and sponsorships [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants) for more information about our grants and sponsorships.

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Street banner sponsorship

## Overview

We have more than 1,500 banner poles available for hire. This sponsorship provides banner pole hire fee waiver for our banners, which add to a more vibrant streetscape and raise the profile of 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. For fees and charges see [sydneycitybanners.com.au](http://sydneycitybanners.com.au).

## Support available

Applicants can request up to 150 banner poles for up to two weeks, once a year. Bookings must use a minimum 50% B zones (city centre) and C zones (urban).

## Key dates

- This grant program is open all year to applications until the value-in-kind budget is exhausted.
- Applications are encouraged to be submitted as early as possible and preferably 8-10 months in advance of the banner campaign.
- All applications must be submitted online at least 4 months before the banner campaign and take a minimum of 2 months to process and receive a decision.
- The banner campaign should take place within 12 months of the grant approval.
- Banner campaigns can only be booked 6 months in advance from the install date and once confirmation of a successful application is received.
- Banners are always subject to availability at the time of booking.

## 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.



## Sponsorship

Applicants are encouraged to consider sponsorship benefits for the City. Examples include promotion, marketing and tickets. The City's logo must be displayed on the banner.

## Assessment criteria

Applications are assessed against the program priorities and desired outcomes above. The assessment panel will also consider:

- evidence of a coordinated approach to service delivery and the development of responses to emerging social issues
- contribution to strengthened formal and informal support networks
- reduced isolation and increased community participation and opportunities
- opportunities for learning and sharing knowledge
- contribution to a sustainable cultural sector
- support for increased relative equality in the City of Sydney local area
- contribution towards a thriving and diverse green economy of businesses and organisations focused on improving the environmental performance of the city
- provision of required supporting documentation ( for further information [see supporting documentation](#)).

## Eligibility

To be eligible for funding an applicant must:

- operate within the local government area or able to demonstrate benefits for the City's residents, workers and/or visitors
- be a not-for-profit organisation
- demonstrate that payment of standard rates would cause financial hardship
- acknowledge the City's assistance in any promotional material for the event
- demonstrate that a program of events has been prepared with an appropriate publicity and promotions campaign.

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

## Not eligible for funding

The City will not fund:

## Grants and Sponsorship Program Guidelines

- projects that directly contravene the eligibility and ethics framework or existing city policies
- for-profit organisations, including small businesses and individuals
- private commercial ventures
- applicants that have been funded under the same program in the past 12 months.

If an applicant has already received funding under a different grants and sponsorships program, this may impact on the decision to support their application.

### Further conditions

- All banner designs must be approved by Marketing and Corporate Partnerships at the City of Sydney, through the banners team prior to manufacture, and include the City's logo. The City of Sydney reserves the right to refuse a banner design.
- The City of Sydney reserves the right to determine the number and location of banner poles provided and to relocate banners to alternative locations.
- Banners are subject to availability at the time of booking. Bookings can only be made 6 months in advance from the installation date and after you have received confirmation of a successful application.

### More information

For more about our grants and sponsorships see [cityofsydney.nsw.gov.au/grants](http://cityofsydney.nsw.gov.au/grants).

You can also email [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) or call 02 9265 9333.

# Supporting documentation

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

## Standard supporting documentation

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

## References

Laws and Standards	<p>Related Legislation and Standards</p> <ul style="list-style-type: none"><li>• <a href="#">Local Government Act (1993)</a> and <a href="#">Regulations</a></li><li>• <a href="#">City of Sydney Act (1988)</a></li></ul>
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Policies and Procedures

Related City Policies and Procedures

- a) [Sustainable Sydney 2030](#)
- b) [A City for All, Social Sustainability Policy \(2016\)](#)
  - o [Inclusion \(Disability\) Action Plan 2017–2021 \(2017\)](#)
  - o [Childcare Needs Analysis \(2013\)](#)
  - o [Community Garden Policy \(2016\)](#)
  - o [Housing Issues Paper \(2015\)](#)
- c) [Creative City, Cultural Policy 2014–2024 \(2014\)](#)
  - o [Creative City Action Plan 2014–2024 \(2014\)](#)
  - o [Live Music Live Performance Action Plan \(2014\)](#)
- d) [Environmental Strategy and Action Plan 2016–2021 \(2017\)](#)
  - o [Waste strategy and action plan 2017–2030 \(2017\)](#)
  - o [Energy Efficiency Master Plan – improving energy productivity: 2015–2030](#)
  - o [Adapting for climate change – a long term strategy for the City of Sydney: 2015–2070](#)
  - o [Cycle Strategy and Action Plan: 2007–2017](#)
  - o [Connecting our city: 2012](#)
  - o [Walking Strategy and Action Plan: 2014](#)
  - o [Greening Sydney Plan: 2012](#)
  - o [Urban Forest Strategy: 2013](#)
  - o [Urban Ecology Strategic Action Plan: 2014](#)
  - o [Residential Apartment Sustainability Plan: 2015](#)
- e) [Economic Development Strategy \(2013\)](#)
  - o [Retail Action Plan \(2013\)](#)
  - o [Tourism Action Plan \(2013\)](#)

## Grants and Sponsorship Program Guidelines

	<ul style="list-style-type: none"><li>○ <a href="#">Visitor Accommodation (Hotels and Serviced Apartments) Action Plan (2015)</a></li><li>○ <a href="#">Tech Startups Action Plan (2016)</a></li><li>○ <a href="#">Eora Journey Economic Development Plan (2016)</a></li><li>○ <a href="#">Open Sydney Strategy &amp; Action Plan (2013)</a></li></ul> <p>f) <a href="#">Digital Strategy (2017)</a></p>
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### Review

Review period	Next review date	TRIM reference
	December, 2019	2018/324494

### Approval

These guidelines were approved by Ann Hoban, Director City Life on 31 January 2019.

# 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"> <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> <p>Ideally the auspice will have the technical skills to guide and support the applicant in the delivery of the project, while acknowledging project decisions remain with applicant.</p>
Charitable trust	<p>A special kind of Trust (see trust definition below) that promotes charitable purposes. It can directly provide services or distribute funds.</p>

Term	Meaning
Community housing provider	A registered community housing provider within the meaning of the <i>Community Housing Providers National Law</i> (NSW) and includes an entity registered under the local registration scheme established under section 25A.
Company	A company as defined by the <i>Corporations Act 2001</i> (Cth) and registered with Australian Securities and Investment Commission (ASIC).  Companies must be registered in Australia to be eligible.
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.  A non-distributing cooperative is one that uses surplus funds to support its activities and cannot distribute to members (not-for-profit).  A distributing cooperative may distribute any surplus funds to its members.
Festival or event	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.  The celebration should be relevant to the City of Sydney and have a cultural, historical, economic, environmental and social context.
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.

Term	Meaning
Grant	Cash or value-in-kind support provided to applicants for a specified project or purpose as outlined in the funding agreements between the City and the recipient.
Incorporated association	An association that has been incorporated in accordance with the requirements of the <i>Associations Incorporation Act 2009</i> .
Indigenous corporation	A corporation established under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.
Not-for-profit organisation	An organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed 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.
Sole trader	A business run by one person that is either run in the sole trader's own name or a separate business name (where operating under another name the name must be registered under the <i>Business Names Registration Act 2011 (Cth)</i> ).
Sponsorship	Agreements between the City and organisations where the City receives benefits in return for the sponsorship. Examples of benefits include promotion, marketing, speaking opportunities and/or tickets.
Trust	An arrangement which allows a person or company to hold property or assets for the benefits of others (a Trustee). The people or companies for whose benefit the property or assets are held are the beneficiaries.
Trustee	A person, company or other legal entity who holds a vested legal title to act for a trust in favour of its beneficiaries.
Unincorporated community group	A group of people who act together for a shared interest or purpose. Where such a group is successful for funding, an individual representing the group will be required to personally sign the funding agreement, or have an auspice willing to enter into the contract on behalf of the group.

Term	Meaning
Value-in-kind	<p>An arrangement where the City foregoes revenue (either in full, or a percentage) on things for which they would normally charge a fee. This may include park hire, venue hire, banner pole hire, or work space accommodation.</p> <p>Applicants receiving value-in-kind support may need to enter an agreement with the City as well as a corresponding funding agreement. All provisional and 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 in this program. These services include cleansing and waste, development application fees, health inspection fees, health approvals, section 68 approvals, temporary road closures, in-house design, and printing and distribution services.</p>