



# Grants Guidelines

Updated: April 2023

## Application Process

1. Read this document carefully and decide which type of grant is suitable for your project.
2. Contact Council to discuss your ideas for a project before applying
  - email: [grants@woollahra.nsw.gov.au](mailto:grants@woollahra.nsw.gov.au) or call: (02) 9391 7000
3. For examples of previous successful applications, please see Council's website.
4. Grant applications must be made online – application forms are on Council's website
  - Check the application form thoroughly and ensure all sections are completed.
  - In the budget section of the application, attach your quotations and ensure that all Council's fees and charges are listed as these fees will be included in the total grant consideration if successful. No additional waiving of fees or charges will be given to successful grant applications post the allocation of the grant.
  - The closing date and other key dates for Grant rounds will be posted on the Council website. No late applications will be considered.
5. To register for updates on future grants - email: [grants@woollahra.nsw.gov.au](mailto:grants@woollahra.nsw.gov.au)
6. Assessment of applications will be by a selection committee comprised of relevant staff. Each application will be assessed against how well the proposed project meets the selection criteria and conditions below, as well as the merit of the project in relation to other applications, and its eligibility for funding from other sources. Meeting all requirements does not give any guarantee of the outcome of any application.
7. To ensure appropriate probity in respect to grant approvals, grant applicants are not to lobby Councillors or Council staff in respect to their applications.
8. Following assessment against the selection criteria and determination of merit, a report will be presented to a Committee of Council showcasing the applications and proposing a list of successful projects.
9. Grants will only be awarded following adoption by Council after which:
  - i. Successful grant recipients will be invited to a Grant Awards presentation that will be held either face-to-face or online.
  - ii. Successful grant recipients will be required to list Woollahra Council as a funding partner on their website / all promotional material and comply with the Council's logo use guidelines.

- iii. If an event, program or activity is delivered through the Grant Program then appropriate signage which recognises the contribution of Woollahra must be present at the event or activity for participants to see.
- iv. Successful grant recipients are to notify Council of any associated events, so that the Mayor or their representative and Councillors can attend, as well as provide appropriate photographs and testimony to be used for promotional purposes.
- v. Successful grant recipients will be allocated a staff member to guide the process, including the provision of Council logo and grant acquittal forms.
- vi. Acquittals must be submitted no later than 60 days following the delivery of a proposal or before the end of the financial year, whichever occurs first.
- vii. Unsuccessful applicants will be informed and provided with feedback.

10. Grant funding should be used for the purposes which it was intended and does not cover the:

- Purchase, sale or supply of liquor.
- Donations to charities
- Staff salaries
- Capital investment
- Rental payment
- Other operational costs or overheads, or
- Retrospective funding.

11. Every applicant is required to be aware of their commitments under Council's Child Safe Policy. Where applicable, applicants must demonstrate how they implemented the policy in their projects in the acquittal form.

12. For funded events, a risk management plan must be prepared and submitted to Council prior to a funded event taking place.

13. In completing the acquittal process, successful grants applicants will need to :

- i. List all income sources used to fund the event / project (including Woollahra Council and other Council funding and other sources such as donations and ticket sales).
- ii. Provide a detailed list of all expenses – for example marketing material, park hire, food etc.
- iii. Attach receipts / tax invoices for all items paid for using Council funding.

# Available funding and intended outcomes

## 1. Community and Cultural Grants

This Grants Program stream supports local activities/ programs which foster a connected, liveable, vibrant and creative community. These guidelines are updated annually to reflect changing community needs and aspirations.

- Small Grants of up to \$3,000 are available to non-profit community based organisations, community groups or individuals; and
- Large Grants of between \$3,001 and \$7,500, available to non-profit community based organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation. Both Small and Large Grant projects can have either a 'community', 'culture' or 'art' theme:

Community projects support local families, children and young people, seniors, Aboriginal and Torres Strait Islander peoples and reconciliation, social isolation and loneliness, mental health, cultural diversity, people with disability, community safety, domestic violence, LGBTQIA+ or building community partnerships and networks. Examples:

- music therapy for people living with dementia.
- social and bushcare regeneration activities for LGBTQIA+ people.

Cultural development initiatives which include but are not limited to performing and visual arts and crafts, literature, film, design, history and heritage and their expression through public debate, exhibitions, performances, creative space, competitions and public celebrations of importance to communities. Examples:

- pop-up art gallery in local empty shops to highlight creativity by local people.
- contemporary choir to support people to socialise.
- A mural or public art activity to engage or invigorate a community.

## 2. Environmental Grants

Environmental Grants support local environmental improvement projects. They are open to all local schools, non-profit early learning centres and community organisations for projects that protect or enhance our local environment.

- Small Grants of up to \$3,000; and
- Large Grants of between \$3,001 and \$7,500.

Grants are only available to fund 'on the ground' projects, with real outcomes that protect or improve the environment in some way. Grants are not available to cover research and development, strategic plans, wages, insurance or other 'on-costs'.

The Environmental Grants encourage schools or community organisations to:

- Identify and implement projects that protect and/or enhance the environment.

- Develop skills and knowledge in participants that equip them to play an active and ongoing role in protecting the environment.
- Develop in participants an understanding that the protection and management of the environment is everyone's responsibility.

There are many types of projects that may be suitable. Some examples of projects that may be considered for Environmental Grants include:

- Energy saving initiatives e.g. LED lighting upgrades or solar installations;
- Water saving initiatives e.g. smart sprinkler systems or water tanks;
- Waste minimisation/recycling initiatives e.g. reusable plates and cups for canteens;
- Habitat support e.g. clean-up activities on beaches or in reserves or bush regeneration;
- Small bird habitat gardens, bush tucker gardens or native bee hives; and
- Cooling your school through tree planting.

### **3. Placemaking Grants**

Placemaking Grants support projects, activities and events that activate and enhance public spaces, publically accessible spaces, commercial centres and suburbs within the Woollahra LGA.

- Small Grants of up to \$3,000 are available to businesses, sole traders, community and business sector support organisations including community groups, business chambers and individuals and
- Large Grants of between \$3,001 and \$7,500 are available to businesses, community and business sector support organisations including community groups, business chambers and resident associations.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

#### **Category 1 – Events**

Delivery of new and / or recurring community events within public spaces or publically accessible spaces within the Woollahra Local Government Area. This grant can also cover the purchasing of event infrastructure or equipment to be used in recurring events and support to develop partners and sponsorship opportunities to deliver on the event.

Examples include:

- Community markets
- Health and wellbeing activities
- Food truck events
- Community workshops,
- Live music performances (e.g. open mic events)
- Family fun day out events.

## Category 2 – Place Activation

To support and encourage activation of public spaces, business areas and neighbourhoods to enliven and improve access, liveability and activity. These projects can include elements such as:

- Delivery of lighting projects, installations, or other physical or digital works in public spaces or publically accessible space within the Woollahra Local Government Area.
- Initiatives that use public spaces to improve community engagement within the Woollahra LGA.
- Development and implementation of marketing campaigns and tools such as marketing collateral, digital media publications, podcasts, and media partnerships to support the project implementation.

Examples include:

- Diversification of offerings within a precinct including food and beverage offerings, art and design, entertainment and retail.
- Enable innovation such as local start up hubs, small business incubators and other innovative business developments that incentivise investment and visitation to a precinct.

## 4. Business Sector Support Grants

Business Sector Support Grants support projects and programs by organisations including community groups, business chambers and resident associations in the Woollahra LGA.

The amount of funding provided will depend on the individual merits of the funding request.

- Grants up to \$10,000 per Business Sector Support organisation.

The merits of funding requests will be influenced by:

- Proposed economic benefits of intended activities.

## Selection Criteria

**Applications for any of Council's Grant Programs must address and meet the following generic selection criteria:**

1. Applicants should be delivering a grant project which must:
  - a. Benefit people living, working and /or studying in the Woollahra Municipality **and**
  - b. Be accessible to the target audience as detailed in the application form.
2. Demonstrates that the proposal has merit and addresses the local needs and aspirations and provides benefit to the chosen Council project theme to the local community, where applicable.
3. The proposal aligns with one or more of Council's Goals and Strategies.
4. The proposal provides opportunity for community participation, engagement or skills development to residents of Woollahra Municipality.

5. The application proposal demonstrates how the proposal will deliver the desired outcomes and provide evidence.
6. Cost-effective and a clearly outlined grant budget including quotes are provided (where applicable).
7. Demonstrate evaluation criteria and measures to report project success.
8. Applicants should have the demonstrated skills and expertise to deliver the proposal.
9. Capacity of the proposal to be used as a model or case study for other groups.
10. The applicant can articulate the social and/or economic benefits/ value associated with the proposal.
11. Preference may be given to those who have not previously received a Grant from Council.

**In addition applicants must address all criteria for the chosen grant stream and relevant category:**

**1. Community and Cultural Stream:**

- Themes will be identified annually and endorsed through Council resolution to respond to specific community needs and listed under the Community and Cultural grants intended outcomes.

Applications which demonstrate other community needs may also be considered.

**2. Environmental Stream:**

- The Project demonstrates tangible benefits to the environment
- The Project will foster the development of skills, knowledge and awareness in the community, to encourage action to protect and enhance the environment.

**3. Placemaking Stream:**

- Themes for the Events Category may be identified annually and endorsed through Council resolution to respond to identified event priorities and listed under the Placemaking grants intended outcomes.
- Applications must demonstrate activation and enhancement of public spaces, business areas may also be considered.
- The project must be of a scale appropriate to the proposed area and is thoughtfully sited to create a point of interest or define a space.
- The applicant must have secured external event partners or can identify how they will engage partners to ensure longer term delivery of program.
- The applicant has demonstrated that the proposed activity, promotes, and raises awareness around multiple businesses/ a business precinct rather than one single business.

4. **Business Sector Support Stream:**

- The applicant has demonstrated that the proposed activity, promotes and raises awareness around multiple businesses; and/or a business precinct rather than one single business.
- The proposal must demonstrate an equitable distribution of services, events and activities to the businesses and communities the chamber represents.
- Project focuses on innovative business ideas and opportunities and demonstrates how they might advance and support our business and community.