

Community Services Grant 2020-21 - Application Form

Form Preview

Introduction

* indicates a required field

Welcome to the application form for the City of Sydney Community Services Grant program.

Please view this program's [website](#) for further information and program guidelines.

Please note:

- You will be required to answer certain questions in particular formats.
- SmartyGrants will not allow your form to be submitted if it contains incorrectly formatted answers.

You are **strongly encouraged** to submit your completed form at least **1 hour** before the designated closing time.

This is to allow sufficient time to review any incorrectly formatted answers.

We do not accept duplicate applications. Applications that are submitted to more than one program for the same project in a round will only be considered in one program. If you are unsure which is the most appropriate program for your project, please contact us before applying at communitygrants@cityofsydney.nsw.gov.au or 02 9265 9333.

I confirm I understand this advice *

Yes

Applicant details

* indicates a required field

Please think carefully about what specific entity is applying.

If you are successful, that entity will need to sign a funding agreement and receive any funds awarded.

Legal name of the organisation *

Name of the organisation applying or name of the individual if this application is being auspiced

Trading name (if different)

What type of applicant are you? *

ABN

Community Services Grant 2020-21 - Application Form

Form Preview

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

If you are a social enterprise or a not-for-profit organisation without charity or deductible gift recipient (DGR) status, please attach your Constitution which includes your statement of purpose and organisation structure.

Attach a file:

Please ensure the name of your file is clear.

Does your organisation identify as an Aboriginal and/or a Torres Strait Islander Enterprise? *

Yes No

The City and Supply Nation recognise that organisations with at least 50% ownership qualify as an Aboriginal and/or Torres Strait Islander entity

Primary address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal address (if different) *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Web address (if applicable)

Must be a URL.

Community Services Grant 2020-21 - Application Form

Form Preview

Contact for application

Contact name *

Title

First Name

Last Name

Position ***Contact number (business hours) ***

Must be an Australian phone number

Contact number (after hours)

Must be an Australian phone number

Contact email address *

Must be an email address

Auspecting organisation details

As you have selected one of the following applicant types, your submission requires an auspecting organisation to be eligible:

- individuals; and
- unincorporated groups.

Auspecting is where a legally constituted not-for-profit organisation administers funding on behalf of an applicant who is not eligible to apply in their own right.

Auspice name ***Auspice ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)

Community Services Grant 2020-21 - Application Form

Form Preview

DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be a valid ABN

If the auspicing organisation is a not-for-profit organisation without charity or deductible gift recipient (DGR) status, please attach their Constitution which includes a statement of purpose and organisation structure.

Attach a file:

Auspice address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Auspice postal address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Auspice contact name *

Title

First Name

Last Name

Auspice contact position *

Auspice contact number *

Must be an Australian phone number

Auspice contact email *

Must be an email address

Attach a letter from your auspice organisation stating their willingness to accept and administer the grant. *

Attach a file:

Community Services Grant 2020-21 - Application Form

Form Preview

Please ensure the name of your file is clear.

If you are unable to provide a letter please state why

Word count:

Must be no more than 150 words.

About your organisation or group

What is the main purpose of your organisation? *

Word count:

Must be no more than 150 words.

Do you have outstanding debts, acquittal reports, legal or compliance matters with the City? *

Word count:

Must be no more than 150 words.

If so, please give details.

Project details

* indicates a required field

We receive many applications across all of our grant programs. Please make clear in your answers how your project will benefit our local residents, workers, students and visitors. To be eligible for funding the project must be primarily located in our [local government area](#) and target the local community.

Please view this program's [website](#) to confirm the timing of your project is within the timeframe for the round you are applying in.

Project name *

Project start date *

Project activities that occur before the specified project period for this round cannot be funded. Please refer to the City's website for dates.

Community Services Grant 2020-21 - Application Form

Form Preview

Project end date *

How many years of funding support are you applying for? *

- 1 Year
 2 Years
 3 Years

Provide a very brief project description that we can use to release publicly. Please include what, where and when in no more than 30 words. *

Word count:

Must be no more than 30 words.

Describe your project in more detail. Please tell us what you are planning to do and why, in no more than 350 words. *

Word count:

Must be no more than 350 words.

Is this an existing project? *

- Yes No

Please outline how City funds will grow or expand your existing project.

Word count:

Must be no more than 250 words.

The need for your work

Tell us about the need or opportunity for your project. We want to know if you have identified a gap in the market and see evidence of support from the community. *

Word count:

Must be no more than 150 words.

Upload any evidence or research to support your claims written above.

Attach a file:

Community Services Grant 2020-21 - Application Form

Form Preview

Please ensure the name of your file is clear.

The location of your project

Where specifically is your project taking place? *

E.g. an address, street, suburb or area that is appropriate to your project

City of Sydney villages

Our local area is divided into **10 village groups**. Each village is unique and dynamic in its own right with its own set of cultural, social, economic and environmental characteristics.

Please locate which **village** your project will take place in.

You may also wish to view this [map](#) of the city of Sydney area.

What village(s) is your project located in? *

- CBD and Harbour
- Chinatown and CBD South
- Crown and Baptist Streets
- Glebe Point Road
- Green Square and City South
- Harris Street
- King Street
- Macleay Street and Woolloomooloo
- Oxford Street
- Redfern Street
- Across the City of Sydney local area
- None of the above

You can choose more than 1.

Use the details below to help you:

CBD and Harbour - Sydney City - The Rocks, Dawes Point, Millers Point, Walsh Bay & Barangaroo **Chinatown and CBD South** - Haymarket, Southern CBD & Chinatown **Crown and Baptist Streets** - Surry Hills, Moore Park & East Redfern **Glebe Point Road** - Glebe, Forest Lodge & parts of Ultimo, Annandale & Camperdown **Green Square and City South** - Beaconsfield, Rosebery, Zetland & parts of Alexandria, Waterloo & St Peters **Harris Street** - Pyrmont, Broadway & parts of Ultimo **King Street** - Newtown, Erskineville & parts of Camperdown & Alexandria **Macleay Street and Woolloomooloo** - Woolloomooloo, Potts Point, Elizabeth Bay, Rushcutters Bay & Kings Cross **Oxford Street** - Paddington, Darlinghurst, East Sydney, Centennial Park **Redfern Street** - West Redfern, Chippendale, Darlington, Eveleigh, Golden Grove & parts of Waterloo & Alexandria

City of Sydney community beneficiaries

Is your project designed for a general audience or do you address specific groups in the local area?

Which City of Sydney community members will benefit and/or contribute to this project?

Primary beneficiaries / contributors *

Community Services Grant 2020-21 - Application Form

Form Preview

- Aboriginal & Torres Strait Islander peoples
- Artists
- Business and village precincts
- Children [0-11 years old]
- Older people [over 55 years old]
- People experiencing homelessness
- People from culturally & linguistically diverse backgrounds
- People of diverse sexualities and genders and intersex people
- People with disability
- Women
- Young people [12-24 years old]
- General public

Secondary beneficiaries / contributors, if any

- Aboriginal & Torres Strait Islander peoples
- Artists
- Business and village precincts
- Children [0-11 years old]
- Older people [over 55 years old]
- People experiencing homelessness
- People from culturally & linguistically diverse backgrounds
- People of diverse sexualities and genders and intersex people
- People with disability
- Women
- Young people [12-24 years old]
- General public

The City of Sydney has developed an Action Plan that outlines key access and inclusion considerations to be referred to when planning and delivering events within City venues and outdoor spaces.

If you would like to view this Action Plan or know more about how to make your event disability-inclusive you can access the City's [people with disability](#) web page.

Describe how your project will ensure participation, access and inclusion across the community members you have selected, including people with a disability. *

Word count:

Must be no more than 150 words.

The City of Sydney has developed guidelines that outline key access and inclusion considerations to be referred to when planning and delivering events within City venues and outdoor spaces. If you would like to view these guidelines or know more about disability-inclusive events you can access them [here](#).

Project details continued

* indicates a required field

How many paid staff do you expect will contribute to the planning, delivery and evaluation of the project? *

Community Services Grant 2020-21 - Application Form

Form Preview

Must be a number

How many volunteers do you expect will contribute to the planning, deliver and evaluation of the project? *

Must be a number

Will this project be open for use / attendance by the general public? *

Yes

No

Is your project free to join, or are there any free components? *

Yes

No

How many people do you expect to attend and / or participate? *

Must be a number

How many people do you expect to attend in year 2? *

Must be a number.

How many people do you expect to attend in year 3? *

Must be a number.

How many people attending your project do you expect will be residents of the City of Sydney Local Government Area? *

Must be a number.

Aside from direct attendees at your project / event, how many people of the wider community will benefit from the project / event? *

This may include family members of attendees.

How many people from the wider community will benefit from your project, aside from direct attendees, in year 2? *

Must be a number.

Community Services Grant 2020-21 - Application Form

Form Preview

How many people from the wider community will benefit from your project, aside from direct attendees, in year 3? *

Must be a number.

Please provide some commentary supporting the above numbers. *

Word count:

Must be no more than 150 words.

Please identify the key professionals / artists / specialists/ consultants working on this project.

Name	Profession	Hourly rate if applicable	Number of hours if applicable

Partnering organisations

Please provide details of other organisation you plan to partner with on this project.

An acknowledgement letter from these partners **must be** attached confirming their involvement in the project. You will be asked to attach these documents at the end of the application form.

Name of organisation	Role in project	Email address
		Must be an email address

Aboriginal and Torres Strait Islander business collaboration

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our Grants Program. You are encouraged to consider engaging Aboriginal and Torres Strait Islander businesses into all aspects of your supply chain in the planning, delivery and implementation of your project.

Please provide some commentary on any plans you have to engage Aboriginal and Torres Strait Islander run businesses in the running of this project. *

Word count:

Must be no more than 200 words.

Community Services Grant 2020-21 - Application Form

Form Preview

Organisations that have majority Aboriginal and/or Torres Strait Islander membership, governance and/or control

Aboriginal and Torres Strait Islander business collaboration

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our Grants Program. You are encouraged to consider engaging Aboriginal and Torres Strait Islander businesses into all aspects of your supply chain in the planning, delivery and implementation of your project.

Please provide some commentary on any plans you have to engage Aboriginal and Torres Strait Islander run businesses in the running of this project. *

Word count:

Must be no more than 200 words.

Organisations that have majority Aboriginal and/or Torres Strait Islander membership, governance and/or control

Project activity timeline

Provide a timeline of your project activities and consider the three stages of the project: project design, implementation and evaluation.

City of Sydney grant funds can only support activities that occur within the project timeframe. Ensure that your project falls within the correct timeframe by checking the [City's Community Services Grant website](#). Please be aware that the City of Sydney cannot support project costs in retrospect.

If you are applying for multi-year funding you can provide a list of your expected activities beyond the project period or submit this with your project acquittal in the first year.

Project activity	Start Date	End date	Comment
	Must be a date.	Must be a date.	

Project risks

What risks could impact the outcome or success of your project, and what steps are you taking to mitigate the risks?

Risk	Impact on project outcomes	Likelihood of occurrence	Strategy to address the risk identified

Community Services Grant 2020-21 - Application Form

Form Preview

Environmental sustainability

What are the potential environmental impacts of your project and how will you minimise these? *

Word count:

Must be no more than 200 words.

E.g. Impacts could relate to carbon emissions, waste production, water use or pollution. These could be minimised by monitoring and managing energy consumption, implementing best practice recycling, implementing a sustainable event management plan or encouraging cycling.

Standard performance measures

* indicates a required field

The City's Community Services Grant program contains sets of standard performance measures that align with the program's outcomes. These are available at the bottom of this program's [webpage](#).

This data demonstrates the impact the City's investments are having towards achieving its social goals.

If your application is successful, the most appropriate measures for your project will be included in your funding agreement and you will be required to report on these when acquitting.

You will **not** be required to report on the all performance measures.

The standard performance measures are in 2 parts:

1 - A minimum data-set for all funded applications:

- # of sessions/events/programs
- # of audience, participants, attendees (receptive participants)
- # of paid staff, volunteers (active participants)
- % of intended community beneficiaries and/or contributors reached
- % of accessible sessions/events/programs
- # of partnering or collaborating organisations

2 - Additional measures aligned to Community Services program's outcomes:

- See the [Standard Performance Measures](#) for more information

What is your plan to collect quality data aligned to your project? *

Word count:

Must be no more than 150 words.

The costs incurred in obtaining the standard performance measures and any evaluation activities may be included as a request from the City in the budget.

Outcomes

* indicates a required field

The Community Services Grant program includes expected outcomes set out in the Grants and Sponsorship guidelines available at the bottom of this program's [webpage](#).

Your proposal should directly align with at least one of these outcomes. You are required to select a primary outcome, and if appropriate, a secondary.

For every Community Services Grant program's expected outcome(s) you select, you will be asked to identify:

- how your project aligns; and
- project specific:
 - outcomes or goals
 - performance measures
 - types of evidence.

Your project may also have additional outcomes that do not align with the Community Services Grant program outcome.

Should your application be successful, this information forms the basis of the specific performance criteria in your grant or sponsorship agreement.

Project outcomes

Describe the outcome you want to achieve at the end of the project. Clearly articulated and measurable outcome statements will make it easier to establish priorities and measures within your project plan.

Performance measures

Demonstrate how your organisation plans to progress towards achieving the project's outcomes. They should measure your project's successes and key learnings. Effective performance measures are SMART (Specific, Measurable, Attainable, Realistic, Timely).

You can list 1 or 2 performance measures for every project outcome or goal.

Types of evidence

Identify the types of evidence you will use to measure your performance. For example, surveys, attendance logs, visitation, pedestrian activity, increased turnover etc.

Primary program outcome

Select the program outcome that your project will make the greatest contribution to: *

Describe how your project will contribute to this outcome: *

Community Services Grant 2020-21 - Application Form

Form Preview

Word count:
Must be no more than 200 words.

Project outcome or goal *	Performance measure *	Types of evidence *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project outcome or goal	Performance measure	Types of evidence
<input type="text"/>	<input type="text"/>	<input type="text"/>

Secondary program outcome

If applicable, select another program outcome that your project will contribute to:

*

Describe how your project will contribute to this outcome: *

Word count:
Must be no more than 200 words.

Project outcome or goal *	Performance measure *	Types of evidence *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project outcome or goal	Performance measure	Types of evidence
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional project outcomes

Your project may have additional project outcomes that do not align with this program's.

If so, select 'additional project outcomes' below and provide details as appropriate. *

Project outcome or goal *	Performance measure *	Types of evidence *
----------------------------------	------------------------------	----------------------------

Community Services Grant 2020-21 - Application Form

Form Preview

--	--	--

Project outcome or goal

Performance measure

Types of evidence

Project outcome or goal

Performance measure

Types of evidence

Value-in-kind

* indicates a required field

As part of this grant application, you can request value-in-kind for [community venue hire](#), [landmark venue hire](#), and [banner pole hire](#).

Are you seeking value-in-kind assistance from the City for this project? *

- Yes No

What is the type of value-in-kind assistance are you seeking? *

- Landmark venue hire
 Community venue hire
You can select more than 1 option

Landmark venue hire

Before applying for landmark venue hire fee waiver, you must obtain a quote from the City.

Please request a quote by emailing - enquiry@cityofsydney.nsw.gov.au

Please upload the quote provided by the City *

Attach a file:

Please ensure the name of your file is clear.

Which landmark venue(s) have you chosen for your project? *

- Barnet Long Room, Customs House
 Paddington Town Hall
 Sydney Town Hall

What is the value for this booking as quoted by the City including GST. *

Community Services Grant 2020-21 - Application Form

Form Preview

\$

Must be a whole dollar amount (no cents).

What is the value for this booking as quoted by the City excluding GST. *

\$

Must be a whole dollar amount (no cents).

If you do make a booking you commit to the terms and conditions of any City of Sydney Venue Management booking contract, regardless of the outcome of this grant application.

Community venue hire

Before applying for community venue hire fee waiver, you must obtain a quote by emailing - communityvenues@cityofsydney.nsw.gov.au

Which community venue(s) have you chosen for your project?

- | | | |
|--|---|---|
| <input type="checkbox"/> Alexandria Town Hall | <input type="checkbox"/> Glebe Town Hall | <input type="checkbox"/> Redfern Town Hall |
| <input type="checkbox"/> Benledi House | <input type="checkbox"/> Joseph Sargeant Community Centre | <input type="checkbox"/> Reginald Murphy Community Centre |
| <input type="checkbox"/> Booter Community Centre | <input type="checkbox"/> Juanita Nielsen Community Centre | <input type="checkbox"/> Rex Centre |
| <input type="checkbox"/> Brown Street Community Hall | <input type="checkbox"/> KGV Recreation Centre | <input type="checkbox"/> Ron Williams Community Centre |
| <input type="checkbox"/> Cliff Noble Community Centre | <input type="checkbox"/> Mary McDonald Centre | <input type="checkbox"/> St Helen's Community Centre |
| <input type="checkbox"/> Darlinghurst Community Space | <input type="checkbox"/> Peter Forsyth Auditorium | <input type="checkbox"/> Sydney Park Pavilion |
| <input type="checkbox"/> East Sydney Community and Arts Centre (Ground Floor only) | <input type="checkbox"/> Redfern Community Centre | <input type="checkbox"/> Tote Building |
| <input type="checkbox"/> Erskineville Town Hall | <input type="checkbox"/> Redfern Oval Community Room | <input type="checkbox"/> Ultimo Community Centre |

Have you made a tentative booking for this venue? *

Yes

No

If 'yes' above, please upload the quote provided by the City

Attach a file:

What is the value for this booking as quoted by the City including GST? *

\$

Must be a whole dollar amount (no cents).

What is the value for this booking as quoted by the City excluding GST? *

\$

Must be a whole dollar amount (no cents).

Community Services Grant 2020-21 - Application Form

Form Preview

If you do make a booking you commit to the terms and conditions of any City of Sydney Venue Management booking contract, regardless of the outcome of this grant application.

Street banner pole hire

Banner poles can be requested as value-in-kind through this grant program. Please note that your organisation will be responsible for the cost of the design, production, installation and dismantling of the banners as we are unable to waive these fees. Please see our [Banners Rate Card](#) for information on costs for installation, production and dismantle fees.

Bookings can be made if your application is successful. For more information, please visit [City Banners](#). There is no need to make bookings at this stage.

You can request up to 200 banner poles for up to two weeks, once a year. Additional requests will be considered for significant events and dependent on availability in the street banner network.

How many banner poles do you want to hire per week? *

Must be a number.

How many weeks do you want to hire the banner poles for? *

1

2

What is the value for this request including GST? *

\$

Must be a whole dollar amount (no cents).

What is the value for this request excluding GST? *

\$

Must be a whole dollar amount (no cents).

Value-in-kind request - year 1

This is the total of the different value-in-kind amounts you have requested from the City in year 1

\$

This number/amount is calculated.

Must be a number

Value-in-kind request - year 2

What is the total amount of value-in-kind you are requesting in year 2? *

\$

Must be a dollar amount.

Please provide the total amount you are requesting across all types of value-in-kind.

Community Services Grant 2020-21 - Application Form

Form Preview

If your value-in-kind request for year 2 differs from the request for year 1, please outline why. *

Word count:

Must be no more than 150 words.

Value-in-kind request - year 3

What is the total amount of value-in-kind you are requesting in year 3? *

\$

Must be a dollar amount.

Please provide the total amount you are requesting across all types of value-in-kind.

If your value-in-kind request for year 3 differs from the requests for years 1 and 2, please outline why. *

Word count:

Must be no more than 150 words.

Project budget

* indicates a required field

Budget tips

Please view a [sample budget](#) (at bottom of linked web page) to familiarise yourself with the format.

You can add rows as you go, please be as detailed as possible in both the **income** and **expenditure** section and please ensure that your City of Sydney Grant request matches what is listed in your budget.

To calculate your volunteer time or labour you contribute to the project, you can use the fee of **\$25** per hour. As a guide you can use **\$75** per hour for volunteer contractor or professional fees.

We will not fund capital expenditure over \$5,000. Any capital expenditure valued at more than \$1,000 (ex GST) will need to have 2 or more quotes attached in the supporting documents section of this application form.

All figures should be GST exclusive.

Should your application be successful, you will be required to report any variances in your acquittal.

Evaluation costs

The City understands that applicants may incur costs in collecting the **standard performance measures** and by conducting evaluation activities. These costs are eligible for funding and may be included in the budget as a request from the City. For example:

- Survey costs

Community Services Grant 2020-21 - Application Form

Form Preview

- Translation and interpreters
- Evaluation activities

Note: Should your application be successful, you will be required to report any variances in your acquittal.

Note: The budget below is for the first project year only. If you are requesting multi-year funding you will be required to submit the subsequent year's budget prior to the funding period and/or accompanying a mid-term report, exact details to be determined in the contract.

Income table - year 1

List all the various sources of income for your project.

In-kind sources may include any non-cash items such as volunteer time, donated supplies or venues that have waived their fees.

Description	Funding and in-kind sources	\$ Amount Cash ex GST	\$ Amount in-kind
City of Sydney grant		\$	\$
		Must be a dollar amount.	Must be a dollar amount.

Income totals

These auto-calculated fields tally the above table.

Total cash income
\$
This number/amount is calculated.

Total in-kind income
\$
This number/amount is calculated.

Total cash and in-kind income
\$
This number/amount is calculated.

Expenditure table - year 1

List all the various expenditure items for your project.

All of the income for your project listed above should be expended in this table, including:

- what you have allocated to City of Sydney funding
- what any in-kind sources will go towards.

Description	How will you fund this expense?	\$ Amount Cash ex GST	\$ Amount in-kind
		\$	\$

Community Services Grant 2020-21 - Application Form

Form Preview

		Must be a dollar amount.	Must be a dollar amount.

Expenditure totals

These auto-calculated fields tally the above table.

They should match the auto-calculated income totals to ensure the budget is balanced.

Total cash expenditure

\$

This number/amount is calculated.

Total in-kind expenditure

\$

This number/amount is calculated.

Total cash and in-kind expenditure *

\$

This number/amount is calculated.

Cash request - year 1

What is the total cash amount requested from the City for year 1? *

\$

Must be a dollar amount.

This should match the cash request from the City in the income table above. Ex. GST.

This is the total cash and in-kind contribution from you and third parties for year 1 *

\$

This number/amount is calculated.

Ex. GST.

This is the amount of cash and value-in-kind you are requesting from the City in year 1

\$

This number/amount is calculated.

Cash request - year 2

If you are requesting multi-year funding, you must attach your multi-year business plan.

All successful applicants will be required to acquit each year as stipulated in their sponsorship agreement. Applicants may also be asked to submit and seek approval of project activity timelines, outcomes, measures and budgets in order for funds to be released in future years.

Please upload your multi-year business plan *

Attach a file:

Please ensure the name of your file is clear.

Community Services Grant 2020-21 - Application Form

Form Preview

What is the total cash amount requested from the City for year 2? *

\$

Must be a dollar amount.
Ex. GST.

What is the total cash and value-in-kind contribution from you and project partners for year 2? *

\$

Must be a dollar amount.
Ex. GST.

What is your project's total expenditure for year 2? *

\$

Must be a dollar amount.
Please include all cash and in-kind expenditure. Ex. GST.

If your funding request for year 2 differs from the request for year 1, please outline why. *

Word count:
Must be no more than 150 words.

Cash request - year 3

What is the total cash amount requested from the City for year 3? *

Must be a dollar amount.
Ex. GST.

What is the total cash and value-in-kind contribution from you and project partners for year 3? *

\$

Must be a dollar amount.
Ex. GST.

What is your project's total expenditure for year 3? *

\$

Must be a dollar amount.
Please include all cash and in-kind expenditure. Ex. GST.

If your funding request for year 3 differs from the requests for years 1 or 2, please outline why. *

Word count:

Other funding sources

Community Services Grant 2020-21 - Application Form

Form Preview

Please enter all sources of funding you have for your project excluding your own contributions and your request from the City.

Funding body	Funding period start	Funding period end	Funding amount ex. GST	Approval	Expected notification date if pending
	Must be a date.	Must be a date.	Must be a number.		Put expected date if pending

Further funding information

If you are awarded less funding from the City than you requested, what would be the impact on your project? *

Word count:

Must be no more than 100 words.

If you expect to make a profit from the project, what do you plan to do with the funds raised? *

Word count:

Must be no more than 100 words.

What steps will your group take to maintain this project without becoming financially dependent on the City? (if relevant?) *

Word count:

Must be no more than 200 words.

Your plan for how this project will continue at the conclusion of the grant. Include information about financial sustainability, community support, membership fees, payment structure or other potential partnerships

If you are requesting funds for equipment, tools or infrastructure what will happen to these items once the project is completed? *

Word count:

Must be no more than 100 words.

Documentation upload and declarations

* indicates a required field

Mandatory documentation

Please attach all mandatory documentation relevant to your project:

- A copy of your Public Liability Insurance or quote for Public Liability Insurance which would cover your project to the value of \$10million / \$20million
 - if you currently do not have Public Liability Insurance you will be required to obtain this if your application is successful
- Multi-year Business Plan (required for all multi-year grant requests)
- Annual financial report with a financial statement

You need to allow enough time for each file to upload before trying to attach further files. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

Mandatory documentation upload

Attach a file:

Please ensure the name of your file is clear.

If you are unable to provide any of the mandatory documents above please state why.

Word count:

Must be no more than 150 words.

Supporting documentation

Please attach all further support materials relevant to your project. Examples of files you can attach include:

- Letter(s) of support from key project partner(s) (if applicable)
- Letter(s) of support from the community (if applicable)
- Evidence to demonstrate owners consent (if applicable)
- Tentative booking or letters of support from project venues including City of Sydney (if applicable)
- Quotes for capital expenditure over \$1,000 (minimum of 2 quotes)
- Case studies of previous projects (if applicable)
- Child Protection Policy (applicable if your project involves children)
- Any other documents relevant to your project (e.g. photos, minutes from planning meetings, development approvals etc.)

Supporting documentation upload

Attach a file:

Community Services Grant 2020-21 - Application Form

Form Preview

Please ensure the name of your file is clear.

If you are unable to provide any of the supporting documents above please state why.

Word count:

Must be no more than 150 words.

Please note: If your funding submission is incomplete or if any of the required documents are missing, your application may not be considered.

Declaration

I have read the accompanying guidelines for applicants provided with this application form.

I certify that all details supplied in this application and in any attached documents are true and correct, and that the application has been submitted with the authority of my organisation/group. I agree that I will contact City of Sydney immediately if any information provided in this application changes or is incorrect.

I am authorised to complete this application and have read and understood this declaration *

Yes

Privacy protection notice

Personal information collected is required for grants assessment and will be used in accordance with the City's [privacy statement](#) and Council procedures (e.g. Council reporting). Non-identifiable information may also be used in public reports and research to improve the grants program.

Your personal information may be provided to relevant City of Sydney Staff, Councillors and external assessment panel members as required. Please note that the Council of the City of Sydney is bound by its obligations under the Government Information (Public Access) Act 2009 (**GIPA**). Any requested disclosure of information under GIPA will be considered and released in accordance with the requirements of GIPA.

Supply of information on this application is voluntary, however without completion your application may not be able to be considered.

If you need to change or access your personal details, please contact communitygrants@cityofsydney.nsw.gov.au.

Your information will be stored by the City of Sydney Grants and Sponsorship Team.

I understand that the information in this application will be used as described *

Yes

Ethics framework

Community Services Grant 2020-21 - Application Form

Form Preview

The City of Sydney will not support any activities or entities that are considered to 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 the purpose of 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

I confirm that my organisation and project aligns with the above ethics framework *

Yes

I understand that my organisation must comply with all applicable laws, including laws relating to corruption and anti-bribery *

Yes

Authorised person's name *

Title

First Name

Last Name

Position held *

Date of declaration *

Must be a date

Applicant feedback

Please provide us with some feedback about your experience using this form. This will assist us in improving our processes for future applicants.

How did you hear about the Program? *

- | | |
|---|--|
| <input type="checkbox"/> City of Sydney website | <input type="checkbox"/> Poster or flyer |
| <input type="checkbox"/> Creative City website or e-news | <input type="checkbox"/> Other websites |
| <input type="checkbox"/> CitySwitch website, e-news or LinkedIn | <input type="checkbox"/> Radio |
| <input type="checkbox"/> City of Sydney Facebook | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> City of Sydney staff | <input type="checkbox"/> Email |

Community Services Grant 2020-21 - Application Form

Form Preview

- City of Sydney community centre
 City of Sydney information and Q&A sessions
- Word of mouth
 Other:

How was your experience using this online application form? *

- Easy and simple to follow
 Somewhat easy and simple to follow
 Ok but some sections were confusing
 Difficult and not easy to follow

Please leave any comments or suggestions about our online application form

Word count:

Must be no more than 200 words.

Feel free to contact the grants team if you wish to provide further feedback:
communitygrants@cityofsydney.nsw.gov.au or on 02 9265 9333.