

Matching Grant 2020-21 Round 1 Application Form

Form Preview

Introduction

* indicates a required field

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

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.

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

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.

Name of your organisation or community group *

What type of applicant are you? *

ABN (if applicable)

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

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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 a valid 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:

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

Postal address (if different)

Address

Web address (if applicable)

Must be a URL

Contact for this application

Contact name *

Title

First Name

Last Name

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Position *

Contact number (business hours) *

Must be an Australian phone number with area code

Contact number (after hours)

Must be an Australian phone number with area code

Contact email address *

Must be an email address

About your organisation or group

What is the main purpose of your community group or organisation? *

Word count:

Must be no more than 150 words.

List your key partnerships (if applicable)

Word count:

Must be no more than 150 words.

Focusing on the partnerships that are relevant to this project, could be financial support or other

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

Word count:

Must be no more than 150 words.

If so, please give details.

Auspecting organisation's details

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

- individuals.

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.

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

Must be a valid ABN

Auspice address

Address

Auspice Postal Address

Address

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 contact name

Title

First Name

Last Name

Auspice contact position

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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:

If you are unable to provide a letter please state why

Word count:

Must be no more than 150 words.

About your project

* 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.

Project end date *

Project activities that continue past the specified project period for this round cannot be included in a funding request.

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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 300 words. *

Word count:

no more than 300 words

How did you identify the opportunity and/or need for this project? *

Word count:

Must be no more than 200 words.

Describe the specific issue or need you want to address.

Which category does your project fit?

Type of project *

Select most suitable

The location of your project

Where specifically is your project or event 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 group 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 City of Sydney village is your project located in? *

- CBD and Harbour
- Chinatown and CBD South
- Crown and Baptist Streets

Use the details below to help you:

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- 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.

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 members

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 *

- 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

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- 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](#).

More about your project

* indicates a required field

Project engagement and numbers

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

Must be a number.

How many of the people counted above will be volunteers? *

Must be a number.

Will this project be open to the general public? *

Yes

No

How many people do you expect to attend your project? *

Must be a number.

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

Must be a number.

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

Must be a number.

Please provide some commentary supporting the above numbers. *

Word count:

Must be no more than 150 words.

Project risks

Describe any/all of your project's risks, hazards and barriers. *

Word count:

no more than 300 words

- Risks can include, but are not limited to, safety, food handling and food distribution, participants who may be vulnerable persons such as children, use of equipment etc.

What you will do to address your project's risks. *

Word count:

no more than 300 words

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.

List any contract professionals / artists / specialists / consultants / other businesses that are contributing to the project

Name	Profession	Hourly rate if applicable	Number of hours if applicable

Project activity timeline

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

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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 [Matching Grants website](#) for the current round dates.

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

Standard performance measures

* indicates a required field

The City's Matching Grant program contains **standard performance measures** that align with the program's outcomes. These are available at the bottom of the program's [web page](#).

These performance measures demonstrate the impact the City's investments are having towards achieving its social, economic, cultural and environmental goals.

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

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 receptive participants (audience, participants, attendees)
- # of active participants (paid staff, volunteers)
- # of creative participants (artists, creative and cultural workers)
- % of intended community beneficiaries and / or contributors reached
- % of accessible sessions / events / programs
- # of partnerships and collaboration

2 - Additional measures aligned to Matching Grant 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.

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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.

Program outcomes

* indicates a required field

Your project outcomes or goals

What are the outcomes or goals of your project? Provide details on how you plan meet these goals, and how you will know if you have achieved them.

What are the goals of your project? And how do you plan to achieve these goals? *

Word count:
no more than 300 words

How will you know if you have achieved these goals? *

Word count:
no more than 300 words

Expected program outcomes

The City of Sydney has defined expected program outcomes for the Matching Grants program.

Details are included in the grants and sponsorship guidelines available on this program's [website](#).

Primary project outcomes or goals

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

Describe how your project will contribute to this outcome: *

Word count:
Must be no more than 200 words.
Describe the changes you will see if the expected outcomes of the project occur

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Value-in-kind request

* indicates a required field

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

Note: Outdoor venues are not available for value in-kind requests. See our [outdoor events page](#) for more information.

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:

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? *

\$

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

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Before applying for community venue hire fee waiver, please obtain a quote from the City 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).

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 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 dismantling fees.

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

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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).

Total value-in-kind request

This is the sum of the total value-in-kind amounts you have requested from the City. *

This number/amount is calculated.

Must be no more than \$10,000.

Project budget and cash request

* 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 when you fill out this table. Please be as detailed as possible in both the **income** and **expenditure** section and 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 use the fee of **\$25** per hour. Volunteer contractor or professional fees are calculated at **\$75** per hour.

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.

Public liability insurance

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The City requires projects to have public liability insurance to the value of \$10 million. These costs are eligible for funding through the Matching Grants program, and may be included in the budget as a request from the City.

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
- Translation and interpreters
- Evaluation activities

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

Income table

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 in cash ex GST	Amount in-kind
City of Sydney Matching Grant			
		a number	Must be a number.

Income totals

These auto-calculated fields tally 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

List all of 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 intend to spend the City of Sydney grant funding on
- what in-kind sources will go towards

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Note: Please refer to the [City's website](#) for dates. Project activities that occur before the funding period cannot be retrospectively funded. Project activities that continue past the funding period cannot be included in this funding request.

Description	How you fund this expense?	Amount cash ex. GST	Amount in-kind
		Must be a number.	Must be a number.

Expenditure totals

These fields will automatically tally the amounts listed in the table above.

They should match the automatically 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

What is the total cash amount requested from the City ex. GST? *

Must be a whole dollar amount (no cents) and no more than 10000.
This should match the City in the Income table above excluding GST.

This is the total amount of cash and in-kind requested ex. GST. *

\$

This number/amount is calculated.

This amount includes both cash and in-kind support and cannot be more than \$10,000

Further funding information

What is the total cash and value-in-kind contribution from you and other funding partners? *

Must be a dollar amount.
Ex. GST.

To ensure you have 'matched' your request from the City, this field should be equal to or greater than zero: *

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This number/amount is calculated.

This deducts your cash and value-in-kind requests from the cash and value-in-kind contribution brought to the project by you and other funding partners (i.e. you need to contribute more than or the same as you are requesting from the City).

What income listed above is not confirmed, apart from the City of Sydney grant request? *

Word count:

Must be no more than 150 words.

If you are requesting support 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.

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 you 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, or other potential partnerships.

Documentation check list and declarations

* indicates a required field

Mandatory documentation

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Please attach all mandatory documentation relevant to your project:

- A list of community partners or members who will be involved with the project (required)
- A quote or a copy of your Public Liability Insurance which would cover your project to the value of \$10 million
 - if you currently do not have Public Liability Insurance you will be required to obtain this if your application is successful
- A Community Garden Management Plan (required for applications relating to Community Gardens)
- A letter of consent from the building owner (required for applications relating to Murals)

Mandatory documentation upload *

Attach a file:

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.

Supporting documentation

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

- Quotes for equipment or material over \$1,000 (minimum of 2 quotes)
- Letters of support from the community and/or project partners (recommended)
- A basic site plan for project (if applicable)
- Evidence to demonstrate owners consent (if applicable)
- Tentative booking arrangements for your project (if applicable)
- Child Protection Policy (applicable if your project involves children)
- Case studies of previous projects (if applicable)
- A more detailed project plan (if applicable)
- Any other documents relevant to your project (e.g. photos, minutes from planning meetings etc.)

Supporting 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.

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Word count:

Must be no more than 150 words.

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

Additional information

If your application requires any additional or explanatory notes include them here.

Word count:

Must be no more than 200 words.

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 the 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.

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

Yes

Ethics framework

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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

Application feedback

Please take a moment to provide us with some feedback about your experience using this form or suggestions for improvement so we can better 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 |

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- 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.