

Quick Response Grant 2024/25 application form

Form Preview

Introduction and instructions

* indicates a required field

Introduction

Welcome to the application form for the City of Sydney's Quick Response Grant.

This grant program supports small scale, community-led projects that encourage communities to take action to improve, enhance, represent or celebrate their local neighbourhoods.

Please note - Applications should be submitted at least 8 weeks before you plan to start your activity/event.

Cash funding up to \$5,000 for individuals. Cash funding up to \$10,000 for organisations. Value-in-kind in the form of venue hire is also available.

When applying for this program you need to answer these questions:

- Why are you doing this project?
- How will you deliver it?
- Who will benefit?

We do not accept duplicate applications. Applications that are submitted to more than one program at the same time will only be considered in one program.

Please read the [Quick Response grant webpage](#) and [Grants and sponsorship program guidelines](#) for further information.

Note that the supporting documents, budget requirements and venue requests are listed towards the end of the application form so please familiarise yourself before beginning.

Hiring City spaces

In addition to cash, you can apply for a fee waiver if you need a City indoor space for your event. You should request a quote from the following list and upload it to this application:

- For booking Sydney Town Hall, Paddington Town Hall or Customs House, please contact thm@cityofsydney.nsw.gov.au to request a quote
- For booking community venues, please contact communityvenues@cityofsydney.nsw.gov.au to request a quote

When requesting a quote please notify staff that you are applying for a grant with the City.

If you need more help using this form, please read the [Help Guide for Applicants](#) and [Applicant Frequently Asked Questions \(FAQ's\)](#).

If you have other questions, contact the grants team on communitygrants@cityofsydney.nsw.gov.au.

I confirm I understand this advice *

☐ Yes

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Applicant details

* indicates a required field

Contact for application

This is the person we will primarily correspond with about this grant.

Contact name *

Title

First Name

Last Name

Contact position *

Contact phone number *

Must be an Australian phone number

Contact email address *

Must be an email address

Do you identify as a person with disability?

NSW Disability Inclusion Act 2014 defines disability as "A long-term physical, mental, intellectual or sensory impairment, that in interaction with various barriers, may hinder [a] person's full and effective participation in society on an equal basis with others."

Do you identify as a person from a culturally and linguistically diverse background?

Diversity Council Australia defines cultural diversity as: "Having a mix of people from different cultural backgrounds – it can include differences in cultural/ethnic identity (how we identify ourselves and how others identify us), language, country of birth, religion, heritage/ancestry, national origin, and/or race, colour...CALD people see themselves (or their parents) or are seen by others as being from a non-English speaking background, and/or being from a non-Anglo-Celtic cultural background."

Applicant

Please think carefully about what specific entity is applying. If your application is successful (and no auspice is required) the grant will be contracted with and paid to the *Entity name* in the ABN section below.

There will not be an opportunity to change the contract or to pay the grant to another entity if details are incorrect or if the entity changes its name or changes hands.

If you are naming a Trustee, please provide the details of the Trustee (where the Trustee is a company).

Are you applying as an eligible organisation

- ☐ We are an eligible not-for-profit organisation
- ☐ We are an incorporated association
- ☐ We are a partnership

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or with an auspice organisation? *

- ☐ I am an individual
- ☐ I am an eligible sole trader
- ☐ We are an unincorporated community group auspiced by an eligible not-for-profit organisation

Applicant name *

- ☐ Individual ☐ Organisation
- Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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For organisations, Trading name or any other name you are known by publicly.

Does your organisation identify as a social enterprise or for purpose business? *

- ☐ Yes
- ☐ No

Who do you have accreditation or certification with? *

- ☐ B Corp
- ☐ Co-operative/Mutual
- ☐ Employee Ownership Trust
- ☐ Social Traders
- ☐ Not currently accredited or certified

Applicant 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 an ABN.
(Australian Business Number)

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Applicant address *

Address

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

Applicant postal address (if different)

Address

Do you or your organisation identify as an Aboriginal and/or a Torres Strait Islander? *

☐ 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

Applicant website

Must be a URL.

Can include your social media page if you do not have a website.

Auspice organisation details

As you are an individual or unincorporated group, your submission requires an auspicing organisation to be eligible.

Auspicing is where an eligible organisation administers funding on behalf of an applicant who is not eligible to apply in their own right.

Please think carefully about what specific organisation is applying. If your application is successful the grant will be contracted and paid to the **Entity name in the ABN section below**.

Auspice organisation name *

Trading name or any other name you are known by publicly

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	

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.
(Australian Business Number)

Auspice address *

Address

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

Auspice postal address (if different)

Address

Auspice website

Must be a URL.

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

Attach a file:

Please ensure the name of your file is clear.

Auspice contact *

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

Organisational documentation

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

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Upload Constitution or Rules of the applicant or auspice organisation

Attach a file:

Grants newsletter subscription

If you would like to be automatically subscribed to our grants newsletter, which we use to announce future grant opportunities, please provide an email address here:

About you and your project

* indicates a required field

About you

Tell us about you / your organisation and its role in the City of Sydney local area by addressing the below:

- What is the work you do in the local area?
- How long have you been doing it?
- What support is there in the local community for your work?

*

Word count:

Must be no more than 150 words.

About your project

Please make clear in your answers how your project will benefit our local residents, workers, students and visitors (check our [local area](#)).

Please view the [Quick Response Grant webpage](#) to confirm the timing of your project is within the timeframe for the grant you are applying in.

Project name *

Must be no more than 10 words.

We may use this description in presenting your application to Council and public announcements if successful.

Brief project description *

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Word count:

Must be no more than 30 words.

Briefly explain what, where and when your project will take place. We may use to this description in presenting your application to Council and public announcements if successful.

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

☐ 1 Year

Project start and end dates

City of Sydney grant funds can only support activities that occur within the project timeframe.

Please be aware that the City of Sydney cannot support costs for projects that have already started.

The start date should be at least **8 weeks after** you submit this grant application

Activities should be delivered within 12 months of the project start date.

Project start date *

Must be a date and no earlier than 26/8/2024.

Project end date *

Must be a date.

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

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 select which [village](#) your project will take place in. You may also wish to view this [map](#) of the City of Sydney area.

If you select *None of the Above* please contact the Grants team to discuss your eligibility on 9265 9333.

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

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

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- ☐ Redfern Street
- ☐ Across the City of Sydney local area
- ☐ None of the above

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

Explain your project in more detail

* indicates a required field

Explain your project in more detail

Please describe your project in more detail by addressing the below questions:

- Why are you doing this project? (Why it is important and what will happen as a result of you doing this project)
- How will you deliver it? (What are your skills, ability and experience in doing projects.)
- Who will benefit? (How will they benefit and how have you included the diverse communities in the local area.)
- Who are you doing your project with? (if relevant)

*

Word count:

Must be no more than 350 words.

Attendance and staff

How many people do you expect to take part in your project? *

Must be a number.

City of Sydney community members

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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 *

Secondary beneficiaries / contributors, if relevant

Funding priorities

Which is the main funding priority for your project? Select from the list below *

Venue hire support

* indicates a required field

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

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

Are you seeking venue hire support assistance from the City for this project? *

☐ Yes ☐ No

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

☐ Venue hire

Venue hire options

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

- | | | |
|--|---|--|
| <input type="checkbox"/> 180 George Street Community Space | <input type="checkbox"/> East Sydney Community and Arts Centre (Ground Floor only) | <input type="checkbox"/> Peter Forsyth Auditorium |
| <input type="checkbox"/> Abraham Mott Community Space | <input type="checkbox"/> Erskineville Town Hall | <input type="checkbox"/> Redfern Community Centre |
| <input type="checkbox"/> Abraham Mott Hall | <input type="checkbox"/> Glebe Town Hall | <input type="checkbox"/> Redfern Oval Community Room |
| <input type="checkbox"/> Alexandria Town Hall | <input type="checkbox"/> Green Square Library Anything Room – note: only available during library opening hours | <input type="checkbox"/> Redfern Town Hall |

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- | | | |
|--|--|---|
| <input type="checkbox"/> Benledi House | <input type="checkbox"/> Green Square Library Music Room – note: only available during library opening hours | <input type="checkbox"/> Reginald Murphy Community Centre |
| <input type="checkbox"/> Booler Community Centre | <input type="checkbox"/> Harold Park Community Hall | <input type="checkbox"/> Rex Centre |
| <input type="checkbox"/> Brown Street Community Hall | <input type="checkbox"/> Joseph Sargeant Community Centre | <input type="checkbox"/> Robyn Kemmis Reserve Community Space |
| <input type="checkbox"/> Cliff Noble Community Centre | <input type="checkbox"/> Juanita Nielsen Community Centre | <input type="checkbox"/> Ron Williams Community Centre |
| <input type="checkbox"/> Customs House Library Meeting room | <input type="checkbox"/> KGV Recreation Centre | <input type="checkbox"/> St Helen's Community Centre |
| <input type="checkbox"/> Darlinghurst Community Space | <input type="checkbox"/> Harry Jensen Community Centre | <input type="checkbox"/> Sydney Park Pavilion |
| <input type="checkbox"/> Darling Square Library Idea Space (Full Idea Space) – note: only available during library opening hours | <input type="checkbox"/> Mary McDonald Centre | <input type="checkbox"/> Tote Building |
| <input type="checkbox"/> Darling Square Library Idea Space (Half Idea Space) – note: only available during library opening hours | <input type="checkbox"/> Perry Park Recreation Centre | <input type="checkbox"/> Ultimo Community Centre |

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

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

Community venue hire

Before applying for Community Venue hire fee waiver, you must obtain a quote from the City. Please request the quote at least 2 weeks prior to the closing date of this grant, by emailing communityvenues@cityofsydney.nsw.gov.au. When requesting a quote please notify staff that you are applying for a grant with the City.

Please list your Booking Reference Number(s) for your tentative booking *

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).

Please note that 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.

Landmark venue hire

Before applying for landmark venue hire fee waiver, you must obtain a quote from the City. Please request the quote at least 2 weeks prior to the closing date of this grant, by emailing

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thm@cityofsydney.nsw.gov.au. When requesting a quote please notify staff that you are applying for a grant with the City.

Please upload the quote provided by the City. *

Attach a file:

Please ensure the name of your file is clear.

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).

Please note that 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.

Total venue hire request

This is the total of all venue hire support you have requested from the City excluding GST *

\$

This number/amount is calculated.

You will need to add this figure into the income and expenditure tables on the next page.

Budget and supporting documents

** indicates a required field*

Budget tips

Please view the sample budget below 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.

If you're applying as a sole trader, partnership or individual without an ABN you can apply for up to \$5,000. You can request up to \$5,000 for capital works, materials or equipment.

If you are applying as a not-for-profit, incorporated association or unincorporated community group auspiced by an eligible not-for-profit organisation you can apply for up to \$10,000. You can request up to \$10,000 for capital works, materials or equipment.

All amounts should be GST exclusive.

If your application is successful, you will be required to report any changes to the budget in your acquittal.

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Public liability insurance

The City requires projects to have public liability insurance to the value of \$10 million. You may include the cost of public liability insurance for your project as a request from the City.

Evaluation costs

The City understands that applicants may incur costs in collecting data and by conducting evaluation activities. These costs are eligible for funding and may be included in the budget as a request from the City.

Budget

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

\$

Must be a whole dollar amount (no cents) and between 1 and 10000.

How will you spend the funding? *

Word count:

Must be no more than 100 words.

Quotes

Please attach quotes for capital expenditure items and equipment over \$1,000 to demonstrate good value for money.

Attach quotes

Attach a file:

Income table

List all cash and in-kind income for your project in the table below.

Cash income may include any income generated for the project, your own contribution to the project, grants from other funding partners (approved or pending).

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

To calculate your volunteer time you contribute to the project use the fee of **\$30** per hour.

Example:

Income description

Amount cash ex GST

Amount in-kind ex GST

E.g. City of Sydney

\$9,500

\$0

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E.g. Inner Sydney Neighbour Aid Inc.

\$5,000

\$0

E.g. Inner Sydney Neighbour Aid Volunteers (20 x 6 x \$30/hr)

\$0

\$3,600

Income description	Amount cash ex GST	Amount in-kind ex GST
City of Sydney	\$	\$
	\$	\$
	\$	\$
	\$	\$
Add additional rows for each income source	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).

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.

This is the total cash contribution from you and third parties *

\$

This number/amount is calculated.
Ex GST

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

\$

This number/amount is calculated.

Expenditure table

List all the 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

Example:

Expenditure description

How will you fund this expense?

Amount cash ex GST

Amount in-kind ex GST

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E.g. Public Liability Insurance

City of Sydney

\$600

\$0

E.g. Grocery Items for essential packs

City of Sydney

\$6,800

\$0

E.g. Ingredients for single serve meals

Applicant

\$4,100

\$0

E.g. Packaging

Applicant

\$900

\$0

E.g. Personal protective equipment

City of Sydney

\$1,500

\$0

E.g. Volunteer – Delivery and admin support (20 x 6 x \$30)

Volunteer

\$0

\$3,600

E.g. Evaluation design, collection, analysis, reporting (2 staff x 4 hours @ \$75)

City of Sydney

\$600

\$0

Expenditure description	How will you fund this expense?	Amount cash ex GST	Amount in-kind ex GST
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Add additional rows for each expenditure source		Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).

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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.

Budget totals

If the income amount equals the expenditure amount in the tables above the below amounts will be zero.

Total cash income - expenditure *

\$

This number/amount is calculated.

Total in-kind income - expenditure *

\$

This number/amount is calculated.

Total cash and in-kind income - expenditure *

\$

This number/amount is calculated.

Support material

* indicates a required field

Diversity, inclusion and equity

How will your project ensure participation, access and inclusion across our diverse communities, including Aboriginal and Torres Strait Islander people, people with disability, people experiencing or at risk of homelessness, young people, older people, international students, culturally and linguistically diverse communities, women, people of diverse sexualities and genders and intersex people and low income earners.

This could include project partners, contractors or collaborators, artists, staff hired, board members appointed, audiences

How will you include the local diverse community and how will they benefit and/or be engaged? *

Word count:

Must be no more than 100 words.

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. You can explore opportunities to engage Aboriginal and Torres Strait Islander businesses by visiting Supply Nation.

Child safety

In our society children are valued and their health, safety and wellbeing are important.

[Protecting our children and young people from harm is everyone's job.](#)

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You must ensure the safety and welfare of children and young people (up to 18 years of age) that your project has contact with, by managing risks to child safety, in particular risk of harm.

Here is a [Child Safety Code of Conduct template](#).

Do you have a child safety / protection policy and procedures? *

☐ Yes ☐ No

We require a Child safety/protection policy and procedures if the proposed project involves child-related work

How will you ensure the safety of children and young people that your activities have contact with? *

Word count:

Must be no more than 100 words.

Please upload your child safety / protection policy and procedures *

Attach a file:

Supporting documentation

Please attach all support materials relevant to your project. *

Attach a file:

This can include letters of support from partners or community groups, project plan, venue hire quotes (for non City of Sydney owned venues) etc. Files can be up to 25MB each

Declarations

* indicates a required field

Privacy protection notice

Purpose of collection: This information is being collected to assess grant applications. A summary of all grant applications will be reported to Council by way of a Council report available on the City's website. The information reported to Council includes the ABN name or the name of an individual when applying under an auspice. Non-identifiable data about grant applications may also be used in public reports and in research to improve the grants program.

Intended recipients: City of Sydney employees

Supply: The supply of this information is voluntary however if you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

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Access/Correction: Please contact Community Grants on 02 9265 9333 or at communitygrants@cityofsydney.nsw.gov.au to access or correct your personal information.

Storage: The Grants and Sponsorship Team at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions. Other uses may include statutory annual reporting requirements and contacting successful applicants to participate in case studies.

For further details on how the City of Sydney manages personal information, please refer to our [Privacy Management Plan](#).

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

☐ Yes

Ethics framework

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

- pollute land, air or water
- destroy or waste non-renewable 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 based on ability, culture, religion, age, gender and sexual orientation in employment, marketing and / or advertising practices
- sell or promote any prohibited items or services on Council land, such as fur and exotic animal skin products and feathers, other than where is permitted under traditional first nation cultural practices
- contribute to the inhibition of human rights generally.

For more information refer to the [Grants and Sponsorship Policy](#).

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

Public liability insurance

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If your project is successful, you will be required to provide a copy of your current public liability insurance certificate of currency to the City of Sydney. You will also be required to maintain public liability insurance throughout the duration of this project.

I understand that if my application is successful, I must provide and maintain public liability insurance for the duration of this project *

☐ Yes

Declaration

I have read the Grants and Sponsorship 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 the 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

*

First Name

Last Name

Position held *

Date of declaration *

Must be a date

Submitting your application

You will find a '**Review and Submit**' button at the bottom of the 'Navigation Panel' on the left hand side of each page. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.