Community & Cultural Development Grants
FAQ's

Definitions

Acquittal	Reporting on the activities and outcomes of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance and where funding was spent.
Auspice	An agreement where an eligible organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.
Charity	Listed on the Australian Charities and Not-for-Profit Commission (ACNC) website as a registered charity. Eligible organisation
Event	An event includes community and cultural celebrations, festivals, civic commemorations and art and cultural events. It can be large or small and encompasses special interest events, place-based activations, food and beverage events as well as one-off major events that have the capacity to attract large numbers of visitors to some of our unique destinations. The grant does not support private or business events, regular gatherings, markets or sporting events such as Nippers.
Grant	Funding for a specified purpose directed at achieving goals and objectives consistent with Council's Community Strategic Plan.
Incorporated body	A legal entity (organisation) whose status is registered with NSW Government Fair Trading and operates within the scope of the Associations Incorporation Act 2009.
In-kind contribution	A product or service provided in lieu of cash valued at actual cost or calculated at specified volunteer hourly rate.
Not-for-Profit	An organisation that does not operate for the profit or personal gain of its members.
Partial funding	When less than the requested amount is granted to the applicant organisation. It will usually specify the components of the project that are to be funded out of the grant.
Progress Report	A report provided to Council during the funding period on the progress and expenditure of the project. A template will be provided by Council.
Public company limited by guarantee	Charities and not-for-profit organisations can be registered under the Corporations Act 2001 as a public company limited by guarantee. This registration is with ASIC and is an eligible organisation.

Do I need to have an incorporation number and ABN?

You will be required to identify how you meet the criterion of incorporation by either providing a valid incorporation number or if you are incorporated by the ACNC indicating this so that a search of their register can be undertaken by staff. An ABN is not mandatory, but should be provided if your organisation has one. The ABN will also assist in eligibility checks and should your application be successful will need to be provided as it will form part of the funding agreement and tax invoices relating to the grant.

What do I need to know about GST?

The grant application form requests all monetary information to be exclusive of GST. If your organisation is registered for GST, and you were successful in your application for funding, then GST would be added to your grant amount at the point of invoicing. If your organisation is not registered for GST, then your grant amount would be inclusive of GST.

For example if your application is granted $10,000 (excl. GST) and is registered for GST you would submit a tax invoice for $10,000 plus GST for a total of $11,000.

However, if your organisation is not registered for GST and requests $10,000 (excl. GST) your invoice would be for $11,000 with no GST component identified.

When will I know if my application is successful or not?

It is expected that a recommendation by the assessment panel will go to a Council meeting for adoption in September 2018. All applicants will be notified in writing regarding the outcome of their application for funding.

When does my project need to be completed?

Your project should be implemented between October 2018 and 30 June 2019. All funds awarded under the Community & Cultural Development Grants must be spent by 30 June 2019 and acquitted by 30 July 2019. All grant recipients are required to provide two progress reports on their project by 15 December 2018 and 31 March 2019, and a final acquittal by June 30, 2019.

Will my application be accepted if I haven't completed all the questions?

While not all questions are mandatory, some questions will require an answer in order for appropriate eligibility checks and assessment to be undertaken. Mandatory questions are marked within the application form with a red*. You will not be able to submit your application without filling in the mandatory questions. Every question in the application is designed to inform the assessment panel on the merits of your project. Failure to answer a question may result in an incomplete picture and subsequent lower score at assessment.

How do you manage conflicts of interest?

A conflict of interest may be declared by an applicant and/or an assessor. Any declared conflict of interest will be noted and assessed for risk factors and actual conflicts by the Grants Coordinator who will oversee the assessment process and advise the panel on their deliberations to ensure a fair and equitable process is undertaken. The Grants Coordinator will review and determine if there is an actual conflict and advise an appropriate course of action. Declaring an actual or perceived conflict of interest will not necessarily impact on the success or otherwise of your funding application.

My project meets more than one Community Priority, which one do I select?

If your project addresses more than one priority you should select all that apply to your project and describe the community benefits in relation to the priorities that will result from your project.

The goals and strategies identified as Community Priorities are:

Places for People

Goal 8: Our neighbourhoods inspire social interaction, inclusion and support health and wellbeing

Strategy a) Create welcoming villages and neighbourhood centres that are vibrant, accessible and support our quality of life

Goal 9: Our community is healthy, active and enjoys a broad range of creative, sporting and recreational opportunities

Strategy b) Foster partnerships with government agencies, community and sporting groups to facilitate and promote healthy and active living

Strategy c) Encourage a broad range of activities that enable social interaction, stimulate wellbeing, and support people at each stage of their lives

Community and Belonging

Goal 10: Our community is stimulated through a diverse range of cultural and creative activities and events

Strategy a) Support the arts and creative communities

Goal 11: Our community feels safe and supported

Strategy a) Promote social inclusion through neighbourhood programs and quality services

Strategy b) Build stronger communities where neighbours know and support each other

Strategy c) Promote health and wellbeing through fair access to information, health and support services

Goal 12: Our community is friendly and supportive

Strategy a) Support community groups and facilitate volunteer opportunities

Strategy b) Build an inclusive community and break down institutional and social barriers to enable all people, irrespective of age, gender and identity, to participate in community life

Strategy c) Recognise and honour Aboriginal culture and heritage

Strategy d) Value and celebrate our diverse heritage and cultural differences

I received a grant, donation or sponsorship from one of the former councils (Manly, Warringah, Pittwater), or from the Northern Beaches Council. Can I still apply to this program?

Yes. But you must have all relevant reporting up to date on any previous grant provided by Northern Beaches Council.

If you received funding as part of the former Warringah 2016/17 grant program, or Northern Beaches Council Small Grants Program or the Stronger Communities Fund - Community Grants you may submit an application. However it must be for a different project or for a different stage/component of a larger, previously funded project.

My project is an event celebrating a culture. Should I apply to the Community & Cultural Development Grants or the Events Grants Program?

For the purposes of the Northern Beaches Community Grants Programs an 'event' is defined as 'community and cultural celebrations, festivals, civic commemorations and art and cultural events'. It can be large or small and encompass special interest events, place-based activations, food and beverage events as well as one-off major events that have the capacity to attract large numbers of visitors to some of our unique destinations. The grant does not support private or business events, regular gatherings, markets or sporting events such as Nippers. All 'events' must be submitted under the Events Grants Program and will be assessed accordingly.

The Events Grant Program is seeking to fund a range of events from very small to very large and has specific criteria for the types

of events including community benefit (social and cultural) and numbers of people the event is expected to attract. There are three separate and defined streams of funding within the events program. You can review the Events Grants Guidelines on our *website.*

If you are unsure whether your activity is an event, please contact Community Development Officer, Sue Johansson on 9942 2619 or the Events Team Leader, Belinda Van Den Berg on 9976 1752 to discuss your activity and confirm which program you should apply to.

You cannot submit the same activity to the two different streams. The assessment panel will be the same for both the Community & Cultural Development Grants Program and the Events Grants Program.

Do I have to submit my application online?

Yes, you must submit your application online through the SmartyGrants application form. The link to this is on the Northern Beaches Council website. If you have problems accessing a computer, or need help with the online application form please contact Tessa Mullen on 9970 1170 or email tessa.mullen@northernbeaches.nsw.gov.au

I couldn't submit my application by the closing deadline – will you still accept it?

SmartyGrants will close the grant round at 11am sharp on the closing date. You should make every effort to submit your application prior to this deadline, ensuring you leave enough leeway to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question).

If you have made every effort to submit your application on time and there are exceptional circumstances that prevented the submission from being accepted, please contact the Grants Coordinator immediately either on 9970 1628 or alison.osborne@northernbeaches.nsw.gov.au

If the circumstances regarding your failed submission are accepted as out of your control and unforeseen, your application may still be accepted however this window is valid only for 12 hours after the closing deadline.

Exceptional circumstances could include but are not limited to:

- Northern Beaches Council SmartyGrants software failures
- Natural Disasters
- Power outages affecting the ability of the applicant to submit their application by the deadline
- Death or disability of key personnel.

Can my organisation submit more than one application?

Yes, you can submit more than one application if you have more than one project eligible for this grants stream. Every application will be assessed on its merits against the assessment criteria. You cannot submit the same application/ project to two different grant streams.

What does risk assessment mean? Why do you need it?

A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/implementation of your project. Identifying risks to your project and having measures in place to mitigate them demonstrates that you have considered your project in its entirety and are more likely to be prepared should a risk become a reality.

Are contractor costs eligible?

Yes. Contractor expenses are eligible but need to be directly related to the implementation of the approved project. Staff and/or operational costs not directly related to the implementation of the grant funded project are not eligible.

My project or program is already running. Can I get a grant to run it again?

No, however a new component or added service to an existing program would be eligible for funding.

Auspicing – Does the auspicor take any money from the auspicee?

Auspicing a project does not ordinarily incur fees however it is recommended that a formal agreement between an auspicor and the auspicee is entered into. Grant funds cannot be used towards servicing this relationship.

How do I print or make a PDF of the application form?

Your application is contained within the SmartyGrants system. Once you have started your application you can 'download to PDF' at any time. You can then print the PDF in hard copy.

Can I upload additional and supporting materials?

You will be able to attach additional documentation to support your application however it should be in support of your application not form the basis of it. You will primarily be assessed on information you enter in response to the questions. Do not answer simply with 'see attachment'.

How should I enter information into the budget tables?

You need to include as much detail and be as accurate as possible when filling in the budget details. The budget should be broken down into identifiable and realistic components so that the assessment panel can determine where you are planning to spend the grant money and any other financial contribution to the project and their status. Likewise you should clearly identify all sources of funding income for the project. This grant application is one source of unconfirmed income; other sources could include your organisation's contribution, other grants/contributions from other organisations.

For example:

Income (cash)	Amount $ - GST Exclusive
Amount of funding sought in this application	$13,000
Cash contribution from State Government confirmed	$10,000
Cash contribution from Federal Government – confirmed	NIL
Cash contribution from applicant organisation	$6,000
Cash contribution from other source	NIL
Total Income	**$29,000**

Expenditure (cash)	Source	Amount $ - GST Exclusive
Materials including XYZ	Council grant	4,100
Labour/consultants/ contractor	Council grant	8,900
Promotional materials – printing	applicant contribution	6,000
Perimeter fencing	State Govt. grant	10,000
Total Expenditure		**$29,000**

Your total income should equal the total expenditure. In-kind contributions are captured separately.

In-kind Contributions

You can separately identify in-kind contributions such as donated goods and (professional) services or volunteer hours in a separate table. Donated goods and services should reflect the actual value should you have had to pay for them. Volunteer hours should be calculated at $25/hr.

What happens to unspent grant funds?

If your approved project expenses come in at a lower than expected amount, Council will determine whether the remaining funds are to be returned to Council, or allocated to another expense within your approved project. This will be done on a case by case basis. Applicants should notify the grant team as soon as they are aware of the cost variation.

Are schools eligible to apply?

No, however some P&C Associations meet the eligibility criteria of being an incorporated, not-for-profit organisation. A project undertaken on school grounds would need to clearly demonstrate how the wider (non-school) community would benefit and gain access.

My 'project' requires the hiring of a Council facility can I claim that as an expense?

Should your grant project involve the use of Council facilities that would normally incur fees, these should be identified within your application and will be considered within the assessment process.

Are previous applications available to view?

No. The Community & Cultural Development Grants 2018/19 is a new program to Northern Beaches Council with different criteria to programs run previously. Additionally, applications submitted to Council remain confidential and are not available for public review.

Can grant funds be put towards leasing a building/space?

No, this would be considered an operational expense.

My organisation has previously been granted recurring funding from one of the former councils prior to amalgamation. Why isn't that continuing?

The Northern Beaches Council has created a new and diverse range of grant programs to support our local community organisations to deliver significant community benefit across the entire Local Government Area. In order to facilitate an equitable suite of grant programs, new criteria have been developed in line with the new Community Strategic Plan. All funding requests to Council will be through one of the grant streams and will be assessed against the relevant assessment criterion. There are no recurrent grants on offer in the 2018/19 round.

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