



**Youth Voice
Grants Program**
2023/24 guidelines

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Northern Beaches Council Grant Program Overview

Northern Beaches Council Grant Program Overview

Northern Beaches Council's grants program is guided by Council's Community Grants and Partnerships Policy principles adopted on 25 June 2019



Priority

Outcomes of grant programs are aligned with the Council's Community Strategic Plan 2040, as well as other key Council social, economic, environmental strategies and plans. Funding is allocated to priority areas to meet identified community need.



Partnerships

Council seeks to build and maintain constructive relationships based on mutual respect and transparency. We value the resources and skills that community groups and others bring to the grant partnership.



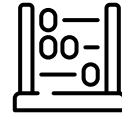
Inclusion and equity

Council supports inclusion and equity in our community. Applications are encouraged from people with all abilities, ethnicity, cultures, ages, and sexual orientations.



Value for money

Council seeks to meet the needs of the community and maximise outcomes for the local area. We support projects that represent good value for the level of funding requested and expected outcomes.



Good governance

Council commits to decision-making in the public interest, and effective and efficient grant management processes. We will ensure there are systems and opportunities to support applicants and provide feedback.



Transparency

Council will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria listed in the guidelines.





Scope of the Youth Voice Grants Program



Purpose

The Youth Voice Grants Program is a once off grants program to encourage local groups and services to provide a diverse range of new pilot programs and initiatives for young people at the Northern Beaches PCYC or in collaboration with PCYC outreach activities.

Strategic framework

This grants program aligns with Goals 10-12 of our Community Strategic Plan Shape 2018-2028 and the three strategic priorities of safety, inclusion and connections of the Better Together Social Sustainability Strategy 2021-2040 and the Youth Voice Action Plan 2028 – Shaping the Beaches’ Future.

Information about this grants program can be found on Council's website.

Funding available

- Total pool of funding of \$50,000
- Up to \$10,000 (excl. GST) per application
- Partial funding may be recommended for a variety of reasons.

Key Dates

29 June 2023, 10am 7 August 2023, 3pm	Applications open Applications close
August - October 2023	Eligibility screening of applications Assessment by panel and recommendations reported to Council Council approval of successful grants
November 2023	Notification to applicants Invoices and signed funding agreements returned Distribution of funding
November 2023 - 31 December 2024	Project delivery
31 December 2024	Projects completed, unless otherwise agreed
31 January 2025	Acquittal Reports submitted, unless otherwise agreed



Eligibility

Eligible applicants include:

- Incorporated, not-for-profit organisations
- All other types of community organisations, unincorporated community groups, individuals and sole traders sponsored/auspiced by an eligible not-for-profit organisation

Ineligible applicants include:

- State or Federal Government organisations
- Political parties or projects supporting political parties or agendas
- Individuals and organisations other than not-for-profits without an eligible sponsor
- Projects that do not address the stated project outcomes.

To be eligible for funding, applicants must:

- Acquit any previous Council grants or sponsorships in the specified timeline, including proof of expenditure. Some previous grant timelines may overlap, in which case you should ring and talk to a relevant staff member to provide an update on the status of the funded project
- Have no outstanding debts owed to Council

- Demonstrate the grant will be used for a purpose in the public interest primarily for the local community.

General exclusions

Northern Beaches Council does not provide grants to projects that:

- Duplicate existing services or programs unless there is a demonstrated additional need
- Have already occurred (no retrospective funding)
- Projects already funded by another Northern Beaches Council grant program
- Multiple applicants submitting applications for the same project
- Operational expenses, such as rent, ongoing staff wages, insurance, utilities, day-to-day general office supplies not directly related to the project
- Travel or accommodation expenses
- Council does not provide fee waivers or free use for in-house design, printing and distribution service, hall or reserve/field hire, street closures, or cleansing and waste service for events. These costs must be included in the application budget.





Assessment

Funding priorities have been aligned with the Youth Voice Action Plan 2028 – Shaping the Beaches' Future and include:

- Provide a diverse range of activations for young people (12-24 years) and/or targeted activations for vulnerable young people (12-24 years) at the PCYC, Northern Beaches, or in collaboration with PCYC outreach activities
- Demonstrates consideration of sustainability beyond the pilot program

Project outcomes

This grant program supports projects that contribute to one or more of the following four strategic directions outlined in the Youth Voice Action Plan 2028:

1. Increased connection and resilience
2. Increased belonging and safety
3. Increased skills and knowledge
4. Increased youth-led initiatives

Assessment criteria

Grant applications will be assessed against the following assessment criteria:

1. Has a clear rationale with identified community need
2. Demonstrates value for money with a detailed budget and the capacity to manage the funds
3. Demonstrates consideration of sustainability beyond the pilot program
4. Addresses at least one of the four strategic directions of the Youth Voice Action Plan 2028.

Useful questions to consider in your application

- Why are you proposing this project?
- What outcome(s) do you want to achieve?
- How does this project address one/multiple key priorities of Council?
- How does this project involve community members and build their capacity?
- How is the activity inclusive of people from diverse demographics?
- Do you or your organisation have the skills and capacity to deliver this program?

Assessment process

All applications for funding support will be assessed on the information provided in the application form and submitted attachments. The following process will be used to assess all applications for all grants:

Stage 1: Receipt and registration of applications

Applications will be screened for eligibility and compliance with the selection criteria. Council may undertake further research of applicants and conduct checks for nondisclosure of any relevant information.

Stage 2: Assessment of eligible funding proposals against the assessment criteria

The assessment panel will assess eligible applications on the information provided in, and attached to, the application form against the assessment criteria. Council may use information about an applicant that is or becomes known to Council in the course of Council's business, as well as any publicly available information.

Stage 3: Selection of preferred applicants

The assessment panel will nominate the level of funding for each successful applicant to achieve the most value for money from the available funding. Approval by Council.

Important note

Meeting the assessment criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the assessment criteria. Only applications meeting the assessment criteria to a high degree are likely to be funded. The cost of preparing an application is to be covered by the applicant.

Conflict of interest

A conflict of interest may be declared by an applicant and/or an assessor. If a potential or actual conflict is identified by an assessor, this is referred to the relevant Executive Manager for review and to determine the appropriate course of action. All relevant Council policies also apply.

Child protection

Applications for grants that involve working with children and young people must provide a copy of the organisation's child protection policy to the application. If you do not have a formal child protection policy, you must outline how you intend to comply with

child protection and working with children legislation. It is the applicant's responsibility to ensure compliance with this legislation. To obtain further information on requirements around working with children please the [Office of the Children's Guardian website](#)

Accessibility

Applicants should endeavour to ensure that their project will be accessible for people of all abilities.

Sustainability considerations

Applicants are encouraged to use resources wisely in the creation and delivery of their project.

Aboriginal Protocols and Indigenous Cultural Intellectual Property (ICIP)

Council follows Aboriginal protocols and adheres to ICIP, and strongly encourages grant recipients to adhere to these in delivery of their project. For more information about the ICIP go to the [Aboriginal Affairs NSW website](#)

Indigenous Cultural Protocols

For further information and to reach organisations associated with local Elders, or seek initial advice on historical / local cultural aspects, refer to:

Aboriginal Heritage Office
[aboriginalheritage.org](#)

NSW Aboriginal Education
Consultative Group
[aecg.nsw.edu.au/aecg-regions](#)



Budget

Budget

All applicants are required to provide a balanced and realistic budget using the template provided.

The assessment panel may recommend partial or full funding. As such, applications should provide a detailed budget breakdown with expenditure components clearly identified. True costs can be established to ensure that if partial funding is granted, applicants can deliver the identified component of the project. Applicants are advised to be realistic in their funding request

GST

All applicants must enter the income and expenditure figures exclusive of GST.

Budget tables

Step 1 Income

All applicants must enter the income and expenditure figures exclusive of GST.

Step 2 In-kind contributions (optional)

You can also identify in-kind contributions such as donated goods and (professional) services or volunteer hours in the table to accurately reflect the full variety of inputs and funding to the program.

Donated goods and services should reflect the actual value should you have had to pay for them.

Step 3 Expenditure

It is essential your expenditure clearly shows where the grant funds are being used.

Identify the estimated cost for resources, materials, equipment, room hire, advertising and marketing, contractor fees.

As a guide, please calculate:

- Volunteer time
\$25 per hour
- Staff wages
\$50 per hour
- Professional fees
\$75-100 per hour

Donated goods and services should reflect the actual value should you have had to pay for them.

Please do some research into the actual approximate costs – e.g. if you require a Council facility the cost is available on Council's website. Indictive costs for materials and equipment can usually be found online.

Please note that quotes for goods and services over \$2,000 are mandatory and should be uploaded with your application.

Step 4 Balance

Subtotal A (Income) should equal Subtotal C (Expenditure) with net project cost equating to \$0. In kind contributions should be ignored to achieve this balance as they are not direct costs relating to a balanced budget

PCYC hire rates:

Full Basketball Courts \$82/hour
Half Basketball Court \$57/hour
Room Hire from \$47/hour

Example budget – Youth Mentoring Program

Step 1: Income

Income description	Income type	Confirmed funding?	Income amount (\$)
Northern Beaches Council Grant	Northern Beaches Council	No	\$5000
Other Income	Donation	Yes	\$200
Organisation contribution	Applicant	Yes	\$1,000
Subtotal A			\$6,200

Step 2: In-kind

Type of in-kind support	Funding Source	Value of in-kind support (\$)
Volunteer – admin & session support (2 Volunteers x 10h @ \$25/hr)	Volunteer time and in-kind	\$500
Subtotal B		\$500

Step 3: Expenditure

Expenditure description	Expenditure type	Expenditure amount (\$)
Trainer fees (2 facilitators x 20 hrs @ \$75/hr)	Professional Services	\$3000
PCYC Basketball Courts hire (26 sessions x 1 hrs @82/hr)	Venue Hire	\$2132
Sports equipment	Equipment	\$568
Social media	Promotion	\$ 500
Subtotal C		\$6,200

Step 3: Balance: Subtotal A (Income) - Subtotal C (Expenditure) = 0



Submitting an application

How to apply

- Read the guidelines thoroughly and preview the application form. You can download a PDF should you wish to print a hard copy to read.
 - Allow time to plan, research and gather support material to draft your application.
 - Applications must be submitted online at northernbeaches.smartygrants.com.au by the deadline. Application forms will be available once the grant round opens. Hardcopy applications will not be accepted.
 - o Please note: Once submitted, you are unable to edit the application. Your application must be accurate and complete upon submission. If all required information is not provided you may be deemed ineligible or risk a poor assessment score.
 - You may be required to attach supporting documentation with your application. Please check the Supporting Documentation list below.
 - Allow time for file upload and aim to submit your application at least a day before the cut-off time to allow time to correct errors noticed at the last minute.
 - You will receive a confirmation email from SmartyGrants with a copy of your application when you submit the form.
 - Applications will not be accepted after the application closing time unless there are exceptional circumstances as determined by the relevant Council officer and supported by appropriate documentation. Exceptional circumstances could include but are not limited to:
 - o Northern Beaches Council SmartyGrants software failures
 - o Natural disasters
 - o Power outages affecting the ability of the applicant to submit their application by the deadline
 - o Death or disability of key personnel.
- If the circumstances regarding your late 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.

Supporting documentation

Applicants will be asked to provide the following documentation with their online application:

- A copy of public liability insurance or quote for public liability insurance which would cover the proposed project to the value of \$10 million
- Quotes for expenses more than \$2,000
- Child protection policy (if the proposed project involves children or young people under 18 years of age).

Application support

To discuss your project, seek clarification on the guidelines or are having difficulty with the application form, please email communitygrants@northernbeaches.nsw.gov.au or call 8495 5410.

Please refer to the Frequently Asked Questions section of this guide for answers to commonly asked questions.

To speak to a Council officer with an interpreter, contact the Translating and Interpreting Service (TIS National) on 131 450 and ask to be connected to the Northern Beaches Council on 02 8495 5244.

Grant writing assistance

[Grant writing videos](#) are available on Council's website for review at any time. The videos cover a general overview of key topics. Please note the grant writing videos is general in nature and not specific to any particular grant program.



If your grant application is successful

Approval and notification

We will notify all applicants in writing of the outcome of their application within 4 weeks of their application.

A list of the successful grant recipients and project summaries will be made available on the grant’s webpage. Successful applicants will be allocated a Council staff contact for operational advice.

Please note:

- Council will not accept or respond to applicant requests for information or correspondence about the status or progress of their application prior to Council determination.
- Unsuccessful applicants may request feedback on their application from the relevant Council Officers.

Funding agreements

Successful applicants must sign a Funding Agreement with Council outlining terms and conditions prior to funding being provided. The project cannot start before the signed Funding Agreement has been received by Council.

The agreement will include:

- Project ID and title of the project for which the funding is being provided
- The amount of cash funding to be granted
- A deadline for completion of the project and submission of the project acquittal
- Terms and conditions for the implementation, evaluation and reporting on the project.

Payment arrangements

We will not provide funding until we have received a signed copy of the Funding Agreement and a valid invoice.

Grant payments may be subject to other information requested by Council (for example revised budget/project details and venue confirmation).

Payments are not processed before the timeframes stipulated in the Funding Agreement.

Applicants must finalise the agreement within 30 days of receiving the letter of offer from Council. Failure to sign it may result in Council withdrawing the grant offer.

Partial funding

The assessment panel may recommend partial or full funding up to the maximum grant of \$10,000 (excl. GST). As such, applications should detail expenditure components so that true costs can be established to ensure that if partial funding is granted, applicants are able to deliver the identified component/s of the project.

Reporting, evaluation and acquittal

Grant recipients must provide an acquittal report as stated in the funding agreement.

The information required in the acquittal report will be specified in the agreement and includes a detailed report on the outcomes of the project with a detailed income and expenditure table showing breakdown of the grant funding provided by Council and proof of expenditure. All receipts and other evidence of expenditure must be retained for submission in the acquittal report. Council will provide online templates for this purpose in SmartyGrants.

Applicants must document the implementation of their projects. Examples of documentation include promotional material, media releases, photographic images and/or video. This material may also be used for future promotion of the grants program where consent is given.

Grant recipients will also be provided with a link to an online feedback survey to be shared and completed by program participants. It is expected that at least 25% of all program participants complete the survey, with 50-75% completion being the aspirational goal.

Acknowledgment of Council

All grant recipients are required to acknowledge Council in all promotional material relating to the funded project. This includes printed material (flyers, posters, brochures, postcards, banners etc.), research reports, online media and media releases.

When requested, Council will supply successful applicants with the Council’s logo in various formats and guidelines for its use. Applicants must forward all draft artwork prior to publication to review and ensure compliance with Council’s branding requirements.



Definitions

Eligibility classifications

Listed below are the entity types that can fall under the various eligibility classifications

Not-for-profit organisations, including registered charities and social enterprises, can be structured as:

- Companies
- Cooperatives (non-distributing)
- Foundations
- Incorporated Associations
- Aboriginal and Torres Strait Islander corporations
- Land Councils
- Partnerships
- Trusts, including charitable trusts
- Owners' corporations

Not-for-profits must be able to demonstrate they are registered with ACNC if they are a charity, or properly constituted with a statement of purpose/constitution reflecting the applicant is a not-for-profit

- Companies
- Co-operatives (distributing)
- Aboriginal and Torres Strait Islander corporations
- Partnerships
- Trusts.

You can determine your entity type if you have an ABN via this Australian Government [lookup tool](#)

Legal entities	
Term	Definition
Individual	A person considered separately rather than as part of a group
For profit organisation	An entity whose primary goal is to earn income. Unless they are a Sole Trader operating under their personal name, they must be registered with ASIC.
Incorporated association/Incorporated Not-for-profit (NFP) organisation	An incorporated association is a legal entity separate from its individual members. Associations are incorporated under the state legislation in which they operate. In NSW, incorporated associations must be registered with NSW Fair Trading. An incorporated association can continue regardless of changes to membership. You can recognise an incorporated association by the word 'incorporated' or the abbreviation 'Inc' after its name. Incorporated associations are usually not-for-profit organisations. Incorporated NFPs do not have to be registered with the Australian Charities and Not-for-Profit Commission (ACNC) unless they are a Charity.
Not-for-profit organisation (NFP)	Not-for-profit organisations are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable). A few examples are childcare centres, art centres, neighbourhood associations, medical centres, and sports clubs. All profits must go back into the services the organisation provides and must not be distributed to members, even if the organisation winds up.
School	A school provides organised instruction or training on a regular and continuing basis. A school must be an institution and have a real, separate, institutional existence. Primary school starts in Kindergarten through to Year 6. Secondary school runs from Year 7 to Year 12.
Social enterprise	A business with a clear and stated social, environmental, or cultural mission. They are usually driven by a public or community cause, derive most of their income from trade (not donations or grants) and use the majority of their profits to work towards their social mission.
Sole trader	A business run by one person that is either run in the sole trader's own name or a separate business name, where operating under another name then it must be registered under the Business Names Registration Act 2011. Sole traders do not have to register with ASIC unless they conduct business under a name other than their personal name.
Unincorporated association	An unincorporated association is not recognised as a separate legal entity to the members associated with it. It is a group of people who agree to act together as an organisation and form an association. The group can remain informal, and its members make their own rules on how the group is managed. The rules may also be referred to as a constitution.

Glossary of terms

Term	Definition
Acquittal	Report on the activities and outcomes of a project as set out in the funding agreement. Includes promotional material, media reports, evidence of activities and outcomes, participant attendance/evaluation and a detailed financial report with income and expenditure.
Activation	Activations transform public spaces into vibrant places where communities gather through activities, installations, events and pop-up spaces.
Audience development	Activities aimed at building potential audiences and /or deepening engagement with current audiences over time. Audience development activities may target a particular segment (for example, culturally and linguistically diverse people, young people or people living with a disability) artform, genre or event. Development activities may include aspects of marketing, commissioning, programming, education, community outreach, customer service and distribution.
Auspice	To provide support, sponsorship, or guidance.
Auspikor	An incorporated organisation who receives, administers, and acquits the funding on behalf of an applicant. The auspikor is required to: Council's <ul style="list-style-type: none">• Enter into a funding agreement with Council• Accept grant funds and pay the auspiced grant applicant• Monitor and acquit the use of funds at the completion of the project• Support the applicant in the delivery of the project where required
Charity	A type of not -for-profit organisation, which must be not-for-profit, have a charitable purpose and be for the public benefit. The organisation cannot be a government entity, individual or political party. The organisation must register and comply with the Australian Charities and Not-for-Profit Commission (ACNC) as a registered charity and/or eligible organisation. They can be incorporated or unincorporated.
Contractors	People engaged to do a particular job or task, or to provide expert or professional advice.
Culturally and linguistically diverse (CALD)	People who speak a language other than English and or are from non-English speaking backgrounds.
Festival or event	A public occasion for community and cultural celebrations, festivals, and arts and cultural events. It can be large or small and encompass special interest events, as well as one-off major events that have the capacity to attract a large audience.
Funding period	The funding period is the time during which the project must be undertaken and completed.
Grant	Funding for a specified purpose directed at achieving goals and objectives consistent with Council's Community Strategic Plan or other strategic documents.
In-kind contribution	A product or service provided in lieu of cash valued at actual cost or calculated at specified rate.
Infrastructure	In relation to the Sports and Recreation Infrastructure grant, this refers to Capital works on a facility such as constructing or upgrading a clubhouse. This definition also extends to capital equipment items that can be removed but will become part of the facility such as tennis court nets or shade structures.
Legal name	The name of the entity that appears on all official documents or legal papers and on ABN Look Up website. This can be different to the organisation's business name.

Operational support	Funding towards the 'core business' of the organisation and other operational expenses, including but not limited to rent, regular staff wages, insurances, utilities and stationery.
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.
Partnership	Eligible organisations can make a joint submission, and this is encouraged. However, one organisation will need to be the lead applicant. The lead applicant will take responsibility for the project's reporting and acquittal requirements. While a partnership may also exist between an eligible and non-eligible organisation, the main applicant MUST be the eligible organisation.
Professional artist, arts, and cultural worker	A professional artist or arts and cultural worker must have a commitment to arts/ cultural work as a major aspect of their working life, even if this work is not the main source of their income. The term professional is intended to indicate a degree of training, experience, or manner of working that allows their work to be assessed against the highest practiced standards in their relevant art form or discipline.
Professional development	Skills and knowledge attained for both personal development and career advancement, encompassing all types of facilitated formal and informal learning opportunities.
Project or program	A proposal to undertake activities, events, or series of linked activities with specific goals and objectives, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date.
Public domain	The state of being available to the public, including publicly owned spaces, places and facilities (includes both physical and digital space).
Risk Assessment	A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/implementation of your project.
Sponsorship	A financial (or in-kind) contribution provided to an event organiser in return for branded exposure and acknowledgement.
Third party fundraising	Fundraising on behalf of or for the purpose of donating or granting funds to another organisation, group of organisations (charitable or otherwise) or an individual. For profit organisations are eligible for this program, they must demonstrate significant benefits to the local community, business, and Council through their application.
Volunteers	People who perform a service willingly and without pay. All costs relating to volunteers should be listed as in-kind contributions and are not covered by this grant program.



Frequently asked questions

How much funding is available in the Youth Voice grantt round 2023/24?

Up to \$50,000 (excl. GST) in total is available for the PCYC Activation grant program

What is the minimum and maximum funding amount available for individual grant application?

There is no minimum amount. The maximum amount is \$10,000 (excl. GST)

Is the funding ongoing?

Applications are ongoing, projects must be delivered within the funding period ending 31 December 2024.

How can my organisation get updates about the Community Grants?

Organisations and individuals can register to receive updates via this online form link

How do I know if my organisation is eligible to apply?

To be eligible to apply, your organisation must be:

- an eligible legal entity – see the eligibility section of this guide
- able to satisfy other grant round requirements
- have an Australian bank account.

How can I apply if I am unincorporated?

If your group or organisation doesn't meet the eligible entity types they can approach any not-for-profit organisation that satisfies the eligibility requirements in the Guidelines to act as a sponsor for their application.

Do I need to have an ABN?

An ABN is not mandatory, but should be provided if your organisation has one. The ABN will assist in eligibility checks and, should your application be successful, for tax invoices relating to the grant. An ATO Statement by a supplier form will be provided to successful applicants without an ABN, which they must complete and return with their contract agreement in order to be funded.

I live outside the Northern Beaches Local Government Area. Can I apply for this grant?

Yes. If you are an incorporated not-for-profit organisation with a permanent location outside of the LGA you can still apply for the grant if the project is completed at the PCYC Northern Beaches or in collaboration with PCYC outreach activities with Northern Beaches project participants.

Can my project be delivered outside the Northern Beaches LGA?

No. The project has to be delivered at the PCYC, Northern Beaches LGA with Northern Beaches project participants.

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

Yes. However, we will not fund programs retrospectively if they have already commenced or taken place prior to the funds being approved and the funding agreement signed.

Can my grant be used for ongoing projects or programs?

No. Funds will not be allocated to programs that are an ongoing business of a service. However, funding would be considered towards additional or new programs if there is demonstrated need.

Can grant funds be put towards infrastructure maintenance/improvement?

No. The Youth Voice grantprogram has clear funding priorities with these out of scope.

My project requires a road closure or waste collection. Can I request a fee waiver or in-kind contribution from Council to run my grant funded project?

No. This program does not provide fee waivers or in-kind contributions.

If I am not able to submit my application by the closing deadline, can I get an extension?

Applications will not be accepted after the application closing time unless there are exceptional circumstances as determined by the relevant Council officer and supported by appropriate documentation. 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.

If the circumstances regarding your late 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.

You will need to make every effort to submit your application prior to this deadline, ensuring you leave enough time to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question).

Can I submit a paper application?

No. Paper applications are not accepted. You must submit your application online through SmartyGrants at northernbeaches.smartygrants.com.au.

What if I am having issues accessing or completing the online application?

Please call 8495 5410 or email communitygrants@northernbeaches.nsw.gov.au if you are having difficulty accessing the form. Contact must be made in advance of the closing time and date to be deemed eligible.

Do I have to complete my application in one sitting?

No. SmartyGrants will allow you to create login details and come back to a partially completed application.

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.

Are previous applications available to view?

No. Applications submitted to Council remain confidential and are not available for public review.

Where can I find more information to help me get ready?

Grant writing videos are available on Council's website for review at any time. The videos cover a general overview of key topics. Please note the grant writing videos is general in nature and not specific to any particular grant program.

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. However, you cannot submit the same application/project to two different grant streams. Sponsor organisations may act for more than one group or unincorporated organisation. Whilst applicants may submit more than one application for consideration, they cannot receive funding for more than one application.

What happens if I haven't completed all the questions?

Mandatory questions are marked within the application form with a red asterisk. 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.

What attachments do I need to include in my application?

Please see the Supporting documentation section of this guide.

What is outlined in the Funding Agreement?

The Agreement will include:

- Project ID and title of the project for which the funding is being provided
- The amount of cash funding to be received and where relevant specific items to be funded by the grant
- A deadline for completion of the project and submission of the project acquittal
- Terms and conditions for the implementation, evaluation and reporting on the project.

My approved grant project is changing or I need an extension. What do I have to do?

You have to notify us as soon as possible of any project changes that may occur, including change of grant contact details, project title, scope or timeline, preferably in writing, and ask for approval of your grant changes. You must provide an outline, including a budget, of how you are proposing to spend the received grant funding and a timeframe. It is preferable that reallocated funds go towards a similar project or target group to that first proposed. You may be required to complete a Variation Request Form depending on the scope of the changes. A variation will require formal approval before proceeding with the amended project.

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.

What happens if we overspend grant funds?

It is the responsibility of the applicant to control the project budget. Additional funding is not available to cover project cost over expenditure, which will need to be borne by the applicant.

Right of Appeal

The recommendations of the assessment panel and the decision of the Council are final and not open to dispute. Unsuccessful applicants are welcome to contact Council to receive feedback on their application form to help improve future applications.

Privacy

Personal information collected by Council is held and used as permitted by the Privacy and Personal Information Protection Act 1998 (PPIPA).

When you lodge a grant application, Council will collect personal information from you within the meaning of PPIPA.

The Privacy Protection Notice below provides details regarding the collection, use and your rights regarding access and correction of your personal information.

Privacy Protection Notice

Purpose of collection: For Council purposes including Council's grant program

Intended recipients: Northern Beaches Council staff and data service providers engaged by Council.

Supply: The supply of this information is voluntary although it may result in Council not being able to process your application if not supplied

Access/correction: Contact Customer Service on 1300 434 434

Collected and held by: Northern Beaches Council.

All projects funded through this grants program must adhere to the NSW Health advice at the time of their project delivery.

Grants and COVID-19

All projects funded through this grants program must adhere to the NSW Health advice at the time of their project delivery.





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