




Sport and Recreation Infrastructure Grant Program

2025/26 Guidelines and FAQs



northern
beaches
council

A close-up, profile shot of an elderly Indigenous Australian woman. She has short, curly white hair and is looking down with a focused expression. She is wearing a white, short-sleeved top with a delicate lace pattern. In her hands, she holds a bundle of long, narrow green leaves, possibly eucalyptus, which are tied together. A thick, weathered piece of wood is visible in the foreground, partially obscured by the leaves. The background is a soft-focus outdoor setting with trees and a bright light source, creating a warm, natural atmosphere.

We acknowledge the Traditional Custodians of the Northern Beaches and their Country. By these words we show our respect to all Aboriginal people. We acknowledge Elders past, present and emerging and the spirits and ancestors of the Clans that lived in this area.

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Northern Beaches Council Grant Program overview

Northern Beaches Council's grants program is guided by Council's Grants and Partnerships Policy principles adopted on 28 May 2024.



Priority

We will ensure outcomes of grant programs are aligned with the Northern Beaches 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 needs.



Partnerships

We build and maintain constructive relationships based on mutual respect and transparency. We value the resources and skills that community groups, businesses and others provide the community. Programs are responsive and may adapt to changing community needs and circumstances over time.



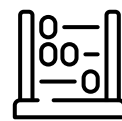
Value for money

We seek the best mix of projects to meet the needs of the community, business and visitors and maximise outcomes for the local government area. We support projects that represent good value for the level of cash or value-in-kind support requested.



Inclusion and equity

We support inclusion and equity in our community.



Good governance

We commit to decision making in the public interest, and effective and efficient grant management processes. The application and acquittal requirements will be proportionate to the size of the grant awarded and the expected outcomes of the grant program. We will ensure there are systems and opportunities to support applicants and provide timely feedback. We will endeavour to provide feedback within 10 working days of a request for feedback being received.

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

We will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria. Conflicts of interests are to be declared as part of this process.



Scope of the Sport and Recreation Infrastructure Grant Program

It is recommended that applicants read this guide in full prior to starting the application process.

Purpose

Council's 2025/26 Sport and Recreation Infrastructure Grant Program aims to improve sport and recreation facilities on the Northern Beaches. We are seeking projects that address one or more of the program objectives:

- Increase opportunities for participation in sport, recreation, and active play
- Improve the viability of sport and recreation groups
- Develop safe, accessible and family friendly facilities

Strategic framework and priorities

This grant program aligns with Council strategies including:

- Grants and Partnerships (Financial Assistance) Policy 2024
- Community Strategic Plan 2040
- Sportsgrounds Strategy 2017
- Let's Play! Open Space and Outdoor Recreation Strategy and Action Plan 2022
- Disability Inclusion Action Plan 2022 - 2026

These strategies can be viewed in full via our [website](#) - [northernbeaches.nsw.gov.au/grants](#)

Funding available

\$100,000 (excl. GST) funding pool

\$10,000 (excl. GST) minimum / \$35,000 (excl. GST) maximum grant values

Key Dates

19 June 2025

Applications open

28 July 2025, 3pm

Applications close

August - November 2025

Eligibility screening

Assessment by panel

Report to Council

October 2025 onwards

Notification to applicants

Signed funding agreements returned

Payment of first invoice (upon receiving Owner's Consent to Commence Work)

31 May 2026

Projects completed unless otherwise agreed

Submit acquittal reports soon after project completion, unless otherwise agreed

30 June 2026

Final payment of grant monies

Eligibility

Eligible applicants

Your organisation:

- is incorporated and not-for-profit
- is up-to-date with any grant reporting and/ or acquittals from any previous Council grant program
- is based in the Northern Beaches local government area
- has no material outstanding debts owed to Council
- has Owner's Consent to submit an application from the relevant Council team for the project.

Eligible organisations can make a joint submission. However, one organisation will need to be the lead applicant. The lead applicant will enter into a funding agreement and take responsibility for the project including reporting and acquittal requirements.

While a partnership may also exist between an eligible and non-eligible organisation, the main applicant **MUST** be the eligible not-for-profit body.

Late applications will not be accepted.

Eligible projects

Applications must be for:

- new infrastructure on Council land or new infrastructure on / within an existing Council facility (asset); or
- the upgrade of an existing Council facility (asset) on Council land.

In relation to this grant program, infrastructure refers to a Council capital asset on Council land or on / within an existing Council facility.

This definition also extends to capital equipment items that can be removed but will become part of a Council facility such as tennis court nets or shade structures.

Projects **must** address one or more of the program objectives:

- Increase opportunities for participation in sport, recreation, and active play
- Improve the viability of sport and recreation groups
- Develop safe, accessible, and family friendly facilities

Examples of eligible projects include:

- New or upgraded sportsfield drainage system
- New or upgraded tennis court and sports field lighting
- New wheelchair access ramp to a sport and recreation building
- New storage on a sport clubhouse
- Upgraded sport clubhouse changerooms
- Upgraded sport clubhouse canteen

Your project must be complete by **31 May 2026** to allow time for Council to assess the project and the grant funding to be acquitted and paid by 30 June 2026.

To view past grant recipient projects, visit the [website](#) - [northernbeaches.nsw.gov.au/grants](#)

Ineligible projects

Applicants cannot submit the same project to two different Council grants programs in the same year.

The Northern Beaches Sport and Recreation Infrastructure Grant Program will not fund the following projects or project components:

- Works spanning across multiple locations and/or facilities e.g. line marking at different courts across the Northern Beaches
- Costs related to buying or upgrading non-fixed equipment (e.g. computers, office furniture, footballs, team uniforms, ride-on mowers, gym/fitness equipment)
- Shipping containers, vehicles, or trailers, including box trailers used for storage
- General maintenance or replacement through normal wear and tear (e.g. painting, running costs and repairs to existing facilities)
- Repair of facilities where the damage can be covered by insurance
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement
- Projects or components of a project that are already funded or part funded by another Council grant program or commitment
- For any costs associated with preparing and submitting the application
- Any costs related to the planning of the project including a Development Application and/or consultants fees with the exception of costs related to a Working on and Access to Reserves Permit

- Duplication of existing services or programs unless there is a demonstrated additional need
- Multiple applicants submitting applications for the same project
- Operational expenses, such as rent, staff wages, insurance, utilities, general maintenance, day-to-day general office supplies
- Travel or accommodation expenses

With the exception of grants given out through Council's Event Grants and Sponsorship Program or approved by Council outside a grants program, Council does not provide fee waivers or free use for in-house design, printing and distribution service, hall or reserve/field hire, or cleansing and waste service for events. These costs must be included in the application budget.



Step one - Check your eligibility

Before you apply, read the guidelines and FAQs to ensure you understand all relevant requirements and are eligible.

Step two - Prepare your application

- Allow time to plan, research and gather support material to draft your application.
- Start process to gain Owner's Consent. More information can be found under "Owner's Consent". The Owner's Consent letter cannot be more than 12 months old from the grant program closing date. Allow 10 business days for Owner's Consent approval.
- Start filling in each section of the online application form at northernbeaches.smartygrants.com.au. You will need to create an account if you don't have one already. You can save your progress to return to the form at a different time.
- You will be required to attach supporting documentation with your application. Please check the supporting documentation list below.

Step three - Submit your application

- Once all sections are filled, submit 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.
- 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 will receive a confirmation email from SmartyGrants with a copy of your application when you submit the form. If you do not receive this email, please check your junk mail. If not received, please email openspaceandrecreationplanning@northernbeaches.nsw.gov.au to verify your submission.

Late submissions

Late submissions 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.

Supporting documentation

All applications MUST include:

- Owner's Consent letter from the relevant Council team no older than 12 months old from the grant program closing date
- detailed quotes for all components (goods or services) over \$2,000 no older than 12 months from the grant program closing date. Components should not be unreasonably broken down into smaller components under \$2,000 with estimated costs.
- relevant site plans, construction plans, sections, elevations, and/or specifications.

It is strongly recommended to include:

- photos that provide visual context and close ups where appropriate
- letters of support demonstrate broader support from the community and other user groups
- evidence of community need, support and/or partnerships in this project.

Assessment process

The Sport and Recreation Infrastructure Grant Program is administered by Northern Beaches Council in two stages:

- 1. Eligibility Check
- 2. Merit Assessment

All applications will be assessed on the information provided in the application form and submitted attachments by the Grant Assessment Panel.

The Grant Assessment Panel will consist of a:

- minimum of 3 Council staff – voting
- support officer (staff) – non-voting.

The Assessment Panel may use information about an applicant that is or becomes known to Council during Council's business, as well as any publicly available information. Throughout the assessment process, Council has discretion to seek clarifications on an application(s) in a manner that does not provide an unfair advantage to any applicant.

The Grant Assessment Panel will assess all applications and make recommendations to the Council at an Ordinary Council Meeting. The Council will consider the recommendations of the Grant Assessment Panel and make decisions relating to the approval of funding. Applicants may receive partial funding if they have so indicated in their application.

At the end of the assessment process, Council will write to all applicants notifying them of the outcome of their application.

Stage one: Eligibility check

The grant program team will conduct a preliminary eligibility check of all applications. Applications will be screened for eligibility and compliance ensuring that the:

- applicant organisation is an eligible applicant
- applicant organisation has no material outstanding debts owed to Council
- grant request is between \$10,000 (excl. GST) and \$35,000 (excl. GST). Grants below \$10,000 (excl. GST) or above \$35,000 (excl. GST) will be ineligible
- proposed project is an eligible project
- applicant organisation has provided the relevant Owner's Consent.

The grant program team will make recommendations to the Grant Assessment Panel on applications assessed as being ineligible following initial assessment. The Grant Assessment Panel will make the final determination on eligibility. Council may undertake further research of applicants and conduct checks for nondisclosure of any relevant information.

Stage two: Merit assessment

The Grant Assessment Panel will assess eligible applications on the information provided in, and attached to, the application form. The Grant Assessment Panel will consider the extent to which the applicant has addressed the criteria as per the score rating listed in the table below.

Applicants must score a 3 or above in each objective in order to be eligible and considered for funding.

To spread funding across the Northern Beaches, consideration may also be given to the geographical spread of projects and an organisation's Council grant funding in prior years.

Score	Rating
5	Application meets criterion at a high level
4	Application meets criterion well
3	Application meets criterion
2	Application just fails to meet the criterion
1	Application largely fails to meet the criterion
0	Application completely fails to address the criterion

Assessment criteria

Grant applications will be assessed against the following assessment criteria:

Criteria	Description	Weighting
Program objectives	<ul style="list-style-type: none">• Provide a clear and concise summary of the infrastructure project and its outcomes.• Describe how the project aligns with one or more of the program objectives.• Provide current data and/or examples to validate claims.	Double
Priority areas/ Community Need	<ul style="list-style-type: none">• Describe the community need for the project and how the project will address the identified need.• Describe clearly how the project addresses priorities, principles and/or actions identified in relevant sporting governing body strategic plans and/or Council strategies e.g. Council’s Sportsgrounds Strategy 2017, Lets Play! Open Space and Outdoor Recreation Strategy 2022, Disability Inclusion Action Plan 2022 – 2026.• Provide current data/or examples to validate claims.	Double
Value for money	<ul style="list-style-type: none">• Provide an accurate and realistic budget (excl. GST). The budget should clearly identify the project components that will be funded by the grant and the components to be funded by the applicant.• Provide detailed quotes that are no more than 12 months old for all goods and services over \$2,000.• Justify the grant amount requested.• Provide evidence to confirm funds to support the project.	Single
Organisations capacity to deliver	<ul style="list-style-type: none">• Provide Owner’s Consent to submit an application for the project.• Provide a project plan that illustrates key project tasks and milestones and forecast delivery timeline.• Provide supporting documentation such as facility design brief, concept, or detailed design plans.• Demonstrate proven experience in delivering similar size projects	Single

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.



Applicants will receive a system generated email containing a PDF copy of the application once submitted successfully. If you believe you have submitted your application but do not receive a confirmation email, check your junk mail. If not received, please email openspaceandrecreationplanning@northernbeaches.nsw.gov.au to verify your submission.

Once funding recommendations have been adopted by Council, all applicants will be contacted in writing about the outcome of their application. Details of the successful projects will be published on Council's website.

Unsuccessful applicants may request feedback on their application from the relevant Council Officers.

Funding agreements

The successful applicants approved for funding will be required to enter into a funding agreement that covers their obligations. Council will execute a funding agreement with successful applicants for the project in accordance with the approved scope, budget and schedule of the project set out in the approved application. Council reserves the right to project manage projects approved for grant funding and will inform the applicant.

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 the:

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

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.

Payment arrangements

The recipient can apply to receive 50% of the funding amount at the beginning of the project to assist in initiating works. Requests will be subject to meeting Council's requirements.

The remaining grant funds will be paid once all work is completed, the recipient completes the acquittal process, provides supporting documentation (relevant invoices/receipts) and the relevant Council team gives final sign off.

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

Reporting and acquittal

Grant recipients must provide an acquittal report as stated in the funding agreement, unless otherwise agreed.

The information required in the report will be specified in the agreement and includes details on the outcomes of the project with an income and expenditure table showing how the grant funding provided by Council was spent. All receipts and other evidence of expenditure must be retained for submission as required.

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 grant program where consent is given. Council may conduct an inspection of the works at the completion of the project.

Reports are to be supplied providing feedback to Council on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. Council will provide online templates for this purpose in SmartyGrants.

Conflict of interest

A conflict of interest exists when a person might reasonably perceive that the non-pecuniary and/or pecuniary interests of a key decision maker of the funded organisation could be favoured over the duties to the funded organisation. If applicants identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, they must inform Northern Beaches Council in writing immediately.

If an actual or perceived 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.

Applicants must also complete the Conflict of Interest declaration on the application form relating to businesses contracted to perform paid works on a successful project. This does not include providing work in-kind which is encouraged where appropriate.

Insurance

Organisations applying for funding are required to be covered by a minimum Public Liability Insurance of \$20 million. It is the responsibility of the applicant to ensure that the organisation has appropriate insurance for the project. You cannot claim the cost of your insurance as part of the project costs.

Owner's Consent

As your project is for work which will be carried out on Council owned or managed land or facilities such as buildings, you must seek and receive Owner's Consent signed by the relevant Council team, PRIOR to submitting your application. Please allow 10 business days for the Owner's Consent approval. The Owner's Consent Application form is available on Council's website.

For projects in our parks, sports fields, or open spaces you will require consent from the Parks and Open Spaces team. Please contact Charles Sawley from the Park Assets team at parksadministration@northernbeaches.nsw.gov.au. If your project is granted consent and is approved for funding, you will be required to apply for a Working on and Access to Reserves Permit. Please ensure you review the Working on and Access to Reserves Permit terms and conditions before applying.

For projects relating to our buildings, you will require consent from the Property Team. Please contact Greg Baker (Senior Asset Officer, Building Assets) on 8495 6406 or greg.baker@northernbeaches.nsw.gov.au.

If your project requires Development Consent, this should already be approved prior to submitting your grant application. Evidence of approval should be uploaded with your grant application.

If you do not provide the Owner's Consent letter in your submission, your application will be deemed ineligible and will not be considered for funding.

Application support

To discuss your project, seek clarification on the guidelines or are having difficulty with the application form, please call the Open Space Planning team on 1300 434 434 or email openspaceandrecreationplanning@northernbeaches.nsw.gov.au.

Please note that Council will not accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase.

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

Grant writing videos and other resources 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.

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 1300 434 434.

Acknowledgment of Council

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

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

Accessibility

Council is committed to removing barriers so people with disability can actively participate in community life. We are implementing the Disability Inclusion Action Plan (DIAP) and, where relevant, your project should reflect the actions within this plan.

Where relevant your application should demonstrate how your project will enable people with a disability to be involved in your sport either as a spectator or participant.

Sustainability considerations

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

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 are 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.

You can determine your entity type if you have an ABN via the Australian Government lookup tool.

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 Australian Securities and Investments Commission (ASIC).
Incorporated association/ Incorporated Not-for-profit (NFP) organisation	<p>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.</p> <p>Incorporated associations are usually NFP organisations.</p> <p>Incorporated NFPs do not have to be registered with the Australian Charities and NFP Commission (ACNC) unless they are a Charity.</p>
Not-for-profit organisation (NFP)	NFP organisations are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable), e.g. NFP sports clubs.

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.
Charity	A type of NFP 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-profits 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.
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 Lookup 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.
Risk Assessment	A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/implementation of your project.
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.



Funding details

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

The minimum amount is \$10,000 (excl. GST) with the maximum amount \$35,000 (excl. GST).

When is the deadline to submit my application?

Monday 28 July 2025 at 3pm.

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

Assessment recommendations will be presented to a Council meeting as per the timeframe in the 'key dates' table.

We will notify all applicants in writing of the outcome of their application within 10 days of Council determination.

When must my project be completed?

Your project must be completed by 31 May 2026, with acquittal submitted and works approved by Council by 30 June 2026.

How can my organisation get updates about the future 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, you must be:

- be an eligible legal entity – see the Eligibility section of this guide
- have an eligible project
- able to satisfy other grant round requirements specified in these Guidelines.

My organisation is based outside the Northern Beaches Local Government Area.

Can I apply for this grant?

No.

Can my project be delivered outside the Northern Beaches Local Government Area?

No.

I have previously received a grant, donation, or sponsorship from Northern Beaches Council. Can I still apply to this program?

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

Please note:

This application cannot relate to previously funded projects.

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. .

Do I need to have an incorporation number?

If eligibility for the grant relies on you being an incorporated business type, you will be required to identify how you meet the criterion of incorporation by either:

- providing a valid incorporation number, or
- indicating that you are incorporated by NSW Fair Trading or ASIC

A search of the relevant registers will be undertaken by staff to confirm your eligibility.

Activity details

My project has already started. Can I still apply for this grant?

No, projects that have started prior to the grant being awarded are not eligible.

Can grant funds be put towards equipment?

Capital equipment items that can be removed and will become part of the facility such as tennis court nets or shade structures are eligible. Equipment such as gym/fitness equipment, team uniforms, balls, office furniture, and white goods are not eligible under this grant program.

Can grant funds be put towards travel or accommodation?

No.

My project is to run a program to increase participation in sport. Can I apply for this grant?

No, this grant is for new infrastructure or the upgrade of existing infrastructure on a Council owned or managed facility or land.

I don't know if my project is on Council owned or managed land. How do I find out?

Council staff can help you. You can call and speak to the Open Space Planning team on 1300 434 434 or email openspaceandrecreationplanning@northernbeaches.nsw.gov.au

Application assistance

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

Do I have to complete my application in one sitting?

No, SmartyGrants will allow you to come back and complete a partially completed application. You must register before you can make an online submission. Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once. If you have previously registered a SmartyGrants account, you can use the same login.

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 prepare my application?

[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.

Application details

My application meets more than one priority area, goal, or strategy. Which one do I select?

Select all that apply to your project and describe how it relates to the priority. It is recommended to only select those that you meet most, not every area needs to be selected.

Can I or my organisation submit more than one application?

Yes. You can submit more than one application if you have more than one project eligible for these grants. However, you cannot submit the same application/project to two different grant programs. 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

Approval and notification

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 need 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 their assigned Council staff member as soon as they are aware of the cost variation.

What happens if we overspend grant funds?

Additional grant funding is not available to cover project cost overruns (where the actual project costs exceed the budget). Cost overruns are 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 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 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.



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