



Community Development Grants Program

2025/26 guidelines

Acknowledgement of Country

We acknowledge the Traditional Custodians 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 grant program overview

Council's grants program is guided by Council's Grants and Partnerships (Financial Assistance) Policy, adopted on 28 May 2024



Priority

We will ensure outcomes of grant programs are aligned with 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.



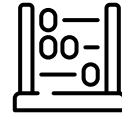
Inclusion and equity

We support inclusion and equity in our community.



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.



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.



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 Community Development Grants Program

Purpose

The Community Development Grants Program builds the capacity of local groups and organisations to make the Northern Beaches more safe, inclusive and connected.

Strategic framework

This grants program aligns with Goals 10-12 of the Northern Beaches [Community Strategic Plan Shape 2018-2028](#) and the 3 strategic priorities of safety, inclusion and connections of the [Better Together Social Sustainability Strategy 2021-2040](#).

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

Funding available

The total pool of funding is \$120,000 shared between the following two grant categories:

Grant category	Funding amount	Who can apply
Small Grants	Up to \$5,000	Community groups and unincorporated associations that are not-for-profit, are predominantly run by volunteers and are based in or servicing the Northern Beaches Local Government area.
		Or Incorporated entities that are not-for-profit, are predominantly run by volunteers and are based in or servicing the Northern Beaches Local Government Area and have an annual revenue (for example, revenue from donations) of \$500,000 or less.
Community Development Grants	Up to \$10,000	Incorporated entities that are not-for-profit and are based in or servicing the Northern Beaches Local Government Area.

Partial funding may be recommended for a variety of reasons

Key dates	
19 June 2025, 11am	Applications open
28 July 2025, 3pm	Applications close
August - October 2025	Eligibility screening of applications
	Assessment by panel and recommendations reported to Council
	Council approval of successful grants
November 2025	Notification to applicants
	Invoices and signed funding agreements returned
	Distribution of funding
November 2025 – 31 December 2026	Project delivery
31 December 2026	Projects completed, unless otherwise agreed
31 January 2027	Acquittal Reports submitted, unless otherwise agreed

General exclusions

Ineligible applicants include:

- State or Federal Government organisations
- political parties or projects supporting political parties or agendas
- individuals
- for-profit organisations.

Northern Beaches Council does not provide grants to projects that:

- do not address the stated project outcomes
- 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
- same applicant submitting different projects to the same grant program (only one project application per grant program)
- infrastructure projects, including maintenance and improvement expenses
- ongoing day-to-day operations or maintenance of established services
- equipment expenses, unless they are specifically related to the project or make the services/programs more accessible for priority populations.
- 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
- activities which promote or advance a specific religious or political belief system.

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.

Eligible expenditure:

- Project personnel (specific to the project), e.g. staffing costs, facilitator fees, project coordinator fee (part-time).
- Program delivery costs, e.g. materials and supplies directly used in project activities, catering, printing, venue hire, marketing and promotion, event-specific costs, accessible equipment.
- Evaluation and reporting costs.

Previous grant recipients

To view past grant recipient projects, [visit our website](#).

Purpose

The Small Grants category provides one-off funding to small community groups and organisations to pilot new initiatives and establish or increase sustainability of existing groups promoting inclusion, participation and social connections in the Northern Beaches.

Funding amount
Up to \$5,000

Funding priorities

One-off projects that enable small community groups to:

- pilot new initiatives or help establish new groups.
- increase the sustainability of existing initiatives or groups.

Program outcomes

Supports groups or projects that contribute to one or more of the following project outcomes:

- increased community safety and inclusion
- increased social connections and participation in community life
- improved access to information, services, programs and facilities
- increased community capacity to care for self and others.

Eligibility

Community groups and unincorporated associations that are not-for-profit, are predominantly run by volunteers and are based in or servicing the Northern Beaches Local Government Area.

Or

Incorporated entities that are not-for-profit, are predominantly run by volunteers and are based in or servicing the Northern Beaches Local Government Area; and have an annual revenue (for example, revenue from donations) of \$500,000 or less.

Assessment criteria

1. Project aligns with the funding priorities for the grant category.
2. Shows how the group or project contributes to the program outcomes in the Northern Beaches community.
3. Demonstrated volunteer or member led contributions to the project or group.
4. Value for money with a detailed budget showing how grant funding will be used.

See Appendix for detail on what a strong application looks like.

Purpose

The Community Development category provides funding to eligible organisations to deliver projects that address funding priorities identified for the Northern Beaches community.

Funding amount
Up to \$10,000

Funding priorities

Projects that increase safety and/or inclusion for the following priority populations.

- young people
- older people
- people from diverse backgrounds
- people experiencing mental ill-health
- people who are socially isolated.

Program outcomes

Projects should achieve one or more of the following project outcomes.

- increased skills/knowledge
- improved access to community information, services, programs, facilities
- increased participation in community life
- increased sense of safety and support
- increased sense of belonging to the Northern Beaches community
- increased social connections.

Eligibility

Incorporated entities that are not-for-profit and are based in or servicing the Northern Beaches Local Government Area.

Assessment criteria

1. Clear project purpose and evidence of local community need.
2. Describes what the project is and how it will be delivered in alignment with funding priorities.
3. Describes how the project contributes to one or more program outcomes.
4. Value for money with a detailed budget showing how funding will be used.
5. Demonstrates organisational capacity to deliver the project.

See Appendix for detail on what a strong application looks like.

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

Clearly identify all sources of direct funding income for the project.

Step 2: In-kind contributions (optional)
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 as if it was paid for.

Step 3: Expenditure

It is essential that the budget clearly shows where the grant funds are being used.

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

As a guide, please calculate:

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

Costs should be based on research or quotations that reflect the actual costs – e.g. if a Council facility is required, the cost is available on Council's website. Indictive costs for materials and equipment can usually be found online.

Please note that providing quotes for goods and services of \$2,000 or more is mandatory. These should be uploaded with the application.

For internal costs of \$2000 or more, such as staff time, clearly explain your assumptions (e.g. "staff hours x hourly rate")

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.

Example budget – Mental Wellbeing Training Program

Step 1: Income

Income description	Income type	Confirmed funding?	Income amount (\$)
Northern Beaches Council Grant	Northern Beaches Council	No	\$5,000
Other Income	Donation	Yes	\$300
Organisation contribution	Applicant	Yes	\$1,000
Subtotal A			\$6,300

Step 2: In-kind

Type of in-kind support	Funding Source	Value of in-kind support (\$)
Volunteer – admin & session support (2 volunteers x 18 hrs @ \$25/hr)	Volunteer time and in-kind	\$900
Donated supplies	In-kind	\$250
Subtotal B		\$1,150

Step 3: Expenditure

Expenditure description	Expenditure type	Expenditure amount (\$)
Venue Hire (6 x 3hour bookings @ \$20/hr)	Hire	\$360
Staff Wages (preparation – 14 hours, training – 18 hours, evaluation – 4 hours = 50hours @ \$50/hr)	Staff wages	\$1,800
Facilitator fees (6 sessions x 3 hrs @ \$100/hr)	Professional services	\$1,800
Printed mental wellbeing booklet and worksheet	Resource Material	\$340
Catering (6 sessions x \$200 catering)	Catering	\$1,200
Social media boosts	Promotion	\$800
Subtotal C		\$6,300

Step 4: Balance must always equal zero

E.g. Income (Subtotal A \$6,300) – Expenditure (Subtotal C \$6,300) = 0

Please note: in-kind support is not included in balancing your budget, however, it shows the additional value that has contributed to the delivery of your project.



Submitting an application

How to apply

How to apply

- Read the guidelines thoroughly and preview the application form. Applicants can download a PDF to print as a hard copy for reading.
- 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.
- Applicants may be required to attach supporting documentation with their application. Please check the Supporting Documentation list below.
- Allow time to plan, research and gather support material to draft the application.
- 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.
- Applicants will receive a confirmation email from SmartyGrants with a copy of their application when the form is submitted.
- 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.

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 of \$2,000 or more. For internal costs, such as staff time, clearly explain your assumptions (e.g., “staff hours x hourly rate”).
- 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 support with the application form, please email communitygrants@northernbeaches.nsw.gov.au or call Georgia Llewellyn on 02 8495 6119 or Matt Bowey on 02 8495 5606.

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 6119.

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 are general in nature and not specific to any particular grant program.





Assessment

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.

The assessment panel will consist of:

- 2 community members with knowledge and expertise in community development, lived experience, and/or local community groups and services.
- 2 Council staff members.

Stage 3: Selection of preferred applicants

Applications that have met requirements from Stages 1-2 will be ranked in order of merit and the panel will nominate the level of funding to achieve the most value for money from the available funding. Ranking will be determined against responses to the assessment criteria. A report with the recommended applications will be presented to a Council meeting in October 2025.

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

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 Council officer 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 the applicant does not have a formal child protection policy, they must outline how they 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 visit 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 visit 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 the Aboriginal Heritage Office. For more information, visit the [Aboriginal Heritage Office website](#).

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.



If your grant
application is
successful

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 14 days of Council determination.

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. Feedback will be provided within 10 days of the request being received.

Funding agreements

Successful applicants must sign a Funding Agreement with Council outlining terms and conditions prior to funding being provided. The timeframe for project delivery is November 2025 - 31 December 2026. 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).

A Statement of Supplier form will need to be provided if the applicant does not have an ABN

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 \$5,000 (excl. GST) for the small grants category and \$10,000 (excl. GST) for Community Development category. 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 rate 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.

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

Types of legal entities

The Eligibility Criteria section of these Guidelines identifies the types of entities that are eligible to apply for a grant, or not eligible to apply for a grant. This section provides guidance on different types of entities.

You can determine your entity type if you have an ABN via this Australian Government ABN [lookup tool](#). The following table provides guidance on different entity types.

Any entity which applies for a grant must be not-for-profit.

A not-for-profit does not operate for the profit or gain of its owners, members or shareholders either directly or indirectly. Any profit must be used to further the not-for-profit's purpose and must not be distributed to owners, members or shareholders while the not-for-profit is either operating or when it winds up.

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 not-for-profit.

Legal entities	
Term	Definition
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.
Community group	A community group is where a number of people get together for a common purpose of interest. Community groups may follow a set structure and adopt principles and codes of conduct which it wishes the community to follow.
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 entities	An incorporated entity is a legal entity separate from its individual members. It is ordinarily incorporated under state law and will usually be not-for-profit. An incorporated entity can usually continue regardless of changes to its membership. Types of incorporated entities include companies, co-operatives, incorporated associations and registered charities.
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.
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. Unincorporated associations cannot enter into a contract in their own name, and so, if successful for grant funding, an individual member representing the group will be required to sign the funding agreement and have individual legal liability.

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.
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.
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.
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.



Frequently asked questions

How much funding is available in the Council Community grants round 2025/26?

Up to \$120,000 (excl. GST) in total is available for the Community Development Grants Program.

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

There is no minimum amount. The maximum amount are:

- Up tp \$5,000 (excl. GST) for the Small Grants category
- Up to \$10,000 (excl. GST) for the Community Development Grants category

Is the funding ongoing?

No. Proposed projects must be delivered within the funding period commencing November 2025 and ending 31 December 2026

How can my organisation get updates about the Community Grants?

Organisations and individuals can register to receive updates via this [Online Form](#).

What does partial funding mean and how is it decided?

Partial funding is when less than the requested amount is granted to the applicant. You will be asked to consider this option and outline possible impacts in the application. This is done so Council can support as many projects as possible, while making sure funded projects are still viable.

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

- See the eligibility section of the guidelines
- able to satisfy other grant round requirements
- have an Australian bank account.

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. You can still apply for the grant if the beneficiaries of the project will primarily be Northern Beaches residents.

Can my project be delivered outside the Northern Beaches LGA?

Yes. The project can be delivered outside of the Northern Beaches LGA, if the beneficiaries of the project will primarily be Northern Beaches residents.

I am unsure which category best fits my project. Which one should I apply for?

Applicants can only submit to one grants category. To discuss which category may be best suited to your application please call Georgia Llewellyn on 02 8495 6119 or Matt Bowey on 02 8495 5606.

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/ or the funding agreement signed.

Can my grant be used for ongoing projects or programs?

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.

Can grant funds be put towards infrastructure maintenance/improvement?

No. The Community Development Grant Program has clear funding priorities with these out of scope.

Can grant funds be put toward equipment expenses?

Yes. Grant funds can be put towards equipment that makes services/programs more accessible for priority populations, or is directly related to the project.

My project requires the hiring of a Council venue, community facility, 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. Hire costs should be identified within the expenditure section of your application. You can find a complete list of Council's community centres and hiring costs on the Council's website.

Do I have to provide quotes for expense?

Applicants must provide written quotes for any single expense of \$2,000 or more. For internal costs, such as staff time, clearly explain their assumptions (e.g., "staff hours x hourly rate"). For smaller expenses, provide reasonably accurate estimations.

What if I don't have exact costs yet for some items?

Provide the best estimate if the line item is below \$2,000. If the line item is \$2,000 or more you must provide us a quote or a detailed explanation on how that figure has been arrived at.

How detailed does my budget need to be?

The budget should be very detailed and realistic. Break down each expense into specific line items. Review the budget section in the above and the example provided for how applicants should break down their budget.

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 Georgia Llewellyn on 02 8495 6119 or Matt Bowey on 02 8495 5606 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?

You can only submit one application per grant program, however, you can submit an application for a different project to another Council grant program (e.g. Arts & Creativity Grant Program).

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 Council staff via email to communitygrants@northernbeaches.nsw.gov.au 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, this will need to be borne by the applicant.





Terms and conditions

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 applicants lodge a grant application, Council will collect personal information from them 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.





Appendix

Small Grants	
Criterion	What a strong application looks like
Project alignment	Clear alignment with funding priorities for the grant category. Clearly demonstrates how the project will help their group to: <ul style="list-style-type: none">pilot new initiatives or help establish new groupsincrease the sustainability of existing initiatives or groups.
Program outcomes	Clear alignment with program outcomes of the grant category. Clearly describes how the group or project contributes to the Northern Beaches community to deliver: <ul style="list-style-type: none">increased community safety and inclusionincreased social connections and participation in community lifeimproved access to information, services, programs and facilitiesincreased community capacity to care for self and others.
Volunteer contribution	Demonstrated volunteer or member led contributions to the project or group. <ul style="list-style-type: none">Group is volunteer run, orClearly demonstrates evidence of volunteer contribution to operations of the group, project planning, implementation, and/or evaluation.
Value for money	Value for money with a detailed budget showing how the funding will be used: <ul style="list-style-type: none">presents a detailed budget that is realistic, cost-effective, and aligned with the proposed project activitiesall budget items clearly justified showing how they contribute to achieving project objectives.provides outline of how realistic costs have been estimated, including quotes for expenses of \$2,000 or more or detailed assumptions for internal costs (e.g. staffing hours x hourly rate)

Community Development Grants	
Criterion	What a strong application looks like
Purpose & need	Has a clear project purpose and evidence of local community need: <ul style="list-style-type: none">Demonstrates a clear, specific, local need that the project will address.Outlines a clear rationale for how the proposed project addresses the specific community need.Evidence of planning, consultation, networking or project partnerships which may include consultation with the target community or other relevant stakeholders, surveys, data, or letters of support.
Project details	Clearly describes what the project is and how it will be delivered in alignment with funding priorities. <ul style="list-style-type: none">Clearly describes the project including who the target group is and what activities or outputs will be delivered.Clearly outlines how the proposed project aligns with the funding priority and which priority population it benefits.Clear description of the scale of the project and how many people in the local community will benefit.Identifies any delivery partners.
Program outcomes	Cleary describes how the project will contribute to one or more program outcomes. <ul style="list-style-type: none">Describes short / medium term outcomes of the project.Describes how the project will link to the longer-term target program outcomes.
Value for money	Budget demonstrates value for money in how the funding will be use. <ul style="list-style-type: none">Presents a detailed budget that is realistic, cost-effective, and aligned with the proposed project activities.All budget items clearly show how they contribute to achieving project objectives.Provides outline of how realistic costs have been estimated, including quotes for expenses of \$2,000 or more or detailed assumptions for internal costs (e.g. staffing hours x hourly rate).Outlines any in-kind or volunteer contribution to the project.Identifies other sources of funding secured or being sought for the project including the status of these other funding sources.
Organisational capacity	Demonstrates capacity to deliver the project. <ul style="list-style-type: none">Clearly demonstrates the applicant's ability to deliver the project including relevant expertise, project and financial management,Provides public liability insurance certificate or quote to obtain.Clearly demonstrates the organisation's capacity to manage the grant funds responsibly and effectively as evidenced by a clear project plan, policies/ procedures and/ or previous experience with similar grants.



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