



Placemaking Grants

2024/25 guidelines

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Northern Beaches Council Grant Program overview

Northern Beaches 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.



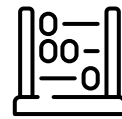
Inclusion and equity

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.



Image: Placemaking Initiative:
Using Historic Images to enliven Freshwater



Scope of the Placemaking Grant Program

Image: Placemaking Initiative:
Temporary lighting installation at Manly Town Hall

Scope of the Placemaking Grant Program

Purpose

Placemaking, through place activation, is creating quality places that people want to live, work and play by increasing vibrancy and contributing to a safe and inclusive community. It is a collaborative process that has everyone's wellbeing in mind.

Successful placemaking relies on the inclusion and active participation of a wide range of community stakeholders – through every aspect of the process, from design, planning and the final delivery.

The Placemaking Grant Program is designed to enable new or expanded place activations by assisting with associated start-up or one-time costs, such as purchase of materials or equipment hire. Grants are not recurring or ongoing and are designed to underwrite the costs of specific expenses.

The program encourages the community to take an active role in the direction of their town and village centres, and deliver enhanced economic, social, environmental and/or cultural benefits to the Northern Beaches community.

Strategic framework and priorities

This grants program aligns with Council's vision and values outlined in the Community Strategic Plan and achieving the following Community Outcomes:

- Places for People – aspire to create welcoming, accessible, and affordable places that foster good health and social interaction.
- Community and Belonging – aspire to care for everyone in the community, making sure that people feel safe, supported, included and have diverse opportunities for a rich cultural and social life.
- Participation and Partnerships – aspire to achieve better outcomes for the community in the long term by tapping into the wealth of local knowledge and expertise that exists within the community.
- Vibrant Local Economy – aspire to create a thriving and vibrant local economy where traditional and new industries are supported.

[The Community Strategic Plan](#) can be viewed in full via our website

Placemaking activation ideas

You are the experts in your places and we are open to your suggestions. Is there a problem that needs fixing or an opportunity to be taken advantage of?

Examples of Place activation:

- Pop up parks e.g. utilisation of underutilised/vacant spaces.
- Beautification of areas e.g. Graffiti removal initiative, installation of lighting or Christmas decorations.
- Greening projects e.g. placement and management of planter beds.
- Artworks e.g. Temporary or permanent murals.
- Live activations e.g. street performers, musicians.
- Business Showcase opportunities e.g. Health and Wellness expo or Street Sale.
- One off community event – e.g. Newport Spring Celebration.
- One off community market e.g. Elanora Christmas Market.

Funding available

Total Funding Pool \$20,000

A grant request can be for any amount but must be able to provide justification for the amount requested within the context of their budget and plan. Grant amounts can be as small as \$500 to decorate a shop front or up to \$4000 to paint a mural or create a live activation. Grants for larger amounts can be submitted and will be considered on a case-by-case basis. All grants may be partially or fully funded following the panel's consideration.

You may only receive partial funding for your project from Council, so please consider if there are other options for funding i.e. sponsorship and participation fees.

Key Dates

Thursday 27th June 2024, 10am

Applications open

Monday 5th August, 3pm

Applications close

August - October 2024

Eligibility Screening of application

Assessment by panels and anticipated report to Council

Council approval of successful grant recipients

November 2024

Notification to applicants

Invoices and signed funding agreements returned

Distribution of funding

November 2024 - April 2025

Projects completed (unless otherwise advised)

May 2025

Acquittal reports completed (unless otherwise advised)



Eligibility

Image: Live music at Love Narraweena

Eligible applicants

All applications must meet the eligibility criteria, as listed below.

Organisations must:

- not owe any outstanding rates or debts to Council
- be up-to-date or have completed and adequately acquitted any previous grant/sponsorship funding from Northern Beaches Council
- acknowledge if the activation is for the purpose of fundraising either for itself, or a third party, further information is in the FAQ section
- have sought permission from the building/site owner for the project to proceed in principle.

Applicants and/or activations which have previously received financial support from Council will be assessed on past performance. Existing activations must demonstrate innovation and or expansion to be considered under additional grant applications.

Activations must:

- be open to the public to attend and/or participate
- be held in Town and Village Centres within the Northern Beaches LGA . Other areas not located within town centres that can demonstrate that placemaking activities would directly support the surrounding businesses will be considered.

- provide an opportunity for measurable economic, social, environmental and/or cultural benefits to the Northern Beaches community
- promote the Northern Beaches and contribute to its reputation as a great place to live, visit, work and invest
- support and be supported by local businesses and boost the local economy.

Ineligible activities

- Activations that are overtly religious or political, divisive or offensive to the general community.
- Promotion of alcohol or tobacco products or gambling.
- Recurring or ongoing operational expenses not directly related to the proposed activation.
- Payment of debts.
- Fundraising for political parties or religious groups.
- Activations that are seen to be in competition or conflict with Council activities.
- Normal operation of regular activations such as gatherings, markets, or sport.
- Online activities

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)
- are already funded by another Northern Beaches Council grant program
- have multiple applicants submitting applications for the same project
- have operational expenses, such as rent, ongoing staff wages, insurance, utilities, day-to-day general office supplies not directly related to the project
- include travel or accommodation expenses
- Council does not provide fee waivers or free use for in-house design, printing and distribution service, hall hire, street closures, or cleansing and waste service for events. These costs must be included in the application budget.

Please refer to our [fees and charges booklet](#) to estimate costs.



Assessment

Image: Placemaking Initiative: Seaforth

Project outcomes

This grant program supports projects that contribute to one or more of the following outcomes:

Community benefit

- promote cultural connection
- increase community satisfaction
- encourage cultural diversity and inclusiveness
- promote more active lifestyles
- promote awareness of environmental programs and initiatives

Social benefit

- strengthen local cohesion
- promote sense of belonging and wellbeing
- encourage community participation and involvement
- enhance the sense of place and promote liveability for local residents

Economic outcomes

- support local businesses and job creation
- increase tourist visitation and spend
- showcase local industries
- enhance the profile of key destinations

Project outcome indicators

The assessment panel will consider the following indicators for how well you address the project outcomes:

- applicant has outcomes that are clear
- applicant has outcomes that are achievable
- application shows consideration for how the success of the project will be measured, by including key indicators to demonstrate that the stated outcomes have been achieved.

Please note: Outputs differ from outcomes

- **outputs** are what you will be doing e.g. 4 x 2-hour workshops for 12 people.
- **outcomes** are what will be achieved by holding these workshops eg. a trained group of volunteers who are skilled up to support the community.

Assessment criteria

Grant applications will be assessed against the following assessment criteria:

Criteria	Description	Weighting
A	Community benefit – demonstrate significant economic, social, community, cultural and/or environmental contribution to the Northern Beaches community.	Double
B	Priority areas –strongly relate to one or more identified Council Goals	Single
C	Value for money – justify the grant amount requested and included a well-researched and realistic budget, clearly indicating what Council funds would be spent on, as well as other contributions including corporate sponsorship and in-kind support.	Double
D	Activation of places – Activations must be located within Town & Village Centres or in other areas that can demonstrate that placemaking activities would directly support the surrounding businesses.	Double
E	Environmental & waste management – the activation promotes sustainability and utilises waste avoidance principles	Single
F	Organisational Capacity to Deliver – the applicant has a demonstrated track record in delivering projects of the scale and type proposed and/or the application includes a thorough and realistic project delivery plan.	Double

Useful questions to consider

- Why are you proposing this project?
- What outcome(s) do you want to achieve?
- How does this project address a key priority or 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 project?

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:

- Minimum of 2 x Council staff from relevant Business Units – voting
- Support officer (Council staff) – non-voting.

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. The assessment panel will provide a recommendation to Council of funding recipients.

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

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, including the enforcement of obtaining Working with Children Checks where necessary.

The Office of Children has [Child Safe Policy template](#) which can guide you on how to develop a formal child protection policy. To obtain further information on requirements around working with children, as well as to apply for a Working with Children Check, please visit the [Office of the Children's Guardian](#) website.

[Northern Beaches Council's Child Safeguarding Policy](#) is also available for guidance.

Accessibility

Applicants should endeavour to ensure that their project will be accessible for people of all abilities. Council is committed to removing barriers so people with disability can actively participate in community life. It is implementing the [Disability Inclusion Action Plan](#) and, where relevant, your project should reflect the actions within this plan.

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



Budget

Image: Pride Picnic Community Event 2023

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.

Where the Australian Taxation Office regards a grant payment as subject to GST, 10% GST will be added to the grant payment.

Any GST costs incurred in the cost of resources for this project will be a cost to the applicant. You can include this as part of your organisation’s financial contribution to the project.

Budget tables

All figures entered are to be GST exclusive.

Step 1 - Income

Clearly identify all sources of direct funding income for the project, including this grant request. Other income sources could include your own or the organisation’s cash contributions and income generated from your project.

Step 2 - Expenditure

It is essential that you identify the estimated cost of resources for your project. Grants can be used to cover costs such as:

- Purchase or hire of equipment/materials
- Program promotion and collateral/ signage
- Public liability insurance
- Purchase of Personal Protective Equipment (PPE)
- Facility hire
- Waste management
- Entertainment/performer fees
- Contractor costs - must be directly related to the approved project delivery. Business as Usual staff and operational costs are not eligible.

Please note that quotes for goods and services over \$2000 are mandatory and should be uploaded with your application.

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

Step 3 - Balance

Sub-total cash amount (income) should equal sub-total cash amount (expenditure) with project cost equating to \$0.

In-kind contributions (optional)

You can separately identify in-kind contributions such as donated goods and (professional) services or volunteer hours in a separate table, as they are not direct costs relating to a balanced budget.

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

Example Budget: Income (cash)

Identify the source of the income, and whether or not this is confirmed	Amount \$ (GST exclusive)
Amount of funding sought in this application – unconfirmed	4,000
Cash contribution from corporate sponsor (Community Bank) – confirmed	2,000
Cash contribution from applicant organisation – confirmed	1,500
Ticket sales – unconfirmed	500
Total Income	\$8,000

Example Budget: Expenditure (cash)

Expenditure and funding source	Amount \$ (GST exclusive)
Purchase/hire of materials (Council Grant)	3500
Public liability insurance (Applicant Organisation)	1,000
Volunteer uniforms and PPE (Applicant Organisation)	400
Musician/contractor fees (Community Bank and Ticket Sales)	1,500
Marketing (website and banner design/printing) (Community Bank)	1,000
Waste management - Council Grant	100
Council Fees - open space booking - Council Grant	200
Total Expenditure	\$8,000

How to apply

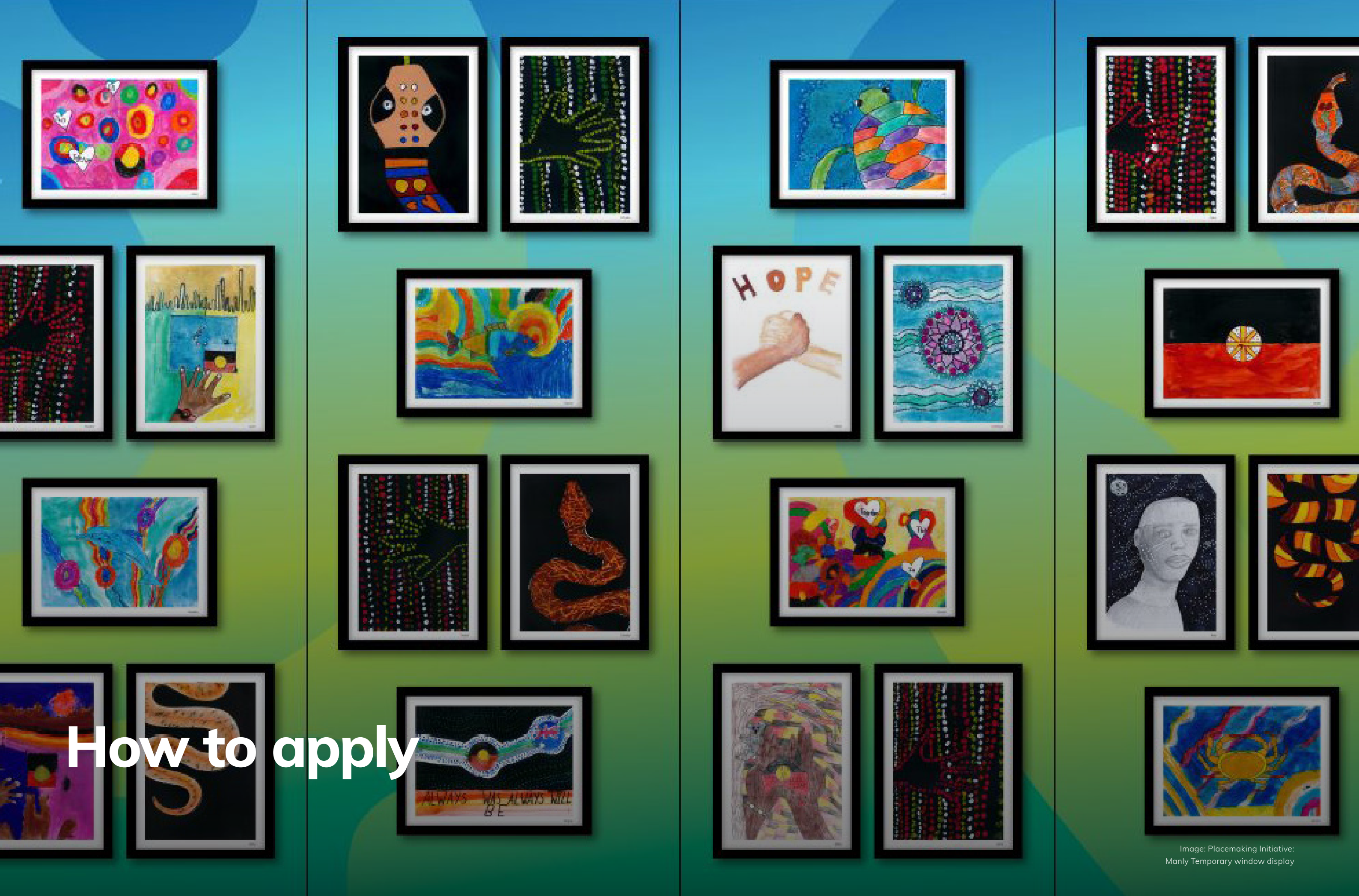


Image: Placemaking Initiative:
Manly Temporary window display

- 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/placemaking by the deadline. Application forms will be available once the grant round opens. Hard copy 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.

- 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.

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

The application does not require you to upload supporting documents at this stage, however if you already have them, it is **strongly recommended** you upload any documents that will enhance your application and/or demonstrate thorough project planning. These documents may include, but are not limited to: may include, but are not limited to:

- [Reserve Booking Form](#) and where possible, confirmation of approval.
- Certificates of Insurance (public liability, volunteer, workers comp).
- Evidence of Community Support.
- [Event Waste Management Plan](#).
- Marketing Plan.
- Approvals from other agencies i.e., aquatic licence or liquor licence.

- [Authority to Fundraise from NSW Fair Trading](#).
- Risk Assessment.

Application support

To discuss your project, seek clarification on the guidelines or are having difficulty with the application form, please call 1300 434 434 and ask for the –Place & Economic Development team or email places@northernbeaches.nsw.gov.au

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.

Approval and notification

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.



If your grant application is successful

Image: Your Street Your Party, Dee Why

Successful applicants will be allocated a Council staff contact for operational advice.

Please note:

- a. 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.
- b. 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 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.

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 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. 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 grants program where consent is given.

Reports provide 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.

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.

Term	Definition
Auspikor	<p>An incorporated organisation who receives, administers and acquits the Council's funding on behalf of an applicant. The auspikor is required to:</p> <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	<p>A type of not-for-profit organisation, which meet very specific guidelines and must only have charitable purposes for the public benefit, not be a government entity, individual or political party; must register and comply with the Australian Charities and Not-for-Profit Commission (ACNC) website as a registered charity and/or eligible organisation. They can be incorporated or unincorporated.</p>
Individual	<p>A person considered separately rather than as part of a group</p>
Incorporated association or not-for-profit (NFP) organisation	<p>Incorporated associations are non-profit organisations. A legal entity which is separate from its members, usually established for recreational, cultural, or charitable purposes, separate from its members. Profits cannot be distributed to members.</p> <p>NSW organisations must be registered with NSW Fair Trading. Incorporated associations can only carry on business in the state they're registered. If they want to trade in other states, they need to become a registrable Australian body with the Australian Securities & Investment Commission (ASIC).</p> <p>Incorporated NFPs do not have to be registered with the Australian Charities and Not-for-Profit Commission (ACNC) unless they are a Charity.</p>
Not-for-profit organisation (NFP)	<p>An organisation that does not directly operate for the profit or gain of its owners, members, or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed to members, owners or shareholders while the organisation is either operating or when it winds up. Can be incorporated or unincorporated.</p>
Social enterprise	<p>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.</p>
Sole trader	<p>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.</p>
Unincorporated association	<p>A group of people who act together for a shared interest or purpose. Unincorporated associations cannot enter into a contract in its 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, or have an auspikor willing to enter into the contract on behalf of the group</p>

Term	Definition
Acquittal	<p>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.</p>
Capacity building	<p>The process of obtaining, improving, or retaining; skills, knowledge, equipment and other resources to increase competency.</p>
Contractors	<p>People engaged to do a particular job or task, or to provide expert or professional advice.</p>
Culturally and linguistically diverse (CALD)	<p>People who speak a language other than English and/or are from non-English speaking backgrounds.</p>
Funding period	<p>The funding period is the time during which the project must be undertaken and completed.</p>
Grant	<p>Financial or value in-kind support provided through formal programs for a defined purpose and outcome within a specific time frame. Council provides this support in the form of both open competitive grant programs and financial assistance grants.</p>
In-kind contribution	<p>In-kind support can be an arrangement where Council foregoes revenue in full, or a percentage on items which are subject to a fee in Council's Fees and Charges. This may include park hire, venue hire, garbage bins and Council services. Staff time and resources may also be included as in-kind support.</p>
Legal name	<p>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.</p>
Operational support	<p>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.</p>
Partial funding	<p>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.</p>
Partnership	<p>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.</p>
Project or program	<p>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.</p>
Public domain	<p>The state of being available to the public, including publicly owned spaces, places and facilities (includes both physical and digital space).</p>
Risk Assessment	<p>A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/ implementation of your project.</p>
Sponsorship	<p>A financial (or in-kind) contribution provided to an event organiser in return for branded exposure and acknowledgement.</p>
Third party fundraising	<p>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.</p>
Volunteers	<p>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.</p>



Frequently asked questions

Image:

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:

- a. An eligible legal entity
- see the Eligibility section of this guide
- b. Able to satisfy other grant round requirements
- c. Have an Australian bank account

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

Yes – however the project must be located in a Northern Beaches LGA Town or Village Centre. Other areas not located within town centres that can demonstrate that placemaking activities would directly support the surrounding businesses will be considered.

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.

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.

Are schools eligible to apply? No, however some P&C Associations meet the eligibility criteria of being a not-for-profit organisation. An activation would need to clearly demonstrate how the wider (non-school) community would benefit and gain access.

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.

My application meets more than one priority area, goal, or strategy. Which one do I select? Select all that apply to your activation 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 receive funding for the same project from multiple grant programs. Whilst applicants may submit more than one project/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.

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?

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.

Can I charge an entry fee or sell tickets to the event or activation?

Yes. Generating income through ticket sales can be one way to help your activation become self-sustaining. If you intend to sell tickets, you must identify this within the budget's income table and be realistic regarding the forecasted value of this income.

If my application is successful, I'll need to secure permits and approval before signing the funding agreement. What kind of approvals might I need? A number of activities require approval from Council and other agencies such as the Police. These can include but are not limited to:

- [Public reserve bookings](#)
- [Waste management & cleaning](#)
- Liquor licence
- Fireworks
- Aquatic licence
- Environmental health (food related)
- Machinery/vehicle access
- Temporary structures
- Public Address systems
- Musical performances
- Lighting
- Power/generators
- [Road closure/traffic management](#)
- Car parking
- Community centre bookings
- [Filming and photography](#)
- [Busking](#)

Council's website contains further information on acquiring these approvals. Please visit northernbeaches.nsw.gov.au and review the forms you will need to submit.

What are the additional requirements around fundraising?

Fundraising for your own organisation or a third party is eligible on condition that:

- The beneficiary organisation/s is/are identified in the application form, based on the Northern Beaches and provide primary benefit to the Northern Beaches community
- The applicant holds a current "authority to fundraise" from NSW Fair Trading - if applicable evidence that the raised funds were paid to the stated recipient will be required as part of the acquittal
- The activation/event itself is delivering community benefit and meets all other criteria
- Northern Beaches grant funding is applied to the costs of the activation, not as a donation to the recipient organisation
- This does not include religious or political fundraising events – these are still ineligible recipients.

Why do I need to do a risk assessment?

Identifying risks and having measures in place to mitigate them demonstrates that you have considered your activation in its entirety and are more likely to be prepared should a risk become a reality.

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.

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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