



# **Event Grants and Sponsorship Program**

2025/2026

## Acknowledgement of Country

We acknowledge the Traditional Custodians of these lands and show respect to Elders, past present and emerging.



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# Northern Beaches Council grants program overview

Volleyball NSW Beach Champs

## Northern Beaches Council grants program overview

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



### Priority

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



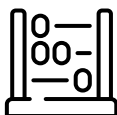
### Value for money

Council seeks 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.



### Partnerships

Council seeks to 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.



### Good governance

Council commits 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 this within 10 working days of a request for feedback being received.



### Inclusion and equity

Council supports inclusion and equity in our community.



### Transparency

Council 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 Event Grants and Sponsorship Program

## Purpose

Underpinned by a philosophy of partnership whereby Council will seek to support the delivery of new and innovative events as well as ensure existing events continue to expand and prosper on the Northern Beaches.

The Event Grants and Sponsorship Program aims to build the skills and resources of the community to deliver a rich and diverse calendar of local events that promote community participation and celebrate the unique social and cultural fabric in our villages and town centres.

The outcomes from the program will see enhanced economic, social, environmental and/or cultural benefits to the Northern Beaches community.



Night at the Barracks

### Strategic framework and priorities

The Event Grants and Sponsorship Program aims to address Council's vision and values outlined in the Community Strategic Plan and achieve the following community outcomes:

- Environmental sustainability – aspiring to be leaders in managing our resources sustainably and for the long term to ensure that development is balanced with our lifestyle and environment.
- Community and belonging – aspiring to be resilient, ensuring that people feel safe, supported, included, and have diverse opportunities for a rich cultural and social life.
- Vibrant local economy – aspiring to create a thriving and vibrant local economy where traditional and new industries are supported.

### Goals and strategies

Council aims to support events that contribute towards the following goals and strategies:

- Goal 6 – Our Council leads by example in environmental sustainability and resilience.
  - a. Develop a culture of commitment to environmental sustainability and lead by example.
- Goal 7 - Our community has access to a diverse range of cultural activities and events.
  - a. Support innovative ideas and build the capacity of local cultural and creative communities.

- b. Expand cultural events and creative opportunities, to enable social interaction and cohesion, and stimulate wellbeing.
  - c. Encourage a broad range of activities that enable social interaction, stimulate wellbeing, and support people at each stage of their lives.
- Goal 9 – Our community is inclusive and connected.
  - a. Build capacity of the social sector, community groups, recreational groups and facilitate volunteer opportunities.
  - b. Build an inclusive and resilient community and break down institutional and social barriers to enable all people, irrespective of age, gender and identity, to participate in community life.
  - c. Recognise and honour Aboriginal culture and heritage.
  - d. Celebrate diversity in all forms as essential to an inclusive and engaged community.
- Goal 15 - Our centres are sustainable, encompassing a diverse range of businesses that attract visitation and provide work, education, leisure and social opportunities.
  - a. Enhance and extend opportunities for a sustainable visitor economy throughout the area.
  - d. Facilitate active, safe and welcoming centres for residents and visitors during the day and into the evening.

These strategies can be viewed in full via our [website](#).

## Types of projects funded

### Grant Program

The Grant Program is designed to enable the delivery of new or expanded events by assisting with start-up or one-time costs associated with the event such as purchase of equipment or seed funding to get an event off the ground. Grants are not recurring or ongoing and are designed to underwrite the costs of specific expenses in launching or growing your event.

### Sponsorship Program

The Sponsorship Program is designed to support events with operational costs such as marketing, promotion and administration. Sponsorship is provided in return for certain specified benefits to eligible organisations on an ongoing basis for a period of up to three years.

Eligible applicants include individuals (with an ABN), groups or organisations (for-profit or not-for-profit).

Examples of events that have been funded through the program include:

- Manly Festival of Short Plays
- Night at the Barracks
- Manly Writers Festival
- Latin Lights Music Festival
- Sevens by the Sea Rugby Tournament

To view a full list of past grant recipients, visit our [website](#)

### Funding available

A grant or sponsorship request can be for any amount but must be able to provide justification for the amount requested within the context of their budget and event plan. Event funding is generally capped at \$10,000, and the average grant is approximately \$4,000. Where events attract significant attendance, have stakeholder partnerships with State Government like Destination NSW, and demonstrate measurable, high-impact economic, social and community outcomes, funding of up to \$50,000 may be negotiated. Council aims to support events to become financially sustainable in future. Therefore, please keep in mind that events which request funding to cover the total event expense budget are highly unlikely to be awarded full funding unless they can demonstrate how they will become financially independent in future.

Signature event applications may be negotiated on a case-by-case basis. Please contact the Events Team for further information.



# Eligibility

Bondi to Manly Ultra

## Eligibility

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

### Organisations must:

- be one of the following:
  - o incorporated
  - o an individual or other type of entity operating a business (with an ABN)
  - o individuals, community groups and unincorporated associations that are sponsored/auspiced by an entity that is eligible to apply for a grant under these guidelines
- demonstrate significant benefits to the local community, businesses and/or Council for assessment
- be able to demonstrate their entity type, for example, registration with NSW Fair Trading, ASIC or the Australian Charities and Not-for-profits Commission (ACNC)
- 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 event is for the purpose of fundraising either for itself, or a third party, hold a current ["Authority to Fundraise"](#) from NSW Fair Trading and must identify the beneficiaries which must be:
  - a. an eligible organisation in its own right
  - b. based on the Northern Beaches
  - c. provide primary benefit to the Northern Beaches community
  - d. agree to provide additional information in the final report and acquittal - further information is in the FAQ section.

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

**Events must:**

- be open to the public to attend and/or participate
- be held within the Northern Beaches LGA
- be held by 31 August 2026 and payment must be made by 30 June 2026
- provide an opportunity for measurable economic, social, environmental and/or cultural benefits to the Northern Beaches community
- provide opportunities for the community to participate in and contribute to activities/ events in the Northern Beaches LGA
- be as accessible and inclusive as possible
- promote the Northern Beaches and contribute to its reputation as a great place to live, visit, work and invest
- promote environmental sustainability and adhere to Council's policy
- support local businesses and boost the local economy where possible
- promote effective transportation and connectivity for people to get to and from the event
- not be overtly religious or political, nor fundraise for political or religious parties
- not be divisive or offensive to the general community
- not promote tobacco products or gambling.

**Ineligible activities**

- Recurring or ongoing operational expenses not directly related to the event - grant and sponsorship funding must only be applied to costs associated with the proposed event
- Payment of debts
- Funding of prizes or trophies
- Fundraising for political parties or religious groups
- Projects/events that contravene one or more Council policy
- Events that are seen to be in competition or conflict with Council activities
- Regular events such as gatherings, markets or sport
- Events that fit better in another Council grants program
- Online events, unless an in-person event is not possible

**General exclusions**

You can submit more than one application if you have more than one project eligible for Northern Beaches Council grants, however, you cannot be funded for the same application/project under multiple grant programs.

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.

Grant funding cannot be used for 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.

Please contact Council's Events Team at [events@northernbeaches.nsw.gov.au](mailto:events@northernbeaches.nsw.gov.au) if you are not sure if you meet the eligibility requirements.



# Assessment criteria for all grants and sponsorships

Sevens by the Sea

## Project outcomes

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

### Community

- Promote cultural connection
- Increase community satisfaction
- Encourage cultural diversity and inclusiveness
- Promote a more active lifestyle
- Promote awareness of environmental programs and initiatives
- Encourage the protection of environmental values

### Social

- Strengthen local cohesion
- Promote a sense of belonging and wellbeing
- Encourage community participation and involvement
- Enhance the sense of place and promote liveability for local residents

### Arts and culture

- Boost creativity and innovation
- Promote opportunities to work collaboratively in partnerships
- Build capacity in the community and local leadership

### Economic

- 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 eg. delivering a concert series to the local community and visitors.

**Outcomes** are what will be achieved by holding this event eg. economic benefit to local businesses, social cohesion and belonging, highlighting sustainability in event delivery and activation of our places.

### Assessment criteria

Grant applications will be assessed against the following assessment criteria:

| Criteria | Description                                                                                                                                                                                                                                                                                 | Weighting |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A        | <b>Community benefit</b> – the event demonstrates significant economic, social, community, cultural and/or environmental contribution to the Northern Beaches community.                                                                                                                    | Double    |
| B        | <b>Priority areas</b> – the event strongly relates to one or more identified goals and/or strategies.                                                                                                                                                                                       | Double    |
| C        | <b>Value for money</b> – the application has justified 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        | <b>Organisational capacity to deliver</b> – the applicant has a demonstrated track record in delivering events or activations of the scale and type proposed. The application shows thorough event planning including environmental and waste management practices and achievable outcomes. | Single    |
| E        | <b>Marketing and evaluation strategy</b> – the application includes an effective and feasible marketing and promotion strategy, as well as a post-event evaluation plan that details how success will be measured.                                                                          | Single    |

The application form will be scaled commensurate with the value of the funding you are requesting from this grant and sponsorship program. However, the panel will be looking for evidence that your application:

- has a sound basis for the event concept that aligns with the character and culture of the local area
- has a clear event plan detailing the event structure, operational processes and risk management
- has a well-structured and organised event management committee or company with appropriate skills to deliver and market the event
- has strategies for measuring visitation and the visitor experience
- demonstrates sound financial management in budget planning
- has relevant approvals from Council and/or other authorities
- has considered whether the event is complementary to the proposed location.

For signature events whether your application:

- demonstrates capacity to attract significant participation/ attendance numbers
- attracts destination visitors and the potential for multiple night stays in local accommodation
- demonstrates clear marketing strategies for raising awareness of the event outside the Northern Beaches
- demonstrates measurable economic benefits to the local business community.

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 backgrounds?
- Do you or your organisation have the skills and capacity to deliver this project?



Night at the Barracks

## 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 grant and sponsorship support:

### **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 for the Event Grants and Sponsorship Program will consist of:

- Minimum of 2 x Councillors – voting
- Minimum of 3 x Council staff from relevant Business Units – voting
- Support Officer (staff) – non-voting

The assessment panel will convene at the end of each round. Additional assessments for signature and major events will be negotiated as deemed appropriate.

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.

Your budget must be realistic and align with how the event is described and the community benefit it will derive. The panel will make its funding recommendation based on what is realistic, achievable and evidence based and may not always reflect the amount requested.

### **Stage 3 - Assessment of eligible funding proposals against the assessment criteria**

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's CEO of funding recipients for final approval. At the end of the selection process, Council will write to all applicants notifying them of the outcome of their application.

### **Geographical location of events across the Northern Beaches**

All applications will be assessed against the identified assessment criteria and prioritised for funding. However, the spread of events across the Northern Beaches will be taken into account. This approach seeks to spread events across the Northern Beaches but does not guarantee an even extend or an event in every suburb.

### **Conflict of interest**

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

### **Child protection**

Applications for grants that involve working with children and young people must provide a copy of the organisation's child protection policy to the application. If you do not have a formal child protection policy, you must outline how you intend to comply with child protection and working with children legislation. It is the applicant's responsibility to ensure compliance with this legislation. To obtain further information on requirements around working with children please 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 the 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](#)

[NSW Aboriginal Education Consultative Group](#)



DSA Collaroy Hands on Day - Smiles on Dials

## Budget

All applicants are required to submit 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.

All grants awarded will be exclusive of GST however, successful applicants who are registered for GST will submit a tax invoice that has the GST component (10%) added.

Successful applicants who are not registered for GST will be paid a grant that is exclusive of the GST and any GST costs incurred 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

#### 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. Other examples include sponsorships and alternate grant sources.

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

Yes. Generating income through ticket sales can be one way to help your event 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.

#### 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 infrastructure hire (fencing, toilets, staging), audio visual requirements, purchasing of a marquee or artists fees.

#### Step 3 - Balance

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

Exceptions will be made in the case of for profit organisations which are eligible for this program, they must demonstrate significant benefits to the local community, businesses and/or Council.

#### 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 \$<br>(GST exclusive) |
|-------------------------------------------------------------------------|------------------------------|
| Amount of funding sought in this application – unconfirmed              | 4000                         |
| Cash contribution from corporate sponsor (QANTAS) – confirmed           | 3000                         |
| Cash contribution from applicant organisation – confirmed               | 6000                         |
| Ticket sales – unconfirmed                                              | 5000                         |
| <b>Total Income</b>                                                     | <b>\$18,000</b>              |

### Expenditure (cash)

| Expenditure and funding source                                     | Amount \$<br>(GST exclusive) |
|--------------------------------------------------------------------|------------------------------|
| Purchase of branded marquee – Council grant                        | 3700                         |
| Council fee – park hire – Council grant                            | 300                          |
| Lighting and AV x 3 day hire – applicant organisation contribution | 6000                         |
| Marketing (website and banner design/printing) – QANTAS            | 3000                         |
| Musician and contractor fees                                       | 5000                         |
| <b>Total Expenditure</b>                                           | <b>\$18,000</b>              |



# Submitting an application

ACT/NSW BMX State Series

## How to apply

- Read the guidelines thoroughly and preview the application form. You can download a PDF should you wish to print a hard copy to read.
- Allow time to plan, research and gather support material to draft your application.
- Applications must be submitted online at [northernbeaches.smartygrants.com.au](https://northernbeaches.smartygrants.com.au) 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.

- You may be required to attach supporting documentation with your application. Please check the Supporting Documentation list on the following page.
- Allow time to upload files and aim to submit your application at least a day before the cut-off time.
- You will receive a confirmation email from SmartyGrants with a copy of your application when you submit the form.

- Applications will not be accepted after the application closing time unless there are exceptional circumstances as determined by the relevant Council Officer and supported by appropriate documentation. Exceptional circumstances could include but are not limited to:
  - o Northern Beaches Council SmartyGrants software failures
  - o natural disasters
  - o power outages affecting the ability of the applicant to submit their application by the deadline
  - o death or disability of key personnel.

If the circumstances regarding your late submission are approved 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

Providing supporting documentation at the time you submit your application will strengthen your grant/sponsorship request. These documents 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 business/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.

When uploading any documents to the application, please name the file with a name that will identify the content i.e. 'event name marketing plan'.

### Application support

To discuss your project, seek clarification on the guidelines or if you are having difficulty with the application form, please contact the Events Team on 02 8495 6566 or email [events@northernbeaches.nsw.gov.au](mailto:events@northernbeaches.nsw.gov.au)

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.

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

### Grant writing assistance

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



3 Points Challenge & Ocean Swim

## If your application is successful

### Approval and notification

Applicants will be advised of the outcome of their application following adoption of panel recommendations by Council's CEO. Successful applicants will be invited to enter into a funding agreement with Council.

A list of the successful grant recipients and project summaries will be made available on the grant's [website](#). Successful applicants will be allocated a Council staff contact for operational advice and support.

#### *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 Officer/s.

### Partial funding

Partial funding is an offer of funding (grant or sponsorship) that is less than the amount requested in your application. Partial funding may be offered to support an event where the panel considers it appropriate and or funding is limited.

### 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**

Council will not provide funding until a signed copy of the funding agreement and a valid invoice has been received.

Funding agreements will operate until 31 August 2026, except in the case of sponsorship where the agreement is for up to three years. Grant payments will be made in the 2025/26 financial year and must be acquitted within 2 months of the funded event. Sponsorships will be paid, reported and acquitted annually within 2 months of the funded event each year.

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 7 days of receiving the funding agreement from Council. Failure to sign it may result in Council withdrawing the grant offer.

### **Reporting and acquittal**

Recipients must provide an acquittal report on the strengths, weaknesses and community outcomes of the event including attendance, community engagement and financial viability of the grant funded agreement as stated in the funding agreement, unless otherwise agreed. Council will provide online templates for this purpose in SmartyGrants. Multi-year sponsorship recipients will be required to report and acquit each year of the sponsorship agreement.

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.

Major and signature events which have received funding will also be required to provide a detailed post event report which includes assessment of the local economic and community benefits.

### **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), research reports, online media, websites, social 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 approve, ensuring compliance with Council's branding requirements.

### *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.

It should also be noted that receiving a grant or sponsorship agreement from Council, does not guarantee that your event has or will be approved to occur in the location and/or date that you have indicated, unless prior approval has been received. Events receiving multi-year sponsorship agreements will still be required to seek and receive yearly event approvals. This is a separate process that is undertaken by the Open Space Booking Team. All enquiries regarding the event approvals should be directed to 02 8495 5009 or on [openspacebookings@northernbeaches.nsw.gov.au](mailto:openspacebookings@northernbeaches.nsw.gov.au) or relevant Council venue operator and will ideally have occurred prior to submitting a grant or sponsorship request.

## 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.

### Legal entities

| 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"> <li>• enter into a funding agreement with Council</li> <li>• accept grant funds and pay the auspiced grant applicant</li> <li>• monitor and acquit the use of funds at the completion of the project</li> <li>• support the applicant in the delivery of the project where required.</li> </ul>                                                                                                                                   |
| Charity                    | <p>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-profits Commission (ACNC) 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 organisation  | <p>An incorporated organisation 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 organisation can usually continue regardless of changes to its membership. Types of incorporated organisations include companies, co-operatives, incorporated associations and registered charities.</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>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.</p> <p>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.</p> <p>Unincorporated associations can only apply for this grant if the association has an auspikor willing to enter the grant agreement on behalf of the association. The auspikor must be able to apply for a grant in its/their own right.</p> |

## 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.                       |
| Capacity building                            | The process of obtaining, improving, or retaining; skills, knowledge, equipment and other resources to increase competency.                                                                                                                                                                                                                                                                                                                                                                        |
| 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                            | <p>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.</p> <p>The grant does not support private events, regular gatherings, regular markets or regular sporting events such as Nippers. However, one-off special markets (such as Christmas markets) are eligible for this grant program.</p> |
| For-profit                                   | An entity whose primary goal is to earn income. Unless they are a <b>sole trader</b> operating under their personal name, they must be registered with ASIC.                                                                                                                                                                                                                                                                                                                                       |
| 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.                                                                                                                                                                                                                                                                                                                               |

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



# Frequently asked questions

Manly Writers' Festival

**When is the deadline to submit my application?**

Please see the 'Key Dates' table on the [website](#) for all deadlines.

It is highly advisable to contact the Events Team prior to the round deadline in order to discuss your application. This will allow you an opportunity to receive some initial feedback and guidance before submitting.

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

Please see the 'Key Dates' table on the [website](#) for all deadlines.

**When must my project be completed?**

Events receiving funding must be delivered by 31 August 2026.

**How can my organisation get updates about the future grants?**

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

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

Funding is generally capped at \$10,000, and the average grant is approximately \$4,000. Where events attract significant attendance, have stakeholder partnerships with State Government like Destination NSW, and demonstrate measurable, high-impact economic, social and community outcomes, funding of up to \$50,000 may be negotiated.

**Is the funding ongoing?**

Grant funding is for one year to assist with start-up or one-time costs to launch or grow an event.

However an applicant may request sponsorship funding for up to three years to support operational costs in return for certain specified benefits.

**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.

## Grant eligibility

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

To be eligible to apply, you must be:

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

### I live outside the Northern Beaches Local Government Area.

#### Can I apply for this grant?

Yes, you may apply, however the event must be delivered within the Northern Beaches Local Government Area.

#### Can my project be delivered outside the Northern Beaches LGA?

No.

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

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

### Do I need to have an ABN?

An ABN is not mandatory for not for profits but should be provided if your organisation has one. An ABN is required for commercial businesses. 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.

## Activity details

### 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.

### My event has already been delivered.

#### Can I apply for a grant to run it again?

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

### Can my grant be used for ongoing events?

No. A grant is given per event and must be allocated to that event. Applicants may apply for a multiyear sponsorship up to three years.

### Can grant funds be put towards equipment?

Yes. However, it must be directly related to the event that shows community benefit. There is no limit restriction for this type of expenditure.

### Can grant funds be put towards travel or accommodation?

No.

### My project requires the hiring of a Council venue or community facility.

#### Can I request a fee waiver or in-kind contribution from Council to run my event?

No. This program does not provide fee waivers or in-kind contributions. Organisations can use grant funding to pay for venue fees as they are an eligible expense. Quote for hire costs should be previously requested from the appropriate venue operator within Council and should be included as part of your application.

## Application assistance

### Are contractor costs eligible?

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

### 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:

- o Northern Beaches Council  
SmartyGrants software failures
- o natural disasters
- o power outages affecting the ability of the applicant to submit their application by the deadline
- o death or disability of key personnel.

If the circumstances regarding your late submission are approved 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.

### 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](https://northernbeaches.smartygrants.com.au) If you require assistance in preparing your online application, please contact Council for support on 02 8495 6566 or email [events@northernbeaches.nsw.gov.au](mailto:events@northernbeaches.nsw.gov.au)

## Application assistance

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

Please call 02 8495 6566 or email [events@northernbeaches.nsw.gov.au](mailto:events@northernbeaches.nsw.gov.au) for support.

### Do I have to complete my application in one sitting?

No. SmartyGrants will allow you to save and complete at a later time. 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.

### 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 are 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 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 event eligible for this program, however, you cannot submit the same application/project to two different Council grant programs.

### 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 need to notify us as soon as possible of any event 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 the new event you are proposing to spend the received grant funding and a timeframe. It is preferable that funds go towards a similar event 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 event.

### What happens to unspent grant funds?

If your approved event 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 event. This will be done on a case-by-case basis. Applicants must notify the Grants Team as soon as they are aware of the cost variation.

### What happens if we overspend grant funds?

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

**What do you mean by 'risk to my event'?****Why do you perform a risk assessment?**

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

**What are the additional requirements around fundraising events?**

Fundraising for your own organisation or a third party is eligible on the 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 - evidence that the raised funds were paid to the stated recipient will be required as part of the acquittal
- the event itself is delivering community benefit and meets all other criteria
- Northern Beaches grant funding is applied to the costs of the event, not as a donation to the recipient organisation
- this does not include religious or political fundraising events – these are still ineligible events and recipients.

**If my application is successful, I'll need to secure event permits and approval before signing the funding agreement. What kind of approvals will I need?**

A number of activities associated with events 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](http://northernbeaches.nsw.gov.au) and review the [forms](#) you will need to submit.



# Terms and conditions

Pittwater Swim Series

**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 submission 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



northern  
beaches  
council

[northernbeaches.nsw.gov.au](http://northernbeaches.nsw.gov.au)