



Small Grants Program

About the Small Grants Program

North Sydney Council supports the provision of community services through financial assistance by way of small grants to not for profit community organisations. Dollar allocations are determined according to a project review, the project's capacity to address areas of high priority social need and the organisation's financial capabilities.

Small Grants are cash grants from Council, though they may include services on which a dollar value is placed. Funding amounts available are generally in the range of \$500 to \$2,000 with \$2,000 being the maximum awarded per project per year.

Grants should be seen as a contribution rather than a commitment to fund the entire project.

The objectives of the Small Grants Program are:

- Provision of projects or services that are principally for the benefit of residents of North Sydney local government area.
- Engage and connect communities and reduce social isolation.
- Celebrate a culturally diverse community by facilitating and supporting local community cultural activities.
- Facilitate and enhance arts and cultural programs and facilities.
- Enhanced community safety and accessibility including support for drug and alcohol abuse, domestic violence, safety at home.
- Promote health and wellbeing, including recreation and leisure activities for all ages and abilities.
- Facilitating access to affordable housing and low cost accommodation as well as assistance for people at risk of homelessness.
- Encourage lifelong learning and volunteering.
- Provision of community services, facilities and information for children, families, young people, older people and people with disabilities.

How to Apply

1. Refer to these guidelines to determine if your organisation and project is eligible to receive funding under this Grants Program.
2. Prepare information regarding your project proposal, budget information and supporting documents.
3. Go to the Online Application Form on Council's website to complete your application prior to the closing dates advertised. https://www.northsydney.nsw.gov.au/Community_Services/Other_Services/Community_Grants/Small_Grants_Program.

Who can apply?

Eligibility - Grants will only be awarded to:

- Incorporated not for profit organisations based in and/or servicing the North Sydney local government area; or community groups in the North Sydney local government area auspiced by an incorporated not-for-profit organisation (i.e. local Community Centres such as The Kirribilli Centre, North Sydney Community Centre or Crows Nest Centre. In these circumstances the funding is distributed to the auspice and the applicant will need to work with the auspice to deliver the project).
- The organisation must undertake the project for which the grant has been awarded within the specified time frame i.e. the financial year in which the grant is awarded. Applications for extensions will only be considered under extenuating circumstances and must be formally requested in writing, addressed to the General Manager. If an extension to complete the project is approved, the maximum time limit would be an additional six months.
- Previous funding gained through this Grants Program must have been acquitted.

Not Eligible - The following proposals are not eligible for funding:

- Activities which promote or advance a specific religious or political belief system.
- Fundraising appeals or general donations to charities.
- Funding for individuals.
- Funding for private property capital expenses.
- Projects that duplicate existing services.
- Applications for projects that will primarily service non-North Sydney local government area residents.
- Ongoing operational costs. Funds are not available for ongoing service delivery such as staff wages, rent, administration costs. The Small Grants Program is for one-off funding.

- State or federal government departments (including schools or tertiary institutions), or projects which fall under the responsibility of another tier of government. Parents and Citizens Associations can only apply for projects that can demonstrate the project is accessible and beneficial to the broader community (i.e. benefits reach beyond the school community).
- Applications for projects that will primarily benefit 'for profit' activities i.e. business organisations and networks.
- Projects that already receive funding from another type of Council funding (i.e. Food Grants, Green Schools or Renewable Grants programs).

Assessment Criteria - Applications will be assessed against the following criteria:

- Project/or service contributes to the goals within the North Sydney Community Strategic Plan.
- Project outcomes are a priority for the community and are aligned with demonstrated community needs or aspirations.
- Project fosters innovative, creative ideas and solutions to community need(s).
- Project stimulates community or cultural development in North Sydney.
- Project contributes to community connectedness, reduces social isolation or engages previously disengaged members of the community.
- Project promotes social equity or justice.
- Project enhances the quality of service delivery.
- Project recipients are socially or financially disadvantaged.
- Detailed project budget including all income and expenditure for your project must be included in your application as well as copies of your latest audited financial statements and Annual General Meeting (AGM) minutes.

Grants Administration - Application process

- Applications for funding from the Small Grants Program must be made in January/February prior to the financial year in which funding is required. The Online Application Form on Council's website must be used to apply and this will be available from mid January each year. Applications close in the first week in March each year - refer to advertised date. Late applications will not be considered.
- Applications will be reviewed by Council's Community Development Department. You may be contacted at this stage for additional information if required. The merit of your application is assessed in comparison to all other applications.
- After considering all applications, recommendations are submitted to Council for approval. Some projects may only be offered part funding.

- Acquittal reports for any previous funding are due by the end of June each year. All acquittal reports must be received by Council prior to any new funds being distributed.

Timeline

Mid January:	Applications open on Council's Website.
March:	Grant round closes at the beginning of the month.
April:	Applications assessed by Council's Community Development Department and report submitted to the Council for approval.
June:	Acquittal report for funding received in the previous financial year must be received by Council.
July:	Applicants advised if their application has been successful or unsuccessful. Successful applicants will be requested to submit a valid tax invoice to Council.
August:	Funding distribution completed within one month of Council receiving your invoice.

Funding Conditions

Organisations receiving a grant are required to acknowledge Council's assistance on publicly available material associated with the project. Examples include any media releases, award submissions, brochures and posters, and television promotions.

Successful organisations will be advised by August and a valid tax invoice (plus GST if applicable) must be received at Council by the date advised on the successful funding letter.

Funds must be spent on and for the purposes of conducting the program as endorsed by Council.

The program must be completed in line with the details outlined in your grant application and an Acquittal Report on the expenditure of the grant must be completed and received at Council.

If you have leftover money after the completion of the project, or if your approved project does not go ahead, you must return the money (plus GST) to Council.

Related Documentation

These Guidelines should be read in conjunction with the following Council policies and documents/legislation, and are available on Council's website.

Community Grants and Subsidies Policy
Community, Cultural and Recreational Facilities Policy
North Sydney Community Strategic Plan
North Sydney Council Long Term Financial Plan (component of the North Sydney Council Resourcing Strategy)
Local Government Act 1993 (Section 356 Financial Assistance)