



**Sport and Recreation Infrastructure
Grants Program**
2023/24 guidelines

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Northern Beaches Council Grant Program overview

Northern Beaches Council's grants program is guided by Council's Community Grants and Partnerships Policy, adopted on 25 June 2019.



Priority

Outcomes of grant programs are aligned with the Council's 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 need.



Partnerships

Council seeks to build and maintain constructive relationships based on mutual respect and transparency. We value the resources and skills that community groups and others bring to the grant partnership.



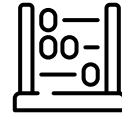
Inclusion and equity

Council supports inclusion and equity in our community. Applications are encouraged from people with all abilities, ethnicity, cultures, ages, and sexual orientations.



Value for money

Council seeks to meet the needs of the community and maximise outcomes for the local area. We support projects that represent good value for the level of funding requested and expected outcomes.



Good governance

Council commits to decision-making in the public interest, and effective and efficient grant management processes. We will ensure there are systems and opportunities to support applicants and provide feedback.



Transparency

Council will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria listed in the guidelines.





Scope of the Sport and Recreation Infrastructure Grants Program

Purpose

Council's 2023/24 Sport and Recreation Infrastructure Grants Program aims to improve sport and recreation facilities on the Northern Beaches. We are seeking projects that address one or more of the program objectives:

- increase opportunities for participation in sport, recreation, and active play.
- improve the viability of sport and recreation groups.
- develop safe, accessible, and family friendly facilities.

Strategic framework and priorities

This grants program aligns with Council strategies including:

- Community Strategic Plan 2040
- Sportsgrounds Strategy 2017
- Let's Play! Open Space and Outdoor Recreation Strategy 2022
- Disability Inclusion Action Plan 2022 - 2026

These strategies can be viewed in full via our website - northernbeaches.nsw.gov.au/grants

Types of projects funded

Your infrastructure project must be for:

- new infrastructure on a Council owned or managed facility; or
- the upgrade of existing infrastructure on a Council owned or managed facility.

In relation to this grant program, infrastructure refers to capital works on a Council owned or managed facility or open space. 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.

Examples of eligible projects include:

- Solar panels on a club house
- doors added to shower cubicles in changerooms to provide a family friendly environment
- installation of wheelchair friendly ramps and pathways to access facilities
- shade over spectator seating at sport fields
- increased lighting of fields and facilities
- water tank and irrigation at a community garden or sports field.

To view past grant recipient projects, visit the website northernbeaches.nsw.gov.au/grants

Items such as gym/fitness equipment, team uniforms, balls, furniture, white goods are not eligible under this grant program. Maintenance costs/ on-going costs are not eligible.

Requests for funding to cover the costs of planning and/or a Development Application and/or consultants fees are **not** eligible under this program. Work undertaken or commenced before funding decisions are made are not eligible.

Your project must be complete by **31 May 2024** to allow time for Council to assess the project and the grant funding to be acquitted and paid by 30 June 2024.

Funding available

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

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

Key Dates

29 June 2023, 10am
Applications open
13 August 2023, 11.59pm
Applications close
August - October 2023
Eligibility screening
Assessment by panel
Report to Council
October 2023 onwards
Notification to applicants
Signed funding agreements returned
Payment of first invoice (upon receiving Owners Consent to Commence Work)
31 May 2024
Projects completed unless otherwise agreed
30 June 2024
Acquittal reports submitted, unless otherwise agreed
Final payment of grant monies



Eligibility

Eligible applicants

Your organisation:

- must be incorporated and not-for-profit
- must be up-to-date with any grant reporting and/or acquittals from any previous Council grant program
- cannot have received funding for the same component/project that has previously been funded through a Council grant program or commitment
- have no outstanding debts owed to Council
- be based in the Northern Beaches Local Government Area

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

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

To be eligible for consideration, all submissions **MUST** include:

- Owners Consent from the relevant Council team
- evidence to demonstrate all expenditure related to the project
- detailed quotes for all components (goods or services) over \$2,000 no older than 12 months
- realistic project timeline to complete works
- site plan, construction plans, sections, elevations, and specification.

The above is a mandatory requirement for all applications.

Late applications **will not** be accepted.

In addition, applicants must:

- Be up-to-date with any Council grant reporting or acquittals. Some previous grant timelines may overlap, in which case you should contact the relevant Council staff member to provide an update on the status of the funded project
- Have no outstanding debts owed to Council
- Demonstrate the grant will be used for a purpose in the public interest primarily for the local community.

General exclusions

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

Council does not currently provide grants for projects that:

- duplicate existing services or programs unless there is a demonstrated additional need.
- have already occurred (no retrospective funding)
- projects already funded or part funded by another Council grant program or commitment.
- multiple applicants submitting applications for the same project
- operational expenses, such as rent, ongoing staff wages, insurance, utilities, general maintenance, day-to-day general office supplies
- travel or accommodation expenses

Assessment

Project outcomes

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

- increase opportunities for participation in sport, recreation, and active play
- improve the viability of sport and recreation groups
- develop safe, accessible, and family friendly facilities.

Project outcome indicators

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

- 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.



Assessment criteria

Grant applications will be assessed against the following assessment criteria:

- 1. Program objectives**
The project clearly addresses one or more of the program objectives using current data and/or examples.
- 2. Priority areas**
The application clearly addresses how the project addresses priorities, principles and/or actions identified in relevant Council or relevant sporting Governing Bodies strategies e.g. Council's Sportsgrounds Strategy 2017, Lets Play! Open Space and Outdoor Recreation Strategy 2022, Disability Inclusion Action Plan 2022-2026. The application clearly describes how the project will address community need.
- 3. Organisations capacity to deliver**
The applicant has a demonstrated track record in delivering similar projects. The application includes a well-researched and realistic timeline to complete the proposed works by the deadline including identifying any risks to delivery.
- 4. Value for money**
The application has justified the grant amount requested and included well-researched and realistic budget clearly indicating what Council funds will be spent on. The application includes current and detailed quote/s. The application includes details of confirmed contributions/funds to support the project.

Assessment criteria 1 and 2 have double weighting, while criteria 3 and 4 have single weighting.

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. Council has discretion to seek clarifications of an application(s) in a manner that does not provide an unfair advantage to any applicant.

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. Council has discretion to seek clarifications of an application (s) in a manner that does not provide an unfair advantage to any applicant.

The assessment panel will consist of:

- Minimum of 3 x Council staff – voting
- Support Officer (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 best value for money from the available funding. Applicants may receive partial funding if they have so indicated.

Ranking will be determined against responses to the assessment criteria. To spread funding across the Northern Beaches, consideration may also be given to the geographical spread of projects and Council grant funding in prior years.

The assessment panel will provide recommendations regarding all applications received. These recommendations will then be presented in a report for Council's consideration at an Ordinary Meeting of Council.

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 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.

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.





Budget

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 identified by the applicant. If the applicant has indicated that partial funding is not to be considered, Council may allocate the funding to the next ranked application pending on the remaining funding pool.

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, other grants, and income generated from fundraising. While grant funding is not dependent on your organisation contributing financially to the project, favourable consideration will be given to projects with contributions from your own organisation and/or from other sources. Confirmed funding sources will be considered more favourably.

Step 2 - Expenditure

It is essential that you identify the estimated cost of resources for your project. The project budget must be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process.

Please note that quotes for goods and services over \$2,000 are mandatory and should be uploaded with your application. The quote cannot be more than 12 months old. Quotes should align with and substantiate information provided in the project budget.

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	Funding source	Amount (excl. GST)
This grant application		\$10,000
Cash from club funds		\$7,000
Total income		\$17,000

Expenditure	Funding source	Amount (excl. GST)
Building materials from Company XYZ	Council grant	\$9,000
Building materials from ABC Company	Council grant/club funds	\$1,500
Labour/contractor	Club Funds	\$6,500
Total expenditure		\$17,000

Approvals

As your project is for work which will be carried out on Council owned or managed land or buildings, you must seek and receive owner's consent signed by the relevant Council team, **PRIOR** to submitting your application. You are advised to request this as soon as possible to allow sufficient time to receive a response. For projects in our parks, sports fields, or open spaces you will require consent from the Parks and Recreation Team. Please contact the Park Assets team at parksadministration@northernbeaches.nsw.gov.au.

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

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

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

Insurance

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



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 by the deadline. Application forms will be available once the grant round opens. Hardcopy applications will not be accepted.

Please note:

Once submitted, you are unable to edit the application. Your application must be accurate and complete upon submission. If all required information is not provided you may be deemed ineligible or risk a poor assessment score.

- You will be required to attach supporting documentation with your application. Please check the Supporting Documentation list below.
- 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 and supported by appropriate documentation. Exceptional circumstances could include but are not limited to:
 - Northern Beaches Council SmartyGrants software failures
 - Natural disasters
 - Power outages affecting the ability of the applicant to submit their application by the deadline
 - Death or disability of key personnel.

If the circumstances regarding your late submission are accepted as out of your control and unforeseen, your application may still be accepted, however this window is valid only for 12 hours after the closing deadline.

Supporting documentation

All applications **MUST** include:

- Owners Consent letter from the relevant Council team no older than 12 months old
- evidence to demonstrate all expenditure related to the project
- detailed quotes for all components (goods or services) over \$2,000 no older than 12 months
- realistic expected timeline to complete works
- site plan
- construction plans, sections, elevations, and specification.

It is strongly recommended to include:

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

Application support

To discuss your project, seek clarification on the guidelines or are having difficulty with the application form, please call Jacinta Allsopp on 1300 434 434 or email jacinta.allsopp@northernbeaches.nsw.gov.au.

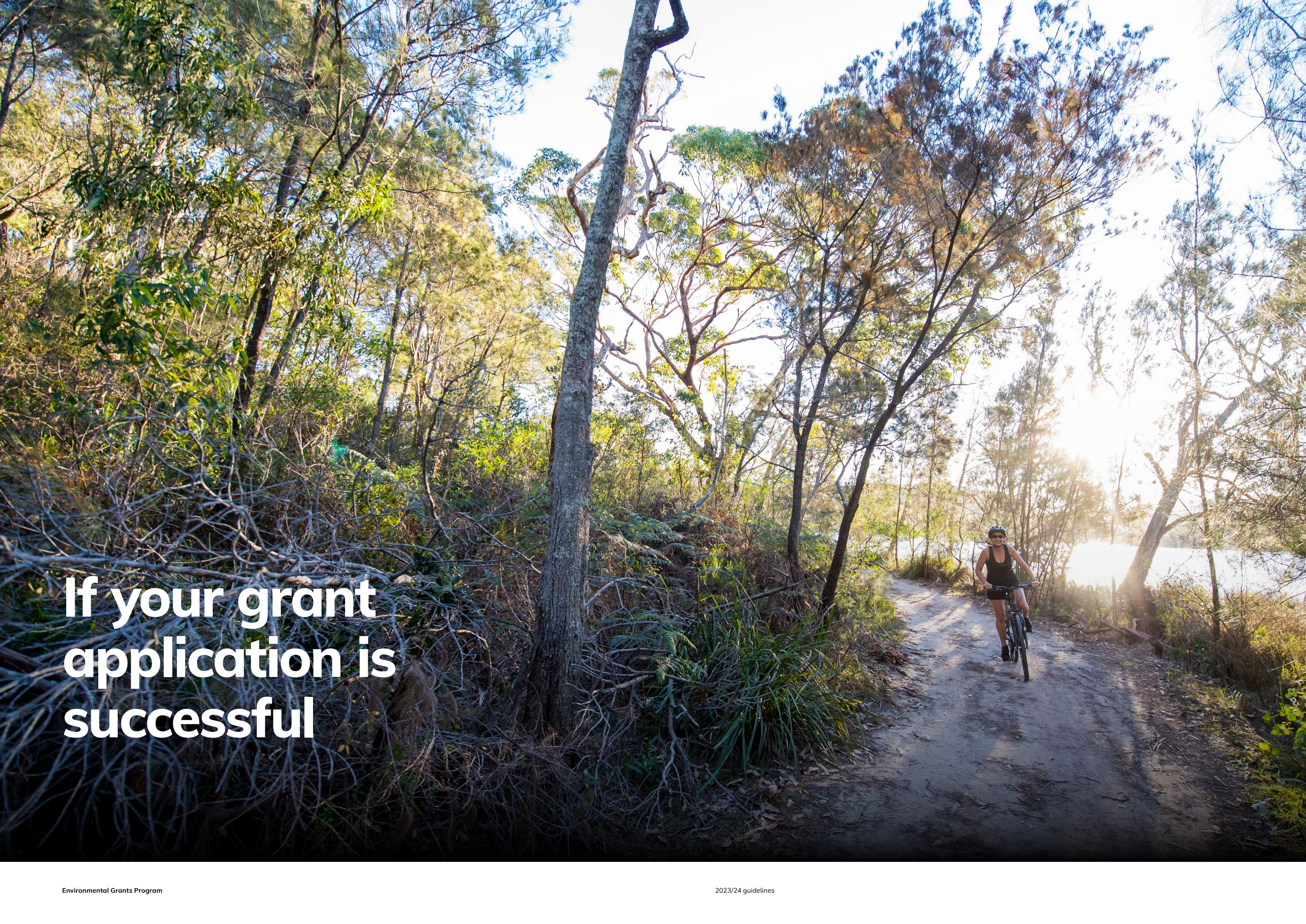
Please note that Council will not accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase.

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

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 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. Please note the grant writing videos is general in nature and not specific to any particular grant program.



**If your grant
application is
successful**

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 7 days of Council's determination.

A list of the successful grant recipients and project summaries will be made available on the grant webpage. 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.

Applicants must finalise the agreement within 30 days of receiving the letter of offer from Council. Failure to sign it may result in Council withdrawing the grant offer.

Payment arrangements

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

Final payments will be made once all work is completed, the recipient completes the acquittal process, the relevant Council team gives final sign off and supporting documentation (relevant invoices/receipts) is supplied with all valid tax invoices submitted.

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

Reporting and acquittal

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

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

Applicants must document the implementation of their projects. Examples of documentation include promotional material, media releases, photographic images and/or video. This material may also be used for future promotion of the grants program where consent is given. Council may conduct an inspection of the works at the completion of the project.

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.

Eligibility classifications

Listed below are the entity types that can fall under the various eligibility classifications:

Not-for-profit organisations, including registered charities and social enterprises, can be structured as:

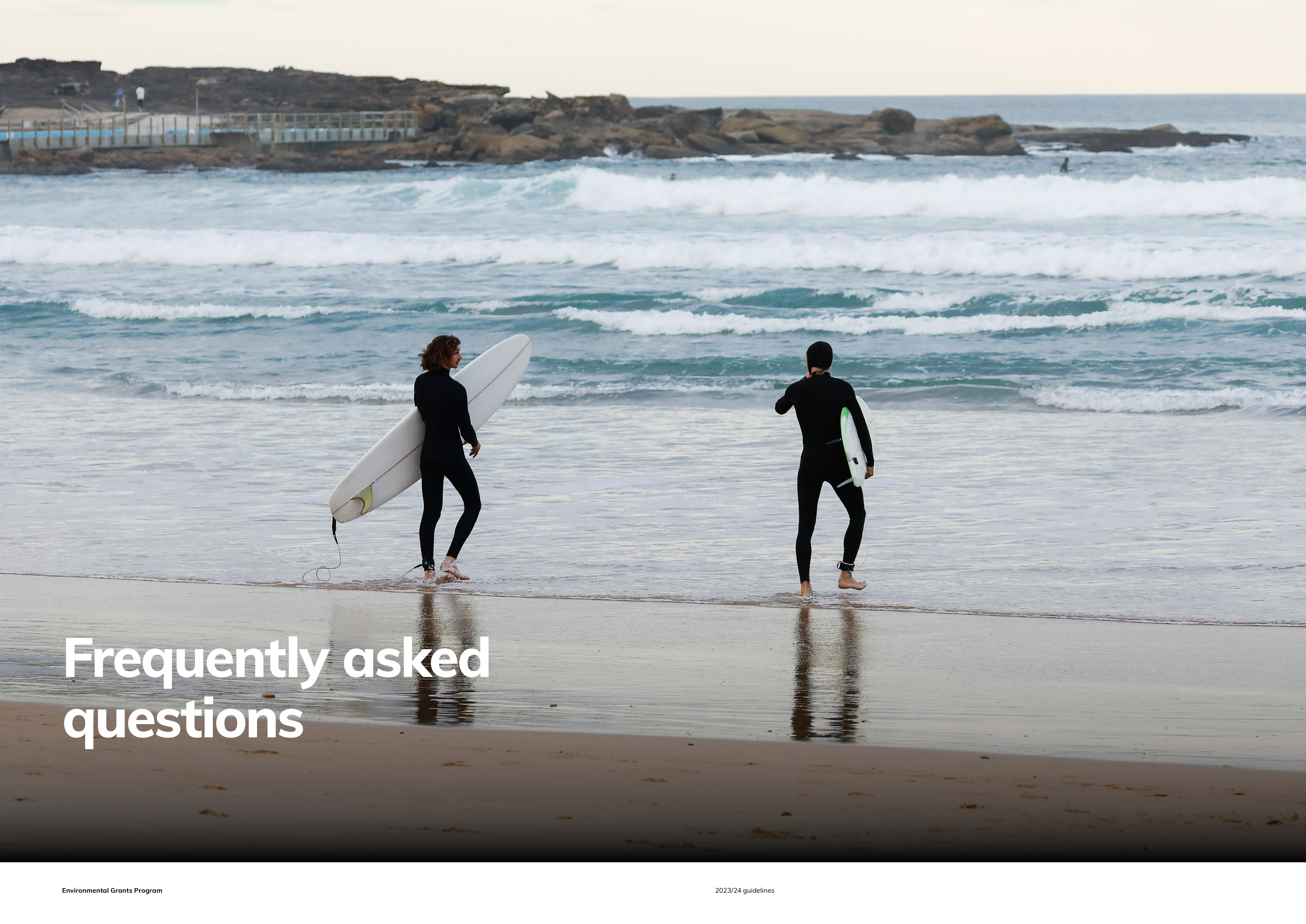
- Companies
- Cooperatives (non-distributing)
- Foundations
- Incorporated associations
- Aboriginal and Torres Strait Islander corporations
- Land Councils
- Partnerships
- Trusts, including charitable trusts
- Owners' corporations.

Not-for-profits are to demonstrate they are registered with ACNC if they are a charity, or properly constituted with a statement of purpose/constitution reflecting the applicant is a not-for-profit.



Term	Definition
Individual	A person considered separately rather than as part of a group
For profit organisation	An entity whose primary goal is to earn income. Unless they are a Sole Trader operating under their personal name, they must be registered with ASIC.
Incorporated association/ Incorporated Not-for-profit (NFP) organisation	<p>An incorporated association is a legal entity separate from its individual members. Associations are incorporated under the state legislation in which they operate. In NSW, incorporated associations must be registered with NSW Fair Trading. An incorporated association can continue regardless of changes to membership. You can recognise an incorporated association by the word 'incorporated' or the abbreviation 'Inc' after its name.</p> <p>Incorporated associations are usually not-for-profit organisations.</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)	Not-for-profit organisations are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable). A few examples are childcare centres, art centres, neighbourhood associations, medical centres, and sports clubs.
Unincorporated association	All profits must go back into the services the organisation provides and must not be distributed to members, even if the organisation winds up.

Term	Definition
Acquittal	Report on the activities and outcomes of a project as set out in the funding agreement. Includes promotional material, media reports, evidence of activities and outcomes, participant attendance/ evaluation and a detailed financial report with income and expenditure.
Charity	<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.</p> <p>The organisation must register and comply with the Australian Charities and Not-for-Profit Commission (ACNC) as a registered charity and/or eligible organisation. They can be incorporated or unincorporated.</p>
Contractors	People engaged to do a particular job or task, or to provide expert or professional advice.
Culturally and linguistically diverse (CALD)	People who speak a language other than English and/or are from non-English speaking backgrounds.
Funding period	The funding period is the time during which the project must be undertaken and completed.
Grant	Funding for a specified purpose directed at achieving goals and objectives consistent with Council's Community Strategic Plan or other strategic documents.
In-kind contribution	A product or service provided in lieu of cash valued at actual cost or calculated at specified rate.
Infrastructure	In relation to the Sports and Recreation Infrastructure grant, this refers to Capital works on a facility such as constructing or upgrading a clubhouse. This definition also extends to capital equipment items that can be removed but will become part of the facility such as tennis court nets or shade structures.
Legal name	The name of the entity that appears on all official documents or legal papers and on ABN Look Up website. This can be different to the organisation's business name.
Operational support	Funding towards the 'core business' of the organisation and other operational expenses, including but not limited to rent, regular staff wages, insurances, utilities and stationery.
Partial funding	When less than the requested amount is granted to the applicant organisation. It will usually specify the components of the project that are to be funded out of the grant.
Partnership	Eligible organisations can make a joint submission, and this is encouraged. However, one organisation will need to be the lead applicant. The lead applicant will take responsibility for the project's reporting and acquittal requirements. While a partnership may also exist between an eligible and non-eligible organisation, the main applicant MUST be the eligible organisation.
Risk Assessment	A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/ implementation of your project.
Volunteers	People who perform a service willingly and without pay. All costs relating to volunteers should be listed as in-kind contributions and are not covered by this grant program.



Frequently asked questions

Funding details

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

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

When is the deadline to submit my application?

Sunday, 13 August 2023 at 11.59pm.

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

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

We will notify all applicants in writing of the outcome of their application within 7 days of Council determination.

When must my project be completed?

Your project must be completed by 30 May 2024, with acquittal submitted and works approved by Council by 30 June 2024.

How can my organisation get updates about the future grants?

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

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.

My organisation is based outside the Northern Beaches Local Government Area. Can I apply for this grant?

No.

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

No.

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

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

Please note:

This application cannot relate to previously funded projects.

Do I need to have an ABN?

An ABN is not mandatory but should be provided if your organisation has one. The ABN will assist in eligibility checks and, should your application be successful, for tax invoices relating to the grant. .

Do I need to have an incorporation number?

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

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

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

Activity details

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

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

Can grant funds be put towards equipment?

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

Can grant funds be put towards travel or accommodation?

No.

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

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

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

Council staff can help you. You can call and speak to Jacinta on 8495 5473 or email jacinta.allsopp@northernbeaches.nsw.gov.au

If I am not able to submit my application by the closing deadline, can I get an extension?

Applications will not be accepted after the application closing time unless there are exceptional circumstances as determined by the relevant Council officer and supported by appropriate documentation. Exceptional circumstances could include but are not limited to:

- Northern Beaches Council SmartyGrants software failures
- Natural disasters
- Power outages affecting the ability of the applicant to submit their application by the deadline
- Death or disability of key personnel.

If the circumstances regarding your late submission are accepted as out of your control and unforeseen, your application may still be accepted, however this window is valid only for 12 hours after the closing deadline.

You will need to make every effort to submit your application prior to this deadline, ensuring you leave enough time to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question).

Can I submit a paper application?

No. Paper applications are not accepted. You must submit your application online through SmartyGrants at northernbeaches.smartygrants.com.au

Do I have to complete my application in one sitting?

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

How do I print or make a PDF of the application form?

Your application is contained within the SmartyGrants system. Once you have started your application you can 'download to PDF' at any time. You can then print the PDF in hard copy.

Are previous applications available to view?

No, applications submitted to Council remain confidential and are not available for public review.

Where can I find more information to help me prepare my application?

[Grant writing videos](#) are available on Council's website for review at any time.

The videos cover a general overview of key topics. Please note the grant writing videos is general in nature and not specific to any particular grant program.

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 submit the same application/project to two different grant programs. Whilst applicants may submit more than one application for consideration, however they cannot receive funding for more than one application.

What happens if I haven't completed all the questions?

Mandatory questions are marked within the application form with a red asterisk. You will not be able to submit your application without filling in the mandatory questions. Every question in the application is designed to inform the assessment panel on the merits of your project. Failure to answer a question may result in an incomplete picture and subsequent lower score at assessment.

What attachments do I need to include in my application?

Please see the Supporting documentation section of this guide

What is outlined in the Funding Agreement?

The Agreement will include:

- Project ID and title of the project for which the funding is being provided
- The amount of cash funding to be received and where relevant specific items to be funded by the grant
- A deadline for completion of the project and submission of the project acquittal
- Terms and conditions for the implementation, evaluation and reporting on the project.

My approved grant project is changing, or I need an extension. What do I have to do?

You need to notify us as soon as possible of any project changes that may occur, including change of grant contact details, project title, scope, or timeline, preferably in writing, and ask for approval of your grant changes. You must provide an outline, including a budget, of how you are proposing to spend the received grant funding and a timeframe. It is preferable that reallocated funds go towards a similar project or target group to that first proposed. You may be required to complete a Variation Request Form depending on the scope of the changes. A variation will require formal approval before proceeding with the amended project.

What happens to unspent grant funds?

If your approved project expenses come in at a lower-than-expected amount, Council will determine whether the remaining funds are to be returned to Council or allocated to another expense within your approved project. This will be done on a case-by-case basis. Applicants should notify their assigned Council staff member as soon as they are aware of the cost variation.

What happens if we overspend grant funds?

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.

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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