



AGENDA

PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP

Notice is hereby given that a meeting of the Partnership and Participation Strategic Reference Group will be held via Teams on:

WEDNESDAY 4 AUGUST 2021

Beginning at 6:00pm for the purpose of considering matters included in this agenda.

Committee Members

Cr Sue Heins (Chair)	
Mayor Michael Regan	
Cr Kylie Ferguson	
Cr Penny Philpott	
Tony Hilliger	Surf Life Saving Sydney Northern Beaches Inc
Ina Vukic	Northside Enterprise
Antony Biasi	
John Buggy	Belrose Open Space Corridor Association
Denice Smith	
Craig Susans	
Caroline Glass-Pattison	First Nations
Myriam Conrie	
Chris Fulton	
David Hope	North Sydney District Council of P&C Associations
Jane Meccelli	

Council Officer Contacts

Melanie Gurney	Executive Manager Library Services
Claudia Brodtke	Governance Officer

Quorum

A majority of members including the Chair or one of the elected Councillors.

**Agenda for Partnership and Participation
Strategic Reference Group Meeting
to be held via Teams on Wednesday 4 August 2021
Commencing at 6:00pm**

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NEXT MEETING Wednesday 3 November 2021

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these various lands on which we meet and pays respect to Elders past and present.

2.0 APOLOGIES

All members are expected to attend the meetings or otherwise tender their apologies to the Chair and Governance at councilmeetings@northernbeaches.nsw.gov.au.

3.0 DISCLOSURES OF INTEREST

Members should disclose any "pecuniary" or "non-pecuniary" interests in matters included in the agenda. The [Northern Beaches Council Code of Conduct](#) (the Code) provides guidance on managing conflicts of interests.

A **pecuniary interest** is defined in Section 4 of the Code as:

A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

A **non-pecuniary conflict of interest** is defined in Section 5 of the Code as:

A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

If you required further information or guidance about disclosing an interest please contact Governance at councilmeetings@northernbeaches.nsw.gov.au.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 MINUTES OF PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP MEETING HELD 5 MAY 2021

RECOMMENDATION

That the Minutes of the Partnership and Participation Strategic Reference Group meeting held 5 May 2021, copies of which were previously circulated to all Members, be confirmed as a true and correct record of the proceedings of that meeting.

6.0 AGENDA ITEMS

ITEM 6.1	AUSTRALIA DAY AWARDS 2022 - ASSESSMENT PANEL SELECTION – NATALIE WATSON – 15 MINS
REPORTING OFFICER	VOLUNTEER COORDINATOR
TRIM FILE REF	2021/472317
ATTACHMENTS	1 Community Service Awards Policy - Australia Day and Outstanding Community Service Awards 2 Australia Day Awards 2022 - Nomination Guidelines and Criteria

EXECUTIVE SUMMARY

PURPOSE

To receive recommendations from the Partnership and Participation Strategic Reference Group (SRG) for members of the assessment panel to select the winners of the 2022 Australia Day Awards.

SUMMARY/REPORT

Each year Northern Beaches Council celebrates and recognises outstanding contributions from local residents and volunteers through the annual Northern Beaches Australia Day Awards. Nominations are open for the following categories:

- Citizen of the Year
- Young Citizen of the Year (under 25 years)
- Senior Citizen of the Year (65 years and above)
- Community Event of the Year
- Sportsperson of the Year
- Outstanding Community Service Awards

There are up to 15 Outstanding Community Service Awards to be granted, and just one award for each of the other categories. Nominations will open mid August 2021 and close midnight Monday 1 November 2021. <https://www.northernbeaches.nsw.gov.au/community/awards/australia-day-awards>

As per the Community Service and Australia Day Awards Policy (Attachment 1), the assessment panel consists of five members of the Northern Beaches community. It is recommended that community members be sourced from members of the Community & Belonging SRG and Partnerships & Participation SRG, to represent a diverse range of interests, involvement and demographics.

Members of the assessment panel are not permitted to nominate or encourage others to nominate on their behalf. Members of the assessment panel should be highly regarded in the community, with the ability to remain honest and impartial. They may be a former award winner or nominator, however cannot be a nominator or nominee for this year's awards.

The nomination guidelines and criteria (Attachment 2) provide further outline of the awards nomination and assessment process.

Assessments will begin with an individual online review of the nominations, requiring scoring against assessment criteria. This stage will begin approximately Tuesday 9 November 2021 and the assessment panel will be allocated three weeks to complete the online assessments in their own time. As a guide to the time required by the judges, 38 nominations required assessment for the 2021 Awards, with approximately 15-20 minutes allocated to each.

The five panelists will then meet face to face for a final discussion to determine the award recipients.

The face-to-face assessment night is proposed as follows:

Date: Wednesday 1 December 2021
Time: 4.30pm until approximately 7.00pm
Venue: Manly Town Hall

RECOMMENDATION OF VOLUNTEER COORDINATOR

That the Partnership and Participation Strategic Reference Group nominate up to three (3) community members to the judging panel for the 2022 Australia Day Awards.

Council Policy

Community Service Awards

Policy Statement

Council recognises that the community is enhanced through the endeavours of its residents and volunteers who work to improve the lives of others and make the Northern Beaches a better place to live. Council's Community Service Awards recognise the outstanding contributions by publicly acknowledging and thanking them in a spirit of community pride.

Principles

1. That Council recognises the outstanding contribution of Northern Beaches' volunteers throughout the year where appropriate.
2. That this program include:
 - Australia Day Citizen of the Year Awards (5)
 - Outstanding Community Service Awards (15)
3. That the Australia Day Citizen of the Year awards program focus on the contribution of individual volunteers but also highlight the contribution of the organisations for which they work.
4. That the Outstanding Community Service Awards focus on recognising Northern Beaches residents who have made a significant contribution to the Northern Beaches and its community. One Outstanding Community Service Award can be awarded to a non-resident who has made a significant contribution to the Northern Beaches Community.
5. That a Panel comprising five community members be convened to judge the nominations received. In addition, two staff members will serve as facilitators on the panel – they will not vote.
6. The Mayor and Councillors are unable to submit a nomination/s for the awards.
7. That the Judging Panel be provided with all necessary information to assist them with their deliberations including information relating to any other awards those nominees may have received.

Table 1: Annual awards and number of persons eligible per year

Australia Day Awards
Citizen of the Year
Senior Citizen of the Year (65 years or older)
Young Citizen of the Year (under 25 years)
Sportsperson of the Year
Community Event of the Year
Outstanding Community Service Awards
Up to 15 awards will be presented annually



The guidelines and eligibility criteria for each category will be reviewed annually and promoted via Council's communication channels. Detailed award guidelines and eligibility criteria are available on Council's website.

All nominees must be residents of, or events held within, the Northern Beaches Local Government Area, with the exception of the Outstanding Community Service awards whereby one non-resident may be awarded. Recipients are objectively selected by the Judging Panel on merit and against the Award criteria. The panel is made up of five community members. Two staff members will serve as facilitators on the panel, but will not vote. A member of the panel is to declare an interest and stand aside from the Panel should they be related to a nominee, or consider that for any reason a conflict of interest may arise.

The Australia Day Awards are announced and presented at or around the timing of the Northern Beaches Australia Day celebrations on 26 January each year.

Scope and application

This policy applies to all employees, agents, officers, councillors and committee members of Northern Beaches Council.

References and related documents

- Local Government Act 1993
- Northern Beaches Council Australia Day Awards Nomination Guidelines and Criteria (these are reviewed and updated annually)

Definitions

Event: An activity or thing that happens or takes place as a singular occurrence though that may be over more than one day

Responsible Officer

Executive Manager Community, Arts & Culture

Review Date

30 June 2023

Revision History

Revision	Date	Status	TRIM Ref
1	26 June 2019	First draft Australia Day Awards policy	2019/281707
2	26 November 2019	Community Service Awards Policy referred to Council for adoption.	2019/624057
3	11 September 2020	Community Service Awards Policy amended according to Ordinary Council meeting 26 November 2019	2019/624057

Australia Day Awards 2022

Nomination guidelines and criteria

Recognise and nominate someone who has made a valuable contribution to the Northern Beaches community.

Enquiries

Northern Beaches Council - Volunteer Coordinator
02 8495 6602
volunteer@northernbeaches.nsw.gov.au

Award Categories

- Citizen of the Year
- Senior Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Community Event of the Year
- Outstanding Community Service Awards

How to Nominate

- There is no fee to nominate and no limit to the number of times an individual can nominate i.e. one person can nominate multiple people/events
- The nomination closing deadline is midnight, Monday 1 November 2021
- Please complete the nomination form available at northernbeaches.nsw.gov.au
- Please read both the general and category specific guidelines and eligibility criteria prior to submitting a nomination
- Additional supporting information may be attached with each nomination

Assessment Process

- Nominations will be reviewed by an appointed assessment panel of community representatives
- The selection of recipients will be based upon the nominations received and information available to the assessment panel at the time. The panelists decisions are final and no correspondence will be entered into
- Northern Beaches Council reserves the right to withdraw an award if further information or the recipients conduct draws the awards into disrepute
- Nominations will be assessed in November/December 2021
- All entrants will be notified whether successful or not by 21 December 2021
- Winners will be presented in a ceremony to be held on Tuesday 25 January 2022

Privacy Policy

- Nomination documents will remain confidential
- Northern Beaches Council may use nomination information for the purpose of promoting the awards, and in such case nominees will be contacted for consent
- Council will seek permission from the nominee (and their parent/guardian if under 18) prior to their information being presented to the assessment panel
- Council staff may make minor corrections to your nomination form if required or requested

General Criteria and Eligibility

- Nominees must be Australian citizens and have contributed to the Northern Beaches Local Government Area (LGA)
- If the nominee does not reside within the Northern Beaches LGA, they can only be considered for the Outstanding Community Service Award (if all other criteria are met)
- Unsuccessful nominees may be re-nominated in subsequent years
- Self nominations will not be accepted, except for the Community Event of the Year where an organiser may nominate their event
- Awards will not be granted posthumously
- Northern Beaches Councillors, state and federal politicians are not eligible to be nominated. Council staff, retired politicians and officers will only be considered for work beyond their official duties
- At least two referees must be supplied with the nomination and they must be able to verify the information provided
- All nomination information and material submitted remains the property of Northern Beaches Council
- Members of the assessment panel and Councillors are not permitted to nominate or encourage others to nominate on their behalf
- If a member of the assessment panel is nominated, they may choose whether to renege their position on the panel or make their nomination redundant
- An award does not have to be granted should the assessment panel decide that no nominee fits the criteria sufficiently
- A person can be nominated for multiple categories if eligible, however cannot be granted more than one award. If nominated, eligible and chosen for multiple award categories, the assessment panel will make a decision as to the best category in which to award the recipient

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- The nominee will be considered for all categories they are eligible for, even if they have not specifically been nominated for those categories
- Where age is required for eligibility in a particular category, the nominee's age is considered as of Australia Day 26th January 2022
- Previous recipients will be considered eligible for any eligible categories subject to:
 - the panel agreeing that a suitable amount of time has lapsed since the original award was given;
 - the nomination demonstrating that the nominee has continued their service in the intervening period or has contributed in a different way to that awarded in the past; and
 - the panel agree that a second or repeat award is appropriate

Award Category Criteria and Eligibility:

Citizen, Senior Citizen and Young Citizen of the Year

- Nominees for Senior Citizen of the Year must be aged over 65 years as of 26 January 2022
- Nominees for Young Citizen of the Year must be aged under 25 years as of 26 January 2022
- The nominee must reside in the Northern Beaches LGA.
- The nominee should be held in high regard in the Northern Beaches community
- The nominee must have made an outstanding service or positive contribution to benefit the Northern Beaches community within the year immediately prior to the award being granted
- The nominee must demonstrate strong ethical and community values
- The nominee must demonstrate leadership, innovation and/or creativity through their service
- Regard will predominately be given to the nominee's community/charitable/school activities and achievements in the Northern Beaches LGA for the year immediately prior to granting of the Award. The nominee's additional past activities and achievements should be included to add merit to the nominees long-term and ongoing contributions
- The award is only available to an individual, not a group

Sportsperson of the Year

- There are no age restrictions for Sportsperson of the Year
- The nominee must reside in the Northern Beaches LGA
- The nominee must have made a positive contribution to advance their performance and their sport within the Northern Beaches LGA within the year prior to the award being granted
- The award is only available to an individual, not a group

Community Event of the Year

- The event nominated must be presented in the Northern Beaches LGA since November 2020 and prior to nominations closing in 2021
- The event should have a proven benefit to the Northern Beaches community
- The event must demonstrate community values and must achieve community involvement, acceptance and support.
- Consideration should be given for new events created to accommodate the constraints associated with Covid-19, including virtual/online events

Outstanding Community Service Awards

- Unlike the other award categories, this category recognises commitment over a long period of time, beyond the year prior to the award being granted
- The award may be granted to more than one person/as a group, only if each person in the group has dedicated the same level of commitment to the same service
- Up to 15 awards will be presented in this category subject to the final decision of the assessment panel
- The nominee must have made a positive contribution to benefit the Northern Beaches community
- The nominee must have demonstrated a special concern and commitment to the community through their consistent efforts and support of local community activities
- The nominee must have been involved over a number of years in unpaid community work within the Northern Beaches
- The nominee must demonstrate strong ethical and community values
- One non-resident of the Northern Beaches may be awarded if:
 - the person has rendered exceptional community service within the local government area; and
 - the person fully satisfies all other criteria detailed above

ITEM 6.2	COMMUNITY DEVELOPMENT GRANTS PROGRAM - ASSESSMENT PANEL SELECTION – JUSTIN BURKE – 15 MINS
REPORTING OFFICER	TEAM LEADER, YOUTH DEVELOPMENT
TRIM FILE REF	2021/505828
ATTACHMENTS	1 Community Development Grants Program - Guidelines

EXECUTIVE SUMMARY

PURPOSE

To receive recommendations from the Partnership and Participation Strategic Reference Group (SRG) for members to participate and be part of the 2021/22 Community Grants Program assessment panel.

SUMMARY/REPORT

The Community Development grant stream supports projects and initiatives that focus on improving equality in the local area and reducing disadvantage and deliver direct benefit to local people, communities and the environment of the Northern Beaches Local Government Area.

The 2021/22 Community Grants Program has a total grant pool of \$120,000 and provides grants of up to \$10,000 to eligible individuals and organisations. There will be a specific focus on projects that address mental health and wellbeing as well as building community connections within the Northern Beaches.

Key Dates

Key dates for the assessment process are:

- Applications open - Monday 28 June 2021
- Applications close - Monday 2 August 2021.
- Online assessment of applications - Monday 16 August to Sunday 12 September 2021

The Community Development grant guidelines (Attachment 1) provide a further outline of the criteria, assessment process and key terminology.

Assessments will begin with an individual online review of all applications, requiring scoring against assessment criteria. This stage will begin on Monday 16 August 2021 and the assessment panel will be allocated four weeks to complete the online assessments in their own time. As a guide to the time required by panel members, 83 applications required assessment in the 2020/2021 Community Grants Program, with approximately 10 to 15 minutes allocated to each.

Panel members will then meet face to face for a final discussion and collate scores to determine grant recipients.

The face-to-face panel meeting is scheduled for:

Date: Thursday 16 September 2021

Time: Approximately 9am – 3pm

Venue: Manly Town Hall

RECOMMENDATION OF TEAM LEADER, YOUTH DEVELOPMENT

That the Partnership and Participation Strategic Reference Group nominate up to three (3) community members for the Assessment Panel.

Northern Beaches Council

Community Development Grants Program

2021/22 guidelines

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Preliminary

Purpose

To support projects and initiatives that increase safety, inclusion and connections on the Northern Beaches.

Strategic framework

This grants program aligns with Goals 10-12 of our Community Strategic Plan Shape 2018-2028 and the three strategic priorities of safety, inclusion and connections of the Better Together Social Sustainability Strategy 2021-2040.

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

Principles

This grants program is guided by Council's Community Grants and Partnerships Policy principles adopted on 25 June 2019.

Priority

Outcomes of grant programs are aligned with our Community Strategic Plan Shape 2028, 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 seek 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 support inclusion and equity in our community. Applications are encouraged from people with all abilities, ethnicity, cultures, ages and sexual orientations.

Value for money

Council seek 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 commit 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.

Overview

The Community Development grant stream supports community development projects that focus on improving equality in the local area and reducing disadvantage. This grant stream assists organisations to empower community members to create stronger and more connected communities.

Community development models recognise community members to be experts in their lives and communities, valuing community knowledge and wisdom. Projects and programs that follow these principles strive to involve community members throughout the project.

Community development principles

Empowerment	Supports the personal growth and confidence of community groups or individuals to be connected in the community and better address their needs and interests
Human Rights	Respecting the intrinsic value of each person, regardless of background, where we live, what we look like, what we think or what we believe
Inclusion	Ensures that opportunities for participation are available for all people in the community with an emphasis on addressing any obstacles for inclusion
Social Justice	Efforts towards a more equitable distribution of power, wealth, opportunities, and privileges within a society
Self-Determination	Processes by which individuals and groups have agency and control to make choices and have opportunities for their wellbeing
Collective Action	Values the strength of a group or community's ability to share resources, knowledge and efforts to reach a shared goal

Scope of Program

Funding available

- Up to \$10,000 (excl. GST) for each project
- Partial funding may be recommended for a number of reasons

Project delivery dates

Projects to be delivered from time of funding allocation (est November 2021) up to 31 December 2022.

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. We encourage applicants to consider alternate delivery methods other than face-to-face in the event that restrictions affect your project. Council may be able to advise on alternate delivery methods.

Program structure

This program has one round each year opening in late June for a period of about five weeks.

Council also runs several other Grant Programs including Arts & Creativity, Environmental and Sport and Recreation, along with information on a large range of other external grant opportunities, that can be found on Council's website.

Please read the guidelines for each grant program before contacting a Council officer to discuss which grant stream you should apply for.

You cannot submit the same project to multiple Council grants streams/programs and sponsorships.

Eligibility

Eligible applicants include:

- Not-for-profit organisations
- For-profit organisations
- Social enterprises
- Individuals and sole traders who are aged over 18 years and are Australian Citizens or Permanent Residents
- Unincorporated community groups when sponsored by a local not-for-profit or for-profit that is eligible to apply in their own right.

For-profit organisations, individuals and sole traders are encouraged to make financial or in-kind contribution to the projects and to collaborate with a local community group or non-for-profit organisation in the delivery of their initiative.

If you are choosing a sponsor, we encourage you to choose one that is relevant to the sector and that can support the implementation of the proposal.

Ineligible applicants include:

- State or Federal Government organisations
- Political parties or projects supporting political parties or agendas

To be eligible for funding, applicants must:

- Acquit any previous Council grants or sponsorships in the specified timeline. Note some previous grant timelines may overlap, in which case you should ring and talk to a relevant staff member to provide an update on the status of the funded project
- Have no outstanding debts owed to Council
- Demonstrate the grant will be used for a purpose in the public interest primarily for the local community.

General exclusions

Council does not provide grants and sponsorships to projects that:

- Duplicate existing services or programs unless there is a demonstrated additional need
- Have already occurred (no retrospective funding).

Funding is not provided for:

- Operational expenses, such as; rent, ongoing staff wages, insurance, utilities, day-to-day general office supplies not directly related to the project
- Built infrastructure proposals which require a Development Consent
- This grant program does not provide fee waivers or free use for in-house design, printing and distribution service, hall or reserve/field hire, street closures, or cleansing and waste service for events. These costs must be included in the application budget.

Funding priorities

Funding priorities have been developed from the Better Together Social Sustainability Strategy 2021 -2040 (Draft), associated actions, consultation and research. Funding will be preferred to projects that address the targeted actions under the following two priorities:

1. Mental health and wellbeing

- Strengthen individual and collective wellbeing
- Deliver youth development programs that build capacity and resilience of a diverse cross section of young people and local youth services
- Increasing access to mental health services for young people.

2. Building community connections

- Deliver programs that reduce social isolation in the community and increase connections and wellbeing
- Collaborate with the community to address barriers for some members of the community in accessing and participating in sport, health and wellbeing programs
- Strengthen community connections for priority populations including:
 - » Young people (12-24)
 - » Older people (60+)
 - » Aboriginal and Torres Strait Islanders
 - » Cultural and linguistically diverse communities (CALD)
 - » People with disability
 - » Essential workers
 - » Families

Project outcomes

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

1. Strengthen individual and collective wellbeing
2. Reduce social isolation and increase community participation, particularly for priority populations
3. Increase community capacity, particularly of young people through targeted programs
4. Increase access for young people to mental health services
5. Increase access for priority populations to sport, health and wellbeing programs

Project outcome indicators

The assessment panel will consider the following indicators for how well you address the above 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

Please note: outputs differ from outcomes

*Outputs are what you will be doing. E.g.
4 x 2 hour workshops for 12 people*

Outcomes are what will be achieved by holding those workshops. E.g. A trained group of volunteers who are now upskilled to support the community.

Assessment criteria

Grant applications will be assessed against the following assessment criteria:

1. Has a clear rationale with identified community need
2. Addresses at least one of the targeted actions under the two priority areas
3. Addresses at least one of the project outcomes including how this will be measured
4. Demonstrates use of community development principles
5. Demonstrates value for money with a detailed income and expenditure for how the funds will be used and the capacity to manage the funds.

Key dates

28 June 2021, 11am	Applications open
2 August 2021, 3pm	Applications close
August - October 2021	Eligibility screening of applications Assessment by panel and recommendations reported to Council Council approval of successful grants
November 2021	Notification to applicants Invoices and signed funding agreements returned Distribution of funding
31 December 2022	Projects completed, unless otherwise agreed
31 January 2023	Acquittal reports submitted, unless otherwise agreed

Projects can commence following signing and returning the Funding Agreement to Council along with a valid Tax Invoice. Templates for invoices will be provided.

All projects must be implemented between November 2021 and 31 December 2022 unless otherwise agreed.

Information and grant writing sessions

All information sessions have been cancelled in response to the latest NSW Health directives.

We strongly encourage applicants to consider discussing your project prior to submission to ensure the project is well coordinated with any existing community initiatives.

Please call 8495 5428 or email:
communitygrants@northernbeaches.nsw.gov.au

Grant writing assistance

Grant writing webinars are available on Council's website anytime. The webinars cover a general overview of grant writing with short videos on other relevant topics. Please note the grant writing webinar is general in nature and not specific to any particular grant program.

Grants program management

How to apply

Applications must be submitted online at northernbeaches.smartygrants.com.au by the due date. Application forms will be available once the grant round opens.

Hardcopy applications will not be accepted.

You may be required to attach supporting documentation with your application. Please check the Supporting Documentation list provided in the Grants Tool Kit. Please allow enough time for file upload and aim to submit your application at least an hour before the cut-off time.

Applications submitted after the application closing time will not be accepted, 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

See page 20 in Community Grants Toolkit section for supporting documentation requirements.

Application support

For general enquiries, assistance and Community Development grant applications, please call 8495 5428 or email: communitygrants@northernbeaches.nsw.gov.au

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 1300 434 434.

Useful questions to consider in your application:

Why are you proposing this project?
What outcome(s) do you want to achieve?
How does this project address one/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 program?

Assessment process

All eligible applications will be assessed by an expert assessment panel for each grants stream.

Community Development grant applications will be assessed by a panel consisting of Council officers and members selected from the Council's Community and Belonging Strategic Reference Group and/or the NSW Department of Communities and Justice.

Funding is limited and only applications meeting the assessment criteria to a high degree are likely to be recommended for funding.

Approval and notification

A report with the recommended applications will be presented to a Council meeting in late 2021.

All applicants will be notified in writing of the outcome of their application within two weeks of Council determination. A list of the successful grant recipients will be available on the grants webpage. Unsuccessful applicants may request feedback on their application from the relevant Council officers.

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

Please note that 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.

Funding agreements

Successful applicants and Council must sign an agreement with terms and conditions prior to any 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 cash funding to be received
- 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

Funding will not be provided until a signed copy of the funding agreement and a valid invoice has been received by Council.

Payments are not processed before the timeframes stipulated in the funding agreement. If you need the funds sooner due to a project deliverable, please contact the nominated Council officer to enquire if an urgent payment can be made.

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

Partial funding

The assessment panel may recommend partial or full funding up to the maximum grant of \$10,000 (excl. GST). As such, applications should detail expenditure components so that true costs can be established to ensure that if partial funding is granted, applicants are able to deliver the identified component/s of the project.

Reporting and acquittal

Grant recipients must provide an acquittal report no later than one month after the agreed completion date of the project as stated in the funding agreement, unless otherwise agreed.

The information required in the acquittal report will be specified in the agreement and includes a detailed report on the outcomes of the project with a detailed income and expenditure table showing breakdown of the grant funding provided by Council. All receipts and other evidence of expenditure should be retained.

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

Reports provide feedback to Council on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. Council will provide online templates for this purpose in SmartyGrants.

Acknowledgement of Council

All grant recipients are required to acknowledge Council in all promotional material relating to the funded project. This includes printed material (flyers, posters, brochures, postcards, banners etc.), research reports, online media and media releases.

Council will supply successful applicants with the Council's logo in various formats and guidelines for its use. Applicants must forward all draft artwork prior to publication to review and ensure compliance with Council's branding requirements.

Child protection

Applications for programs that involve working with children and young people (under 18 years) must provide a copy of the organisation child protection policy with 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. Further information can be obtained from the NSW Office of the Children's Guardian: kidsguardian.nsw.gov.au/

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, to 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

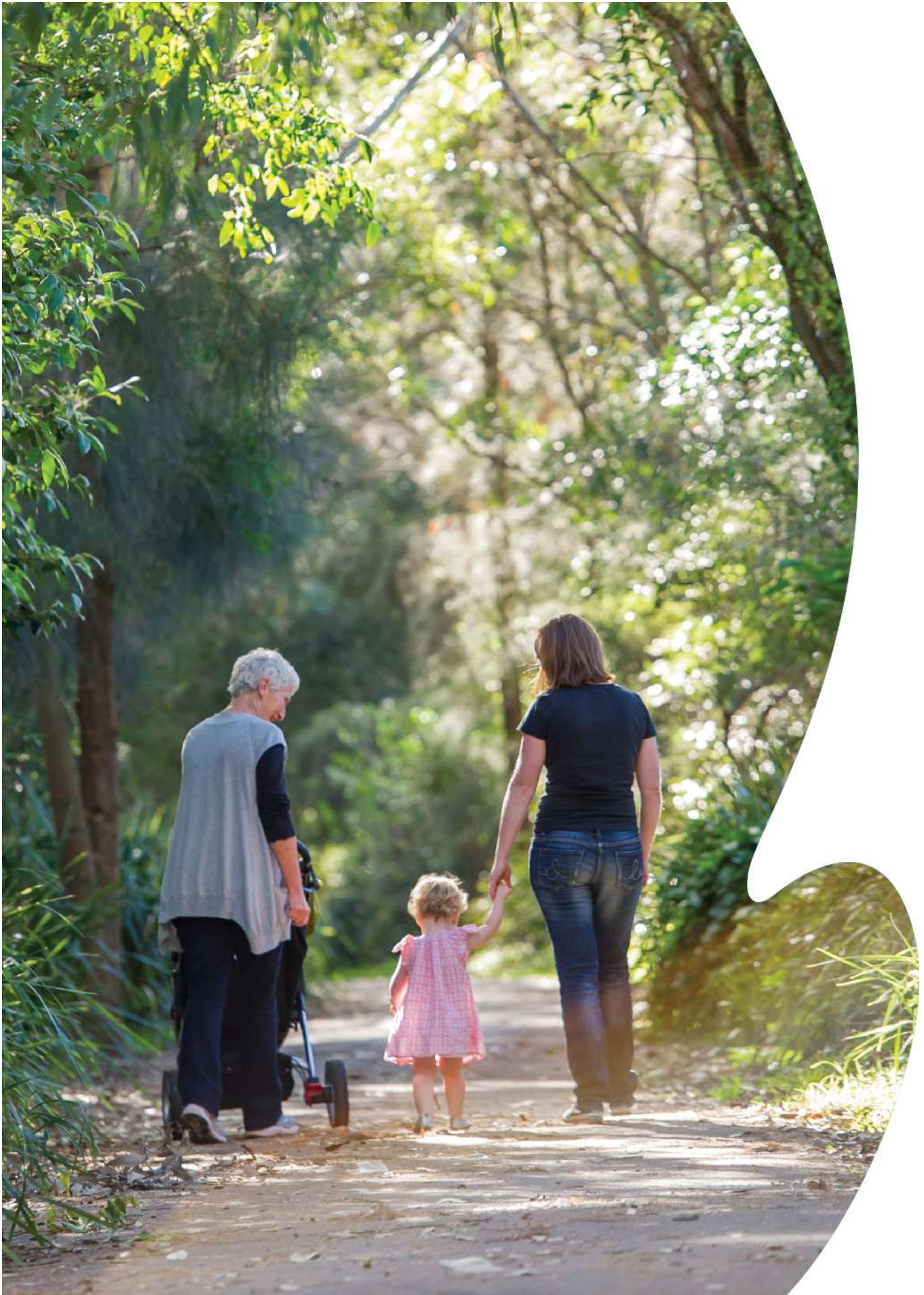
Purpose of collection: For Council purposes including Council's grant program

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.



Community Grants Toolkit

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Definitions	
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.
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	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.
In-kind contribution	A product or service provided in lieu of cash valued at actual cost or calculated at specified rate.
Incorporated association	A legal entity usually established for recreational, cultural or charitable purposes. Must be registered with NSW Fair Trading and operate within the scope of the Associations Incorporation Act 2009. Profits cannot be distributed to members.
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 organisation (NFP)	An organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed to members, owners or shareholders while the organisation is either operating or when it winds up.
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 stationary.
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	A contractual relationship between persons carrying on business with a view to profit. Partnerships can be 'normal' (unregistered), limited or incorporated and limited (both registered on NSW Fair Trading Register of Limited Partnerships and Incorporated Limited Partnerships.
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.
Registered not-for-profit (NFP) organisation	A NFP organisation registered with the Australian Securities & Investment Commission (ASIC) or the Australian Charities and Not for Profit Commission (ACNC)
Social enterprise	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.
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 name must be registered under the Business Names Registration Act 2011.

Sponsor	<p>An incorporated organisation who receives, administers and acquits the Council's funding on behalf of an applicant. The sponsor is required to:</p> <ul style="list-style-type: none"> • Enter into a funding agreement with Council • Accept grant funds and pay the sponsored grant applicant • Monitor and acquit the use of funds at the completion of the project. • Support the applicant in the delivery of the project where required
Unincorporated community group	<p>A group of people who act together for a shared interest or purpose. If successful for funding, an individual representing the group will be required to sign the funding agreement, or have a sponsor willing to enter into the contract on behalf of the group.</p>
Volunteers	<p>People who perform a service willingly and without pay. All costs relating to volunteers should be listed as in-kind contributions and are not covered by this grant program.</p>

Supporting documentation

Applicants may be asked to provide the following documentation with their online application:

- Quotes for equipment, goods or services valued over \$2,000
- A copy of public liability insurance or quote for public liability insurance which would cover the proposed project to the value of \$10 million
- Child protection policy (if the proposed project involves children or young people under 18 years of age.)
- A basic site plan for the proposed project (if relevant)
- Letters of support from any community or local business partners (if relevant)
- Any other documents relevant to the proposed project.
- In principle support from relevant Council teams if the project requires Council support or facilities

Frequently Asked Questions

Funding details

How much funding is available in the Council Community grants round 2021/22?

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

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

There is no minimum amount. The maximum amount is \$10,000.

Is the funding ongoing?

No. Proposed projects must be delivered within the funding period commencing November 2021 and ending 31 December 2022.

How can my organisation get updates about the Community Grants?

Organisations and individuals can register to receive updates on the Community Grants mailing list on the Council website or email grants.officer@northernbeaches.nsw.gov.au

Grant eligibility

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

To be eligible to apply, your organisation must be:

- an eligible legal entity – see Grant guidelines, Section Scope of Program
- able to satisfy other grant round requirements – see Grant guidelines and Eligibility sections in the three grant streams

How can I apply if I am unincorporated?

If your group or organisation doesn't meet the eligible entity types they can approach any eligible legal entity that satisfies the eligibility requirements in the Guidelines to act as a sponsor for their application.

Do I need to have an ABN?

An ABN is not mandatory, but should be provided if your organisation has one. The ABN will assist in eligibility checks and, should your application be successful, for tax invoices relating to the grant. An ATO Statement by a supplier form will be provided to successful applicants without an ABN, which they must complete and return with their contract agreement in order to be funded.

Activity details

My project or program is already running. Can I get a grant to run it again?

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

Can my grant be used for ongoing projects or programs?

Yes. Funds will not be allocated to programs that are an ongoing business of a service. However, funding would be considered towards additional or new programs if there is demonstrated need.

Can grant funds be put towards infrastructure maintenance/improvement or equipment?

Yes. However, it must be directly related to the identified project or program that shows direct community benefit. There is no limit restriction for this type of expenditure. However, quotes for goods or services valued over \$2,000 must be uploaded to the application.

My project requires the hiring of a Council venue, community facility, road closure or waste collection. Can I request a fee waiver or in-kind contribution from Council to run my grant funded project?

No. This program does not provide fee waivers or in-kind contributions. Venue hire and waste collection costs etc should be identified within the expenditure section of your application.

This allows you to look for other options, such as scout halls or surf clubs, if a Council venue is not available on the date you require.

You can find a complete list of Council's community centres and hiring costs on our website.

Application assistance

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

Extensions will not be provided. Late applications will only be accepted in accordance with conditions outlined in the Grants Program Management section of the Guidelines. You should make every effort to submit your application prior to this deadline, ensuring you leave enough leeway to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question).

Can I submit a paper application?

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

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

Please call 8495 5428 or email communitygrants@northernbeaches.nsw.gov.au if you are having difficulty accessing the form.

Do I have to complete my application in one sitting?

No. SmartyGrants will allow you to get a password and come back to a partially completed application.

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

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

Are previous applications available to view?

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

Where can I find more information to help me get ready?

Please see the Toolkit in the Guidelines.

Application details

Can my organisation submit more than one application?

Yes. You can submit more than one application if you have more than one project eligible for this grants stream. However, you cannot submit the same application/project to two different grant streams. Sponsor organisations may act for more than one group or unincorporated organisation.

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?

The section in the toolkit called Supporting Documentation outlines the attachments required.

Project implementation

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

You have to notify us as soon as possible of any project changes that may occur, including change of grant contact details, project title, scope or timeline, preferably in writing, and ask for approval of your grant changes. You must provide an outline, including a budget, of how you are proposing to spend the received grant funding and a timeframe. It is preferable that reallocated funds go towards a similar project or target group to that first proposed.

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 the grant 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 project cost over expenditure, which will need to be borne by the applicant.



Budget tables

All figures entered are to be GST exclusive.

Step 1 Income

Clearly identify all sources of funding income for the project.

You can identify in-kind contributions such as donated goods and (professional) services or volunteer hours in the table to accurately reflect the full variety of inputs and funding to the program.

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

Step 2 Expenditure

It is essential your expenditure clearly shows where the grant funds are being used.

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

As a guide, please calculate:

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

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

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

Please note that quotes for goods and services over \$2,000 are mandatory and should be uploaded with your application.

Step 3 Balance

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

Example Budget

Step 1: Income

Description	Funding Source	Confirmed	\$ Amount Cash	\$ Amount in-kind
Northern Beaches Council Grant	Northern Beaches Council	No	\$5,000	\$0
Other Income	Donation	Yes	\$500	\$0
Multicultural Futsal World Cup	Applicant	Yes	\$1,000	\$1,500
Multicultural Futsal World Cup Volunteers (10 x \$25/hr x 4 hours)	Volunteer time and in-kind	Yes	\$0	\$1,000
Subtotal A			\$6,500	\$2,500

Step 2: Expenditure

Description	Funding Source	\$ Amount Cash	\$ Amount in-kind
Advertising, design & printing and social media	Northern Beaches Council	\$800	\$0
Referee fees (5 referees x 4 hrs @ \$75/hr)	Northern Beaches Council	\$1,500	\$0
Multicultural Food stalls (3 x stalls @ \$400)	Northern Beaches Council	\$1,200	\$0
Venue hire (Cromer Park)	Northern Beaches Council	\$1,500	\$0
Acknowledgement of Country	Donation	\$500	\$0
Resources – balls, bibs, markers	Applicant	\$1,000	\$0
Volunteer – admin & session support (10 volunteers x 4 hrs @ \$25/hr)	Volunteer time and in-kind	\$0	\$1,000
Program development staff hours (2 staff x \$50/hr x 6hrs)	Applicant	\$0	\$500
Staff time – admin (3 staff x 5 hrs @ \$50/hr)	Applicant	\$0	\$750
Evaluation design, data collection, analysis, reporting (1 staff x 5 hrs @ \$50)	Applicant	\$0	\$250
Subtotal B		\$6500	\$2500

Step 3: Balance

Subtotal (Income) - Subtotal (Expenditure) = 0

ITEM 6.3	WAY FORWARD WITH COVID ON THE NORTHERN BEACHES – MELANIE GURNEY – 60 MINS
REPORTING OFFICER	EXECUTIVE MANAGER LIBRARY SERVICES
TRIM FILE REF	2021/536048
ATTACHMENTS	NIL

EXECUTIVE SUMMARY

PURPOSE

To understand how Council can support the community through partnerships and community participation during and post Covid-19 restrictions.

SUMMARY

Conduct a one hour workshop with the committee to understand what partnerships Council can explore and how the community can best participate in supporting the community operate in the current and post Covid environment.

The workshop will be centered on the following questions:

1. How do we maximise community consultation in this time with competing and demanding priorities?
2. What partnership opportunities exist, could be created or leveraged to continue to support our community?
3. What other ways can the community be encouraged to participate in supporting each other?

RECOMMENDATION OF EXECUTIVE MANAGER LIBRARY SERVICES

That the Partnership and Participation SRG contribute Ideas for Council consideration to inform our engagement and partnership practices in the current and future Covid environment.
