



## Placemaking Grants for WorldPride 2023



# Placemaking Grants for WorldPride 2023 Guidelines

## Program Overview

The Placemaking Grant for WorldPride 2023 is underpinned by a philosophy of partnership whereby Council will seek to support the delivery of new and innovative activations as well as the adaption of existing activities to support Sydney WorldPride 2023 on the Northern Beaches.

The program aims to encourage the community to deliver local activations that promote community participation and celebrate WorldPride in our villages and town centres. The outcome from the program will see enhanced economic, social, environmental and/or cultural benefits to the Northern Beaches community.

While there is no creative assessment, applicants must warrant that your activation supports WorldPride 2023, will be presented in Northern Beaches public places during the Sydney WorldPride festival dates and shows a commitment to Sydney WorldPride's values of diversity, inclusion, and accessibility.

WorldPride is a global event licenced by InterPride which is awarded to a different host city every 2-3 years. Sydney WorldPride 2023 will run between 17<sup>th</sup> Feb and 5<sup>th</sup> March 2023 and represents the first time the event will be staged in the southern hemisphere. The 2023 festival coincides with the 50<sup>th</sup> anniversary of the first Australian Gay Pride Week, the 45<sup>th</sup> Anniversary of the first Sydney Gay and Lesbian Mardi Gras, and the 5<sup>th</sup> anniversary of Marriage Equality in Australia.

## Grants Program

The **Grant Program** is designed to enable the delivery of new or expanded activations by assisting with start-up or one-time costs associated with the activation such as purchase of resources or equipment hire to get an activation off the ground. Grants are not recurring or ongoing and are designed to underwrite the costs of specific expenses in launching or adapting your activation to be part of WorldPride 2023.

## Funding Amounts and Fee Waivers

A grant request can be for any amount but must be able to provide justification for the amount requested within the context of their budget and plan. Grant amounts can be as small as \$500 to decorate a shop front or up to \$4,000 to hold a mini street festival or paint a mural. Grants for larger amounts can be submitted and will be considered on a case-by-case basis. All grants may be partially or fully funded following the panel's consideration.

Fee waivers are available for some Council fees and charges e.g. reserve hire. It is essential that you have received an estimate of your fees prior to submitting your funding application as you will need to include these fees in your budget if you want them to be waived. To obtain an estimate of your fees, please contact the Open Space Bookings team on 02 8495 5009 or [openspacebookings@northernbeaches.nsw.gov.au](mailto:openspacebookings@northernbeaches.nsw.gov.au)

or the relevant Council venue operator where you are looking to book a venue. Council support via fee waiver will be for the same duration as the grant.

### **Objectives**

The Placemaking Grant for WorldPride 2023 aims to address Council's vision and values outlined in the Community Strategic Plan and achieving the following Community Outcomes:

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

### **Community Benefits**

Activations can deliver wide and varied benefits that include but are not limited to:

#### **Community**

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

#### **Social**

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

#### **Arts and Culture**

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

#### **Economic**

- Support local businesses and job creation
- Increase tourist visitation and spend
- Showcase local industries
- Enhance the profile of key destinations



## Eligibility

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

Organisations must:

- Be registered as an incorporated organisation.
- not owe any outstanding rates or debts to Council.
- be up to date or have completed and adequately acquitted any previous grant/sponsorship funding from Northern Beaches Council.
- acknowledge if the activation is for the purpose of fundraising either for itself, or a third party, further information is in the FAQ section.

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

Activations must:

- Celebrate Sydney WorldPride and demonstrate values of diversity, inclusion, and accessibility.
- be open to the public to attend and/or participate.
- be held in Town and Village Centres or Public Open Space within the Northern Beaches LGA.
- be held between Friday 17<sup>th</sup> February 2023 and Sunday 5<sup>th</sup> March 2023.
- provide an opportunity for measurable economic, social, environmental and/or cultural benefits to the Northern Beaches community.
- promote the Northern Beaches and contribute to its reputation as a great place to live, visit, work and invest.
- promote environmental sustainability and adhere to Council's policy.
- support local businesses and boost the local economy where possible.
- promote effective transportation and connectivity for people to get to and from the activation.
- not be overtly religious or political,
- not be divisive or offensive to the general community.
- not promote tobacco products or gambling.

## Ineligible Activities

- Recurring or ongoing operational expenses not directly related to the proposed activation.
- Payment of debts.
- Fundraising for political parties or religious groups.
- Projects that contravene one or more Council policy.
- Activations that are seen to be in competition or conflict with Council activities.
- Normal operation of regular activations such as gatherings, markets, or sport.
- Online activities, unless an in-person activation is not possible.

Please contact Council's Place & Economic Development Team if you are not sure if you meet the eligibility requirements at [places@northernbeaches.nsw.gov.au](mailto:places@northernbeaches.nsw.gov.au) or 1300 434 434.

## COVID-19

Organisations applying for a Placemaking Grant will need to adhere to any relevant [NSW Government Guidelines](#) regarding gatherings and any additional guidelines pertaining to your specific type of event or activation.

## Cancellation / Postponement

If your activation cannot proceed on the planned date for any reason (e.g. bad weather, Covid 19) the following options are available:

- Delay the activation and implement on an alternative date asap within the 2022/23 financial year.
- Where the activation cannot proceed, any grant payments made will need to be returned to Council or discuss options if grant funding has already been spent.

## Assessment Criteria – for all Grants

Criteria	Description
A	<b>Community benefit</b> – demonstrate significant economic, social, community, cultural and/or environmental contribution to the Northern Beaches community.
B	<b>Priority areas</b> –strongly relate to one or more identified Council Goals and/or strategies and the values of WorldPride
C	<b>Value for money</b> –justify the grant amount requested and included a well-researched and realistic budget, clearly indicating what Council funds would be spent on, as well as other contributions including corporate sponsorship and in-kind support.
D	<b>Activation of places</b> – Priority given to activations held within Town & Village Centres

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

- has a clear activation plan that considers operational processes, and risk management.
- has strategies for measuring success
- demonstrates sound financial management in budget planning.
- has relevant approvals from Council and other authorities.
- has considered whether the activation is complementary to the proposed location.

## Submitting an Application

Applications must be submitted online at [SmartyGrants.com.au](https://SmartyGrants.com.au) – [Application](#)

You can preview the form before starting and download a PDF at any time should you wish to print a hard copy. To discuss your idea, clarify the eligibility criteria, or if you need help accessing a computer or navigating the online application form please contact the Place Team on 02 8495 6251 or [places@northernbeaches.nsw.gov.au](mailto:places@northernbeaches.nsw.gov.au).

## Timing

There is one planned round of applications. To receive a determination on your grant application prior to World Pride 2023, we advise that you should already have received approval from the Open Space Bookings team or relevant Council team to hold the activation if applicable. Having approvals in place prior to submitting your grant application will enable a more accurate assessment of fee waivers and provide a level of certainty that the activation is viable and will proceed.

The following table is guideline for when you can expect to receive an application approval.

Grant	Application Timeframe	Notification following Council Approval at	Activations Held
<a href="#">Application</a>	12 October 2022 15 November 2022 – 2pm	Council meeting of 13 December 2022	Between 17 Feb and 5 Mar 2023

## Approvals

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

- [Reserve Booking Form](#) and where possible, confirmation of approval.
- Certificates of Insurance (public liability, volunteer, workers comp).
- Evidence of Community Support.
- [Event Waste Management Plan](#).
- Marketing Plan.
- Approvals from other agencies i.e., aquatic licence or liquor licence.
- [Authority to Fundraise from NSW Fair Trading](#)
- Risk Assessment / [COVID-19 Safety Plan](#).

Further information regarding supporting documentation is detailed below.

## Assessment Process

All applications for funding support will be assessed on the information provided in the application form and submitted attachments. Applications will be assessed against the criteria above. The following process will be used to assess all applications for grant and fee waiver support:

### Stage 1: Receipt and registration of applications

Applications will be screened for eligibility and compliance with the selection criteria. Council may undertake further research of applicants and conduct checks for non-disclosure of any relevant information.

## **Stage 2: Assessment of eligible funding proposals against the assessment criteria**

The assessment panel for the Placemaking grants will consist of:

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

The assessment panel will assess eligible applications on the information provided in, and attached to, the application form against the assessment criteria. Council may use information about an applicant that is or becomes known to Council in the course of Council's business, as well as any publicly available information.

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

## **Stage 3: Selection of preferred applicants**

Applications that have met requirements from stages 1-2 will be ranked in order of merit and the panel will nominate the level of funding to achieve the most value for money from the available funding. Ranking will be determined against responses to the assessment criteria.

## **Stage 4: Notification of outcome**

Applicants will be advised the outcome of their application following the determination of panel recommendations at the Council meeting of 13 December 2022. We will notify all applicants in writing of the outcome of their application within one week of Council determination. 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. A list of the successful grant recipients and project summaries will be made available on the grant's webpage. Unsuccessful applicants may request feedback on their application. Successful applicants may seek operational advice from the Place & Economic Development team.

Successful applicants will be invited to enter into a funding agreement with Council. Unsuccessful applicants may request feedback on their application.

## **Stage 5: Entering into funding agreements**

Successful applicants will receive a letter of offer and funding agreement which contains the entire agreement between the parties. There is no binding agreement on any parties until the funding agreement is agreed to and signed by Council and the applicant's authorised representative(s).

Funding will not be dispersed to successful applicants until a signed copy of the funding agreement, an invoice and all relevant approvals have been received by Council. Funding agreements will operate until 30 June 2023. Grant payments will be made in the 2022/23 financial year and must be acquitted within 6 weeks of the funded activation.

## **Important Note**

Meeting the assessment criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the assessment criteria.

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

### **Reporting**

Funded organisations will be required to submit a final report on the strengths, weaknesses and community outcomes of the activation including attendance figures.

All funding will need to be acquitted within six weeks of the activation occurring and therefore all receipts and other evidence of expenditure should be retained. Requirements will be outlined in the funding agreement.

### **Geographical Location of activations across the Northern Beaches**

All applications will be assessed against the identified assessment criteria and prioritised for funding. However, the spread of activations across the Northern Beaches will be considered. This approach seeks to spread activations across the Northern Beaches but does not guarantee an even spread in every suburb.

### **Partial Funding**

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

### **Fundraising**

An activation where the objective is to raise funds for either the applicant organisation or one or more third party organisations is eligible to receive a grant under these guidelines. However, the application must identify the recipient organisation/s which must be in, and primarily benefit the Northern Beaches community and you must provide evidence within your application that you have a current 'authority to fundraise' from NSW Fair Trading.

Identified recipients of the fundraising resulting from the activation must be either an incorporated and not-for-profit organisation, or a registered charity. If you receive financial or fee waiver support under this program for a fundraising activation, your final report and financial acquittal will require proof that raised funds were paid to the eligible organisations identified in your application.

Third party fundraising is where your organisation is holding an activity where the objective is to raise funds for another organisation or group of organisations.

For profit organisations may apply, they must demonstrate significant benefits to the local community, business, and Council through their application.

### **Acknowledgement of Council Support**

Any applicant that receives funding or fee waiver under this program is required to acknowledge Council in all promotional material prior to, during and following the activation. Council will supply successful applicants with Council's logo and a statement of acknowledgement for use. Council staff must review all materials prior to publication/print to ensure compliance with Council's branding.



### **Conflict of Interest Declaration**

The application form requires you to declare any perceived or actual conflict of interest. Declaring a conflict of interest does not mean that your application will become ineligible, but it must be declared to ensure transparency of the process. As the staff members/Councillors who sit on the assessment panel are not identified, you can assume that there is no conflict unless you are aware from your relationship with the staff member/Councillor that they are on the assessment panel. If the staff member/Councillor declares a conflict the declaration will be assessed, and appropriate action taken with regard to assessment of your application. Similarly, if you have a potential conflict due to a relationship with a senior staff member of council or Councillor you should declare it here.

### **Supporting Documentation**

Providing supporting documentation at the time you submit your application will strengthen your application. While there is no requirement to have pre-approval for your activation at the time you submit your grant application, it is recommended so that any fees and charges you may incur can be considered during assessment and included as part of a funding recommendation.

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

*Supporting Documents could include:*

#### **Event Booking Application Form**

For activities on Council land, two forms are available on the website. For smaller activations, use the [Small Events Booking Form](#) for all activations. For larger activities that expect over 1,000 attendees and may include a fair, fete, circus, concert, fun run or walk, please use the [Major Events Booking Form](#).

These forms are the mechanism for requesting a number of Council approvals in relation to your activation and will identify where further information is required by Council. It is recommended you submit this well ahead of submitting a request.

#### **Environmental & Waste Management**

An [Event Waste Management Plan](#) is required for any activity with an anticipated crowd size of more than 100 people and/or where there is food, drinks, giveaways and promotional material.

#### **Local Business and Community Support**

A community activation should be supported by the local community. This support can range from being in support of the proposal with no contribution/role but can also include financial and in-kind support.

#### **Marketing and Promotion**

You will need to provide information on how you intend to promote your activation to the local community and beyond if successful. Council may assist with promotion on Council's website and notices as deemed appropriate by Council staff.

### **Contacts**

To discuss your activation or to clarify the eligibility criteria, please contact the Place Team on 1300 434 434 or email [places@northernbeaches.nsw.gov.au](mailto:places@northernbeaches.nsw.gov.au).

Council **will** respond to requests for information that seek clarification of issues to allow them to better understand the application form and application guidelines.

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. At the end of the selection process Council will notify all applicants regarding the funding outcome.

### **Privacy and Personal Information**

Council has certain obligations in relation to the personal information that it collects from an individual. Personal information collected by Council is held and used by Council as permitted by the *Privacy and Personal Information Protection Act 1998* (PPIPA).

When you lodge a community grant application Council will collect from you personal information within the meaning of PPIPA. Personal information collected by Council will include your name, contact details and other personal information included in the grant application form.

The agency collecting the information, and which will hold the information, is Northern Beaches Council of 725 Pittwater Rd, Dee Why NSW 2099.

The information is being collected to be used for Council's purposes, including for the purposes of Council's grants program and any future funding application you have with Council.

The intended recipients of the personal information are officers within Council, data service providers engaged by Council from time to time and any other agent of Council.

The supply of information by you is voluntary; no law requires you to provide any personal information to Council. If you cannot or do not wish to provide the information sought, Council may be unable to process your application.

Under PPIPA, you have the right to access your personal information held by Council, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g., if it is inaccurate).

Should you wish to access or correct your personal information, please make a written request to Council by either emailing us at [council@northernbeaches.nsw.gov.au](mailto:council@northernbeaches.nsw.gov.au) or writing to us Northern Beaches Council, PO Box 1336 Dee Why NSW 2099.

## Glossary

Activation	Activations transform public spaces into vibrant places where communities gather through activities, installations, events and pop-up spaces.
Acquittal	Reporting on the activities and outcomes of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance and where funding was spent.
Charity	Listed on the Australian Charities and Not-for-Profit Commission (ACNC) website as a registered charity. Eligible under this program.
COVID-19	COVID-19 is a respiratory illness caused by a virus. Public gatherings and social occasions significantly increase the risk of COVID-19 spreading. Rules for public and social gatherings along with events differ between states and territories. Click here for current <a href="#">NSW Government Guidelines</a> .
Event	An event includes community and cultural celebrations, festivals, civic commemorations, and signature events. It also encompasses special interest events, place-based activations, food and beverage events as well as one-off major events that have the capacity to attract large numbers of visitors to some of our unique destinations.
For profit company	An entity registered with ASIC and operating for profit. Eligible only for activations that can demonstrate significant benefits to the local community, business, and Council through their application.
Grant	Cash or in-kind (fee waiver) support provided for a specified purpose directed at achieving goals and objectives as defined in the grant application and funding agreement between Council and the recipient.
Incorporated body	A legal entity (organisation) whose status is registered with NSW Government Fair Trading and operates within the scope of the <i>Associations Incorporation Act 2009</i> .
In-kind contribution	<p>An applicant in-kind contribution is a product or service provided in lieu of cash, valued at actual cost, or calculated at specified volunteer hourly rate.</p> <p>A Council in-kind contribution is where Council foregoes revenue (either in full, or a percentage) on things for which there would normally be a fee i.e., reserve bookings as approved by the relevant Council department and which are directly related to the activation for which a grant is being sought.</p>

Not-for-profit	An organisation that does not operate for the profit or personal gain of its members. Any profit must be used to implement the organisation's purpose.
Partner	Another organisation or individual who are working with the applicant organisation to deliver this activation. You should identify all partners and their role/responsibility and any contributions, financial and in-kind.
Public company limited by guarantee	Charities and not-for-profit organisations can be registered under the <i>Corporations Act 2001</i> as a public company limited by guarantee. This registration is with ASIC and is eligible under this program.
Sponsorship	A financial (or in-kind) contribution provided to an organiser in return for branded exposure and acknowledgement.
Third party fundraising	Fundraising on behalf of or for the purpose of donating or granting funds to another organisation, group of organisations (charitable or otherwise) or an individual. For profit organisations are eligible for this program, they must demonstrate significant benefits to the local community, business and Council through their application.

# Frequently Asked Questions

## When is the deadline to submit my application?

Applications close 15 November 2022 – 2pm

Refer to 'Timing' section above for more information or contact the [Place Team](#)

## Do I need to have an incorporation number and ABN?

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 the ACNC.

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

If your organisation is not incorporated, your application may be eligible for assessment, but must demonstrate organisational capacity to deliver as well as significant benefits to the local community, businesses, and Council.

An ABN is not mandatory but should be provided if your organisation has one. The ABN will also assist in eligibility checks and will need to be provided should your application be successful, as it will form part of the funding agreement and tax invoices relating to the grant.

For profit organisations may apply and are required to provide ABN details. They must demonstrate significant benefits to the local community, businesses, and Council.

## My activation 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.

## Do I have to submit my application online?

Yes, you must submit your application online through the SmartyGrants application form. The link to the application form is on the Northern Beaches Council website. If you have problems accessing a computer, or need help with the online application form please contact the Place Team at [places@northernbeaches.nsw.gov.au](mailto:places@northernbeaches.nsw.gov.au)

## Can my organisation submit more than one application?

Yes, you can submit more than one application if you have more than one eligible activation under this grants stream. Every application will be assessed on its merits against the assessment criteria.

## Why do I need to do a risk assessment?

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



### Can we purchase equipment?

Equipment that is directly related to the activation is eligible, particularly if the purchase of this equipment enables the activation to be more viable and sustainable into the future.

### Are contractor costs eligible?

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

### 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. This option is available on the last page of the application.

### Can I upload additional and supporting materials?

You will be able to attach additional documentation to support your application, such as approvals. However, additional materials should be in support of your application—not form the basis of it. You will primarily be assessed on information you enter in response to the questions. **Do not answer simply with 'see attachment'.**

### What are the additional requirements around fundraising?

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

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

### How should I enter information into the budget tables?

You need to include as much detail and be as accurate as possible when filling in the budget details. The budget should be broken down into identifiable and realistic components so that the assessment panel can determine where you are planning to spend the grant money and any other financial contribution to the project.

You should clearly identify all sources of funding income for the project. This grant application is one source of income. Other sources could include your organisation's contribution, and other grants/contributions from other organisations.

You should clearly identify all sources of expenditure for the project. This includes Council fees – please contact the Open Space Bookings team on 02 8495 5009 or on [openspacebookings@northernbeaches.nsw.gov.au](mailto:openspacebookings@northernbeaches.nsw.gov.au) or relevant Council venue operator for further information on your expected fees.

**Your total income should equal the total expenditure.**

For example:

Income (cash)	
Identify the source of the income, and whether or not this is confirmed	Amount \$ (GST exclusive)
Amount of funding sought in this application – unconfirmed	4000
Cash contribution from corporate sponsor (QANTAS) – confirmed	3000
Cash contribution from applicant organisation – confirmed	6000
Ticket sales – unconfirmed	5000
Council fee waiver (for park hire) - unconfirmed	300
<b>Total Income</b>	<b>\$18,300</b>

Expenditure (cash)	
Expenditure and funding source	Amount \$ (GST exclusive)
Purchase of branded marquee – Council grant	4000
Lighting and AV x 3 day hire – applicant organisation contribution	6000
Marketing (website and banner design/printing) – QANTAS	3000
Musician and contractor fees	5000
Council fee - park hire	300
<b>Total Expenditure</b>	<b>\$18,300</b>

#### What do I need to know about GST?

**Application form:** The grant application form requests all monetary information to be entered exclusive of GST.

**Successful applications:** If your organisation is registered for GST, and you are successful in your application for funding, then we ask that you add GST to your grant amount at the point of invoicing.

#### What happens to unspent grant funds?

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

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

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

#### **Are schools eligible to apply?**

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

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

A number of activities require approval from Council and other agencies such as the Police. These can include but are not limited to:

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

Council's website contains further information on acquiring these approvals. Please visit [northernbeaches.nsw.gov.au](http://northernbeaches.nsw.gov.au) and review the [forms](#) you will need to submit.



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