



Northern Beaches Council
Community Development Grants Program
2026/27 Guidelines



Acknowledgement of Country

We acknowledge the Traditional Custodians and their Country on which we gather. By these words we show our respect to all Aboriginal people. We acknowledge Elders past, present and the spirits and ancestors of the Clans that lived in this area.

Application support

To discuss your project, seek clarification on the guidelines or if you are having difficulty with the application form, please contact the Community Development team:

p: 8495 6119 or 8495 5228

e: communitygrants@northernbeaches.nsw.gov.au

Please refer to the FAQs for answers to commonly asked questions.

To speak to a Council officer with an interpreter, contact the Translating and Interpreting Service (TIS National) on 131 450 and ask to be connected to the Northern Beaches Council on 02 8495 6119.

Applicant resources

[Webinars and helpful resources](#) are available on Council's website. Please note the grant writing videos are general in nature and not specific to any grant program.

Previous grant recipients

To view past grant recipient projects, [visit our website](#).

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NORTHERN BEACHES COUNCIL GRANT PROGRAM OVERVIEW

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

Priority

We will ensure outcomes of grant programs are aligned with Northern Beaches' 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 needs.

Partnerships

We build and maintain constructive relationships based on mutual respect and transparency. We value the resources and skills that community groups, businesses and others provide the community. Programs are responsive and may adapt to changing community needs and circumstances over time.

Inclusion and equity

We support inclusion and equity in our community.

Value for money

We seek the best mix of projects to meet the needs of the community, business and visitors and maximise outcomes for the local government area. We support projects that represent good value for money.

Good governance

We commit to decision making in the public interest, and effective and efficient grant management processes. The application and acquittal requirements will be proportionate to the size of the grant awarded and the expected outcomes of the grant program. We will ensure there are systems and opportunities to support applicants and provide timely feedback. We will endeavour to provide feedback within 10 working days of a request for feedback being received.

Transparency

We will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria. Conflicts of interests are to be declared as part of this process.

SCOPE OF THE COMMUNITY DEVELOPMENT GRANTS PROGRAM

Purpose

The Community Development Grants Program supports not-for-profit community groups and organisations to deliver projects that contribute to a safe, inclusive and connected Northern Beaches.

Strategic framework and priorities

This grants program aligns with the Community and belonging outcome and Goals 7-9 of the Northern Beaches [Community Strategic Plan 2040](#) and the 3 strategic priorities of safety, inclusion and connection of the [Better Together Social Sustainability Strategy 2040](#).

Better Together is a lead strategy with several [associated frameworks and action plans](#) working together for a socially sustainable and inclusive community for all. Some of these include:

- Community Wellbeing Framework
- Disability Inclusion Action Plan (DIAP)
- Community Safety Plan
- Multicultural Inclusion Plan
- Youth Voice Action Plan

Funding available

The total pool of funding is \$120,000 shared between the following grant categories:

Grant Category	Funding Amount	Purpose
Capacity building grants	Up to \$5,000	To build the capacity of small and emerging community organisations to deliver activities or test new initiatives that benefit the identified priority populations.
Social impact grants	Up to \$10,000	To increase the social impact of established community organisations through new projects or expanding existing programs. Projects will aim to improve safety, inclusion or connection for one or more priority populations and strengthen the community sector.

Types of projects funded

Grant Category	Example
Capacity building grants	• launching a new community event • trialling a new program on the Northern Beaches • running volunteer training to strengthen your organisation • purchasing equipment to enable longer-term sustainability
Social impact grants	• adapting a program for a new priority population • delivering a program in an area not previously serviced • designing a new program in response to unmet community needs

Priority populations

Council's [Better Together Social Sustainability Strategy 2040](#) identifies priority populations within our community who have a unique set of circumstances and may benefit from additional support.

When your application is assessed, we'll look at how your project benefits these populations:

- Aboriginal and Torres Strait Islander peoples
- LGBTQ+ community
- low-income households
- multicultural communities
- older people experiencing social isolation
- people at risk of or experiencing homelessness and/or housing insecurity
- people experiencing domestic and family violence
- people experiencing mental health challenges
- people with disability and/or their carers
- young people experiencing mental health challenges

Key dates

Thursday 18 June 2026, 11am	Applications open
Monday 27 July 2026, 3pm	Applications close
August – October 2026	Eligibility screening of applications
	Assessment by panel and recommendations reported to Council
20 October 2026	Council approval of successful grants
November 2026	Notification to applicants
	Invoices and signed funding agreements returned
	Distribution of funding
November 2026 – 31 December 2027	Project delivery
31 December 2027	Projects completed, unless otherwise agreed
31 December 2027	Acquittal Reports submitted, unless otherwise agreed

ELIGIBILITY

Eligible applicants

To be eligible for our grants programs you must:

- be a not-for-profit organisation
- operate in the Northern Beaches Local Government Area (LGA) or demonstrate significant benefit to the Northern Beaches community
- have no outstanding debts owed to Northern Beaches Council
- acquit any previous Northern Beaches Council grants or sponsorships in the specified timeline
- meet the specific eligibility criteria for each grant category

Exceptions

Ineligible applicants include:

- State or Federal Government organisations
- political parties or projects supporting political parties or agendas
- individuals
- for-profit organisations.

General exclusions

The grants program does not fund projects that:

- have already occurred (no retrospective funding)
- are already funded by another Northern Beaches Council grant program
- promote or advance a specific religious or political belief system.

Ineligible expenditure includes:

- infrastructure expenses, including maintenance and improvement
- ongoing day-to-day operational expenses, such as rent, ongoing staff wages, insurance, utilities and general office supplies not directly related to the project
- equipment expenses, unless they are directly related to the project
- travel or accommodation expenses.

Please note:

- Council does not provide fee waivers or free use of halls, reserve/fields, street closures, or cleaning and waste services, these costs must be included in the application budget
- access is not available to Council's in-house design, printing, and distribution services
- applicants cannot submit the same project to two different Council grants programs
- only one application per organisation will be considered per grant program.

CAPACITY BUILDING GRANTS CATEGORY

Purpose

To build the capacity of small and emerging community organisations to deliver activities or test new initiatives that benefit the identified priority populations.

Funding amount

Up to \$5,000

Partial funding may be recommended

Eligibility

To be eligible for this grant, applicants must be not-for-profit with the following requirements:

- unincorporated association or community group, predominantly run by volunteers
OR
- incorporated entities that are, predominantly run by volunteers and with an annual revenue (for example, revenue from donations) of \$500,000 or less.

For further explanation of entity types and eligibility refer to the Definitions and FAQs section.

Program outcomes

Grant funding should contribute to one or more of the following program outcomes:

- improved capacity of small and emerging community organisations
- increased diversity of activities or services that support positive social outcomes
- improved safety, inclusion or connection for one or more priority populations.

Assessment criteria

Assessors will consider how the project:

1. Aligns with the purpose and program outcomes of the grant category
2. Benefits one or more of the identified priority populations
3. Demonstrates value for money, how funding will be used and resources to complete the project.

See the Appendix for detail on what a strong application looks like.

SOCIAL IMPACT GRANTS CATEGORY

Purpose

To increase the social impact of established community organisations through new projects or expanding existing programs. Projects will aim to improve safety, inclusion or connection for one or more priority populations and strengthen the community sector.

Funding amount

Up to \$10,000

Partial funding may be recommended

Eligibility

To be eligible for this grant, applicants must meet the following requirements:

- incorporated entities that are not-for-profit.

For further explanation of entity types and eligibility refer to the Definitions and FAQs section.

Program outcomes

Grant funding should contribute to the following program outcomes:

- improved safety, inclusion or connection for one or more priority populations
- a stronger, more resilient and connected community sector.

Assessment criteria

Assessors will consider how the project:

1. Aligns with the purpose and program outcomes of the grant category
2. Benefits one or more of the identified priority populations
3. Demonstrates value for money with a detailed budget and resources to complete the project
4. Demonstrates community engagement, local partnerships and/or collaborative solutions
5. Identifies clear success measures and how it will be evaluated.

See the Appendix for detail on what a strong application looks like.

BUDGET

Project budget

All applicants are required to provide a detailed project budget using the template provided.

GST

All applicants must enter the income and expenditure figures exclusive of GST.

Budget tables

Step 1 Income

Identify all sources of direct income for the project, such as ticket sales, sponsorships, fundraising and other grants.

Step 2 Expenditure

Identify the estimated cost for project expenses. Estimates should reflect the actual costs and be based on research or quotations. For example, if a Council facility is required, the cost is available on Council's website.

Please calculate costs, using the following figures as a guide:

- Staff wages \$60 per hour
- Professional fees \$80-\$100 per hour

Please note that providing quotes for goods and services of \$2,000 or more is mandatory and should be uploaded with the application.

For internal costs, such as staff time, clearly explain your assumptions (e.g., "staff hours x hourly rate")

Step 3 Balance

Your budget must balance; this means your project income and expenditure must match with a balance of \$0. In-kind contributions do not apply to this balance.

Step 4 In-kind contributions (optional)

Identify in-kind contributions such as donated goods, services and volunteer hours. Donated goods and services should reflect the actual value as if it was paid for.

Please calculate volunteer time using \$43 per hour as a guide. See the [Cost of Volunteering Calculator](#) for more information.

Example budget – Mental Wellbeing Training Program

Step 1: Income

Income description	Income type	Confirmed funding?	Income amount \$ (GST exclusive)
Community Development Grant	Northern Beaches Council Grant	No	3,960
Earned income	Ticket sales	Yes	340
Other grant	Federal Volunteer Grants	Yes	2,000
Subtotal A			6,300

Step 2: Expenditure

Income source	Expenditure description	Expenditure type	Expenditure amount \$ (GST exclusive)
Community Development Grant	Venue hire (6 x 3hour bookings @ \$20/hr)	Venue & facility hire	360
Community Development Grant	Staff wages (preparation – 14 hours, training – 18 hours, evaluation – 4 hours = 36hours @ \$50/hr)	Staffing & personnel	1,800
Community Development Grant	Federal Volunteer Grants	Staffing & personnel	1,800
Earned income	Printed mental wellbeing booklet	Materials & equipment	340
Other grant	Catering (6 sessions x \$200 catering)	Catering & food	1,200
Other grant	Social media boosts	Marketing & communications	800
Subtotal B			6,300

Step 3: Balance must always equal zero

E.g. Income (Subtotal A \$6,300) – Expenditure (Subtotal B \$6,300) = 0

Step 4: In-kind

In-kind support is not included in balancing the budget however, it shows the additional value that has contributed to the delivery of the project.

In-kind source	Type of in-kind support	Value of in-kind support (\$)
Volunteer hours	Volunteer – admin & session support (2 volunteers x 18 hrs @ \$25/hr)	1,548
Donated goods or services	Booklets	250
Subtotal C		1,798

SUBMITTING AN APPLICATION

How to apply

Applications must be submitted via [SmartyGrants](#) by 3pm 27 July 2026.

Applications will not be accepted after the closing time unless there are exceptional circumstances as determined by Council staff and supported by appropriate documentation.

Exceptional circumstances could include:

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

Supporting documentation

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

- quotes for expenses of \$2,000 or more. For internal costs, such as staff time, clearly explain your assumptions (e.g., "staff hours x hourly rate")
- 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). Organisations without a formal policy should outline how they intend to comply with child protection and working with children legislation. For more information, please visit the [Office of the Children's Guardian website](#).

Other documents could include, but are not limited to:

- evidence of engagement with community, local partners and stakeholders
- evidence of previous project success
- letters of support

Considerations

Indigenous cultural protocols

Council follows Aboriginal and Torres Strait Islander protocols and respects Indigenous Cultural and Intellectual Property (ICIP). Grant recipients are strongly encouraged to adhere to these in delivery of their project.

If your project celebrates or connects with Aboriginal and Torres Strait Islander cultures, it should ideally be led or co-led by an Aboriginal or Torres Strait Islander person. For further initial advice on local Aboriginal cultural heritage refer to the [Aboriginal Heritage Office](#).

Accessibility

Applicants should endeavour to ensure that their project will be accessible for people of all abilities.

ASSESSMENT

Assessment process

All applications will be assessed on the information provided in the application form and the submitted attachments. Funding is limited and only applications meeting the assessment criteria to a high degree are likely to be recommended for funding.

The following process will be used to assess all applications:

Stage 1: Eligibility checks

Applications will be screened to ensure that the project meets the Eligibility Criteria.

Stage 2: Assessment

The Assessment Panel will review all eligible applications against the Assessment Criteria.

The Assessment Panel will consist of:

- Two community members with relevant knowledge and expertise
- Two Council staff members with relevant knowledge and expertise.

Stage 3: Funding recommendations

The Assessment Panel will recommend either full, partial or no funding. Recommendations for funding will be presented to a Council meeting and determined by Council resolution.

Stage 4: Application outcome

Council will write to all applicants notifying them of the outcome of their application once determined by Council.

Successful grant recipients:

- A list of successful grant recipients and project summaries will be published on the Council website
- Funding Agreements sent to successful applicants.

Unsuccessful grant recipients:

- May request feedback on their application from the Community Development team.

IF YOUR GRANT APPLICATION IS SUCCESSFUL

Funding Agreements and next steps

Successful applicants must sign a Funding Agreement with Council via SmartyGrants. The project cannot start before the signed Funding Agreement has been received by Council. The Funding Agreement will require the applicant to:

- complete a New Vendor Form
- upload a valid invoice for the total of the Grant funding awarded. Please note, all grants are exclusive of GST.
- provide a Statement of Supplier form if the applicant does not have an ABN.

Council may request additional information from the applicant if required. You must return the signed agreement within 30 days of receiving the offer, or the Grant may be withdrawn.

Reporting and acquittal

Grant recipients must submit an Acquittal Report by 31 January 2028 via SmartyGrants. The Acquittal Report must detail project outcomes, income and expenditure. Applicants should retain evidence of expenditure for example receipts, invoices and bank statements and evidence of project activities e.g. photos, video and promotional materials. With consent, this may be used to promote the grants program.

Acknowledgment of Council

Grant recipients are required to acknowledge Council in all promotional material relating to the funded project, including printed and online materials.

Council will supply successful applicants with the Council's logo and guidelines for its use. Applicants must forward all draft artwork to communitygrants@northernbeaches.nsw.gov.au prior to publication to ensure compliance with Council's branding requirements.

DEFINITIONS

Types of legal entities

This section provides guidance on different types of eligible entities. Any entity which applies for a grant must be not-for-profit, as defined below.

You can determine your entity type if you have an ABN via the Australian Government [ABN lookup tool](#).

Legal entities

Term	Definition
Incorporated entities	An incorporated entity is a legal entity separate from its individual member. It is ordinarily incorporated under state law and will usually be not-for-profit. An incorporated entity can usually continue regardless of changes to its membership. Types of incorporated entities include companies, co-operatives, incorporated associations and registered charities.
Not-for-profit organisation	An organisation that does not operate for the profit or gain of its individual members, whether direct or indirect. While a not-for-profit organisation can generate a profit, these funds must be used to further the organisation's purposes and cannot be distributed to owners, members, or shareholders while the not-for-profit is either operating or when it ceases. Not-for-profits must be able to demonstrate they are registered with Australian Charity and Not-for-profits Commission (ACNC) if they are a charity or properly constituted with a statement of purpose constitution reflecting the applicant is not-for-profit.
Unincorporated association (including community groups)	An unincorporated association is not recognised as a separate legal entity to the members associated with it. It is a group of people (3 or more) who agree to act together as an organisation and form an association. The group can remain informal, and its members make their own rules on how the group is managed. The rules may also be referred to as a constitution. Unincorporated associations cannot enter into a contract in their own name, and so, if successful for grant funding, an individual member representing the group will be required to sign the funding agreement and have individual legal liability.

Glossary of terms

Term	Definition
Acquittal	Report on the activities and outcomes of a project as set out in the Funding Agreement. Includes promotional material, media reports, evidence of activities and outcomes, participant attendance/evaluation and a detailed financial report with income and expenditure.
Capacity building	The process of increasing skills, knowledge, equipment and other resources to increase strength of the organisation, volunteers, beneficiaries and other stakeholders.
Equipment	Physical assets with a life span of more than one year, purchased to support a specific project. Equipment is generally portable and not permanently fixed to a building. Equipment does not include operational costs such as utility bills, rent, ongoing salary costs or general-purpose vehicles.
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	Refers to structural, long-term assets that are permanently installed, such as improvements to land and buildings. For example, built-in cabinetry, lighting or flooring. Infrastructure often requires that a facility be owned or controlled by the applicant.
Partnerships	Where two or more organisations work together to achieve a shared outcome.
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.
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.
Social impact	The effect on people and communities that happens as a result of an action, activity, project, program or policy.
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

How much funding is available in the Community Development grants in 2026/27?

Up to \$120,000 (excl. GST) in total 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 \$5,000 (excl. GST) for the Capacity Building Grants category and \$10,000 (excl. GST) for the Social Impact Grants category.

Is the funding ongoing?

No. Proposed projects must be delivered within the funding period commencing November 2026 and ending 31 December 2027.

How can my organisation get updates about the Community Grants?

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

What does partial funding mean and how is it decided?

Partial funding is when less than the requested amount is granted to the applicant. Applicants will be asked to consider this option and outline possible impacts in the application. Partial funding enables Council to support as many projects as possible, while making sure funded projects are still viable.

Grant eligibility

I am unsure which category best fits my project. Which one should I apply for?

Applicants can only submit to one grants category. To discuss which category may be best suited to your application please call the Community Development team on 8495 6119 or email communitygrants@northernbeaches.nsw.gov.au for assistance during business hours.

I am unsure what entity type my organisation is?

If you have an ABN, you can determine your entity type via the Australian Government [ABN lookup tool](#). If you don't have an ABN, it is likely you are an unincorporated association or community group. Please call the Community Development team on 8495 6119 or email communitygrants@northernbeaches.nsw.gov.au for support.

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

Please see the Eligibility section of the guidelines and specific eligibility for the grant category you are applying for. For support with eligibility please call the Community Development team on 8495 6119 or email communitygrants@northernbeaches.nsw.gov.au for assistance during business hours.

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 tax invoices for successful grants. Successful applicants without an ABN, will be asked to complete a 'Statement by a supplier form' to be funded.

I live outside the Northern Beaches LGA. Can I apply for this grant?

Yes. Applicants can still apply for the grant if the beneficiaries of the project will primarily be Northern Beaches residents.

Can my project be delivered outside the Northern Beaches LGA?

Yes. The project can be delivered outside of the Northern Beaches LGA, if the beneficiaries of the project will primarily be Northern Beaches residents.

Activity details**How do I demonstrate a 'new initiative' or a 'new project'?**

A new initiative should be a project that has not previously been developed, funded, or implemented by the applicant organisation. For examples, please see the 'types of projects funded' section.

How do I demonstrate an increase in social impact for the Social Impact category?

Demonstrating an increase from an existing baseline. For example, this may include, reaching a new priority population, expanding the geographical area, adding additional events to the existing program or establishing a new program.

Can my grant be used for ongoing or existing projects?

Yes, existing projects can be funded provided the project meets the purpose of the grant category. Although, projects cannot be retrospectively funded (i.e. grant money cannot be used to cover expenses that occurred before the project start date).

Can grant funds be put towards infrastructure maintenance/improvement?

No. The Community Development Grant Program fund projects with infrastructure maintenance/improvement.

Can grant funds be put toward equipment expenses?

Yes. Grant funds can be put towards equipment that is directly related to the project.

My grant project requires the hiring of a Council venue or other Council services. Can I request a fee waiver or in-kind contribution from Council?

No. This program does not provide fee waivers or in-kind contributions.

Do I have to provide quotes for expenses?

Applicants must provide written quotes for any single expense of \$2,000 or more. For internal costs, such as staff time, clearly explain any assumptions (e.g., "staff hours x hourly rate"). For smaller expenses, provide reasonably accurate estimations.

What if I don't have exact costs yet for some items?

If the item is \$2,000 or more, you must provide us a quote or a detailed explanation on how that figure has been determined. If the line item is below \$2,000 an estimate of costs is acceptable.

How detailed does my budget need to be?

An example budget has been provided to demonstrate the level of detail required for a successful grant application. See the Budget section in this Guideline.

Application assistance

If I am unable 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 outlined in the 'submitting an application' section of this Guideline.

Late submissions may only be considered if they have already started an application in SmartyGrants and informed Council prior to the closing date for why they cannot meet the submission deadline.

Can I submit a paper application?

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

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

Please call the Community Development team on 8495 6119 or email communitygrants@northernbeaches.nsw.gov.au for assistance during business hours. Contact must be made in advance of the closing time to be deemed eligible.

Do I have to complete my application in one sitting?

No. SmartyGrants will allow applicants to create login details and come back to a partially completed application. Please ensure you save regularly to not lose any work.

How do I print or download the application form?

Applicants can download the application on Council's website or SmartyGrants.

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?

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

Application details

Can my organisation submit more than one application?

Applicants can only submit one application per grant program; however, they can apply for a different project to another Council grant program (e.g. Arts & Creativity Grant Program).

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

Mandatory questions are marked within the application form with a red asterisk. Applicants will not be able to submit their application without filling in the mandatory questions. The application form is designed to inform the assessment panel on the merits of their 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 Guidelines.

Approval and notification

What is outlined in the Funding Agreement?

The Funding Agreement will include:

- project ID and title of the project
- funding amount to be received
- project completion and acquittal dates
- Terms and conditions

Project implementation

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

Applicants should seek approval from Council for project changes as soon as possible, including change of contact details, scope or timeline. Applicants 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 an applicants approved project expenses come under the budgeted amount, Council will determine whether the remaining funds are to be returned to Council or allocated to another expense within the approved project. This will be done on a case-by-case basis. Applicants should notify Council staff via email to communitygrants@northernbeaches.nsw.gov.au 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 costs exceeding expenditure and this will need to be borne by the applicant.

TERMS AND CONDITIONS

Right of appeal

The decision of the Council is final and not open to dispute. Unsuccessful applicants are welcome to contact Council to receive feedback on their application to improve future applications.

Conflict of interest

A conflict of interest may be declared by an applicant and/or an assessor, before the assessment of the grant applications. All relevant Council policies apply including Council's Code of Conduct to inform whether an assessor needs to withdraw themselves from the Grant Assessment Panel.

Privacy

Personal information collected by Council is held and used as permitted by the *Privacy and Personal Information Protection Act 1998* (PPIPA).

When applicants lodge a grant application, Council will collect personal information from them 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.

APPENDIX: WHAT A STRONG APPLICATION LOOKS LIKE

Capacity building grants category

Criterion	What a strong application looks like
Purpose and outcomes	Aligns with the purpose and program outcomes of the grant category Clearly demonstrates how the project will: • test a new initiative or • build the organisational capacity of small and emerging community groups. Clearly describes how the project will contribute to one or more of the program outcomes: • improved capacity of small and emerging community organisations • increased diversity of activities or services supporting positive social outcomes • improved safety, inclusion or connection for one or more priority populations.
Community benefit	Benefits one or more priority populations • Clearly identifies the priority populations(s) and why they've been selected. • Provides a clear description of what activities and outputs will be delivered to benefit that group.
Value for money	Demonstrates value for money, how funding will be used and resources to complete the project • Presents a detailed budget that is realistic, cost-effective, and aligned with the proposed project activities. • All budget items clearly justified and directly contribute to achieving project objectives. • Provides outline of how costs have been estimated, including quotes for expenses of \$2,000 or more or details assumptions for internal costs (e.g. staff hours x hourly rate). • Identifies any volunteer, in-kind, or partner contributions that strengthen the project's value.

Social impact grants category

Criterion	What a strong application looks like
Purpose and outcomes	Aligns with the purpose and program outcomes of the grant category • Demonstrates how the project will increase the organisation's social impact through: ○ a new project or ○ expansion of an existing program. • Clearly shows how the project improves safety, inclusion or connection for one of more of the identified priority populations. • Describes short / medium term intended outcomes of the project. • Shows how the project will contribute to longer term community-level outcomes and a stronger, more resilient and connected community sector.
Community benefit	Benefits one or more priority populations • Clearly identifies the priority populations(s) and why they've been selected. • Provides a clear description of what activities and outputs will be delivered to benefit that group.
Value for money	Demonstrates value for money, how funding will be used and resources to complete the project • Presents a detailed budget that is realistic, cost-effective, and aligned with the proposed project activities. • All budget items clearly justified and directly contribute to achieving project objectives. • Provides outline of how costs have been estimated, including quotes for expenses of \$2,000 or more or details assumptions for internal costs (e.g. staff hours x hourly rate). • Identifies any volunteer, in-kind, or partner contributions that strengthen the project's value.
Community Engagement	Demonstrates community engagement, local partnerships and/or collaborative solutions Demonstrates one of more of the following, as relevant to the project: • shows evidence of community engagement including consultation, co-design, relationships or partnerships relevant to the project • demonstrates how community voices, lived experience or sector knowledge inform project design and delivery • clearly explains who the local partners are and what role they will play • highlight innovation and collaborative solutions to relevant and evidence-based issues.
Success measures	Identifies clear success measures and how it will be evaluated • Provides clear, practical and appropriate success indicators. • Describes how outcomes and impact will be measured, including tools, systems or data collection methods.