



**Events Grants and
Sponsorship Program**
2023/2024



northern
beaches
council

Event Grants & Sponsorship Guidelines – 2023/24

Northern Beaches Council Grants Program Overview

Principles

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

Inclusion and Equity

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

Value for Money

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

Good Governance

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

Transparency

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

Scope of the Events Grants and Sponsorship Program

Purpose

The Event Grants and Sponsorship Program is underpinned by a philosophy of partnership whereby Council will seek to support the delivery of new and innovative events as well as ensure existing events continue to expand and prosper on the Northern Beaches.

The Event Grants and Sponsorship Program aims to build the skills and resources of the community to deliver a rich and diverse calendar of local events that promote community participation and celebrate the unique social and cultural fabric 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.

Strategic Framework and Priorities

The Event Grants and Sponsorship Program aims to address Council's vision and values outlined in the Community Strategic Plan and achieving the following Community Outcomes:

- 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 and Belonging – aspire to care for everyone in the community, ensuring that people feel safe, supported, included and have diverse opportunities for a rich cultural and social life
- Vibrant Local Economy – aspire to create a thriving and vibrant local economy where traditional and new industries are supported
- Partnership and Participation - aspire to achieve better outcomes for the community through genuine engagement and collaboration

Council aims to support events that contribute towards the following **Goals and Strategies:**

- Goal 6 – Our Council is recognised as a community leader in environmental sustainability
 - a. Develop a culture of commitment to environmental sustainability and lead by example
- Goal 7 - Our diverse community is supported to participate in their chosen cultural life
 - a. Support innovative ideas and build the capacity of local cultural and creative communities
 - b. Expand cultural events and creative opportunities, to enable social interaction/cohesion and stimulate wellbeing
 - c. Encourage a broad range of activities that enable social interaction, stimulate wellbeing, and support people at each stage of their lives
- Goal 9 – Our community is inclusive and connected
 - a. Build capacity of the social sector, community groups and facilitate volunteer opportunities
 - b. Build an inclusive community and break down institutional and social barriers to enable all people, irrespective of age, gender and identity, to participate in community life
 - c. Recognise and honour Aboriginal culture and heritage
 - d. Celebrate diversity in all forms as essential to an inclusive and engaged community
- Goal 15 - Our centres are sustainable, encompassing a diverse range of businesses that attract visitation and provide work, education, leisure and social opportunities
 - a. Enhance and extend opportunities for sustainable tourist economy throughout the area

- d. Facilitate active, safe and welcoming centres for residents and visitors during the day and into the evening
- Goal 22 - Our Council builds and maintains strong partnerships and advocates effectively on behalf of the community
 - a. Develop partnerships to deliver facilities and targeted services and programs to meet community needs
 - b. Facilitate collaboration between community groups, businesses, government and non-government organisations on projects and programs

These strategies can be viewed in full via our [website](#).

Types of Projects Funded

The **Grant Program** is designed to enable the delivery of new or expanded events by assisting with start-up or one-time costs associated with the event such as purchase of equipment or seed funding to get an event off the ground. Grants are not recurring or ongoing and are designed to underwrite the costs of specific expenses in launching or growing your event.

The **Sponsorship Program** is designed to support events with operational costs such as marketing, promotion and administration. Sponsorship is provided in return for certain specified benefits to eligible organisations on an ongoing basis for a period of up to three years.

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

Examples of Events that have been funded through the program include:

- Manly Festival of Short Plays
- Pittwater Swim Series
- Carols by the Lake
- Night at The Barracks
- Scottish Festival of Tartan
- The Saturday Swap
- Edible Exhibition
- Northern Beaches Open

To view a full list of past grant recipients, visit our [website](#)

Funding Available

The total funding pool for the Event Grants and Sponsorship Program is \$175,000 cash plus fee waivers. A grant or sponsorship request can be for any amount but must be able to provide justification for the amount requested within the context of their budget and event plan. Event funding is generally capped at \$10,000, and the average grant is around \$4,000. Where events attract significant attendance, have stakeholder

partnerships with State Government like Destination NSW, and demonstrate measurable, high-impact economic, social and community outcomes, funding of up to \$50,000 may be negotiated. Council aims to support events to become financially sustainable in future. Therefore, please keep in mind that events which request funding to cover the total event expense budget are highly unlikely to be awarded full funding unless they can demonstrate how they will become financially independent in future.

Fee waivers are available for some Council fees and charges. 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 event fees, please contact the Open Space Bookings team on 02 8495 5009 or 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 or sponsorship.

Key Dates

Round 1

29 June 2023, 9am	Applications open
19 July 2023, 2pm	Applications close
20 July 2023	Eligibility screening of applications
21 July – 31 July 2023	Panel review and recommendation
4 August 2023	Recommendation endorsement
week commencing 7 August	Notification to applicants
31 August 2024	Projects completed, unless otherwise agreed
Two months post event date	Acquittal reports submitted, unless otherwise agreed

If all available funding is not allocated in the first round, Council will look to open a second round if timing permits. Once all funding has been allocated, no further assessments will be conducted until the next round is announced for the following year.

Signature event applications may be negotiated outside of the above timelines. Please contact the Events Team for further information.

Eligibility

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

Organisations must:

- be able to demonstrate that it is registered as an incorporated and not-for-profit organisation – i.e. registered with Fair Trading NSW, ASIC or the Australian Charities and not-for-profits Commission (ACNC) if it is an incorporated entity with charitable registration. OR for profit or unincorporated organisations must demonstrate significant benefits to the local community, business and Council for assessment.
- 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 event is for the purpose of fundraising either for itself, or a third party, hold a current “Authority to Fundraise” from NSW Fair Trading and must identify the beneficiaries which must be:
 - an eligible organisation in its own right (incorporated, not-for-profit)
 - based on the Northern Beaches
 - provide primary benefit to the Northern Beaches community
 - agree to provide additional information in the final report and acquittal - further information is in the FAQ section

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

Events must:

- be open to the public to attend and/or participate
- be held within the Northern Beaches LGA
- be held by 31 August 2024 and payment must be made by 30 June 2024
- provide an opportunity for measurable economic, social, environmental and/or cultural benefits to the Northern Beaches community
- provide opportunities for the community to participate in and contribute to activities/events in the Northern Beaches LGA
- be as accessible and inclusive as possible
- 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 event
- not be overtly religious or political, nor fundraise for political or religious parties
- 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 event - grant and sponsorship funding must only be applied to costs associated with the proposed event
- Payment of debts
- Funding of prizes or trophies
- Fundraising for political parties or religious groups
- Projects/events that contravene one or more Council policy
- Events that are seen to be in competition or conflict with Council activities
- Regular events such as gatherings, markets or sport
- Events that fit better in another Council grants program
- Online events, unless an in-person event is not possible

General Exclusions

You can submit more than one application if you have more than one project eligible for Northern Beaches Council grants, however, you cannot be funded for the same application/project under multiple grant programs.

Northern Beaches Council does not provide grants to projects that:

- Duplicate existing services or programs unless there is a demonstrated additional need
- Have already occurred (no retrospective funding)
- Projects already funded by another Northern Beaches Council grant program
- Multiple applicants submitting applications for the same project
- Operational expenses, such as rent, ongoing staff wages, insurance, utilities, day-to-day general office supplies not directly related to the project
- Travel or accommodation expenses

Please contact Council's Events Team if you are not sure if you meet the eligibility requirements.

Assessment Criteria – for all Grants and Sponsorship

Project Outcomes

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

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

Project Outcome Indicators

The assessment panel will consider the following indicators for how well you address the 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, by including key indicators to demonstrate that the stated outcomes have been achieved

Please note: Outputs differ from outcomes

Outputs are what you will be doing eg. delivering a concert series to the local community and visitors

Outcomes are what will be achieved by holding this event eg. economic benefit to local businesses, social cohesion and belonging, highlighting sustainability in event delivery and activation of our places

Assessment Criteria

Grant applications will be assessed against the following assessment criteria:

Criteria	Description	weighting
A	Community benefit – the event demonstrates significant economic, social, community, cultural and/or environmental contribution to the Northern Beaches community.	Double
B	Priority areas – the event strongly relates to one or more identified Goals and/or strategies.	Double
C	Value for money – the application has justified 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.	Double
D	Environmental & waste management – the event promotes sustainability and practices waste avoidance principals.	Single
E	Organisational capacity to deliver – the applicant has a demonstrated track record in delivering events or activations of the scale and type proposed, and/or the application includes thorough event planning and achievable outcomes.	Single
F	Marketing and evaluation strategy – the application includes an effective and feasible marketing and promotion strategy, as well as a post-event evaluation plan that details how success will be measured.	Single

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

- has a sound basis for the event concept that aligns with the character and culture of the local area
- has a clear event plan detailing the event structure, operational processes and risk management
- has a well-structured and organised event management committee or company with appropriate skills to deliver and market the event.
- has strategies for measuring visitation and the visitor experience
- demonstrates sound financial management in budget planning
- has relevant approvals from Council and other authorities
- has considered whether the event is complementary to the proposed location

For signature events whether your application:

- demonstrates capacity to attract significant participation numbers
- attracts destination visitors and the potential for multiple night stays in local accommodation
- demonstrates clear marketing strategies for raising awareness of the event outside the Northern Beaches
- demonstrates measurable economic benefits to the local business community

Useful questions to consider:

- Why are you proposing this project?
- What outcome(s) do you want to achieve?
- How does this project address a key priority or multiple key priorities of Council?
- How does this project involve community members and build their capacity?
- How is the activity inclusive of people from diverse demographics?
- Do you or your organisation have the skills and capacity to deliver this project?

Assessment Process

All applications for funding support will be assessed on the information provided in the application form and submitted attachments. Applications will be assessed against the criteria above. The following process will be used to assess all applications for grant, sponsorship 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 nondisclosure of any relevant information.

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

The assessment panel for the events grants and sponsorship will consist of:

- 2 x Councillors - voting
- Minimum of 3x Council staff from relevant Business Units – voting
- Support Officer (staff) – non-voting

The assessment panel will convene at the end of each round. Additional assessments for signature and major events will be negotiated as deemed appropriate.

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 event 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. The assessment panel will provide a recommendation to Council's

CEO of funding recipients. At the end of the selection process, Council will write to all applicants notifying them of the outcome of their application.

Geographical Location of Events across the Northern Beaches

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

Conflict of Interest

A conflict of interest may be declared by an applicant and/or an assessor. If a potential or actual conflict is identified by an assessor, this is referred to the relevant Executive Manager for review and to determine the appropriate course of action. All relevant Council policies also apply.

Child Protection

Applications for grants that involve working with children and young people must provide a copy of the organisation's child protection policy to 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. To obtain further information on requirements around working with children please visit the [Office of the Children's Guardian website](#).

Accessibility

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

Sustainability considerations

Applicants are encouraged to use resources wisely in the creation and delivery of their project.

Aboriginal Protocols and Indigenous Cultural Intellectual Property (ICIP)

Council follows Aboriginal protocols and adheres to ICIP, and strongly encourages grant recipients to adhere to these in delivery of their project. For more information about the ICIP go to the [Aboriginal Affairs NSW website](#)

Indigenous Cultural Protocols

For further information and to reach organisations associated with local Elders, or seek initial advice on historical / local cultural aspects, refer to:

Aboriginal Heritage Office
aboriginalheritage.org

NSW Aboriginal Education Consultative Group
aecg.nsw.edu.au/aecg-regions

Budget

All applicants are required to provide a balanced and realistic budget using the template provided. The assessment panel may recommend partial or full funding. As such, applications should provide a detailed budget breakdown with expenditure components clearly identified. True costs can be established to ensure that if partial funding is granted, applicants can deliver the identified component of the project. Applicants are advised to be realistic in their funding request.

GST

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

All grants awarded will be exclusive of GST however, successful applicants who are registered for GST will submit a tax invoice that has the GST component (10%) added.

Successful applicants who are not registered for GST will be paid a grant that is exclusive of the GST and any GST costs incurred for this project will be a cost to the applicant. You can include this as part of your organisation's financial contribution to the project.

Budget Tables

All figures entered are to be GST exclusive.

Step 1 – Income

Clearly identify all sources of direct funding income for the project, including this grant request. Other income sources could include your own or the organisation's cash contributions and income generated from your project. Other examples include: sponsorships and alternate grant sources.

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

Yes. Generating income through ticket sales can be one way to help your event 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.

Step 2 – Expenditure

It is essential that you identify the estimated cost of resources for your project. Grants can be used to cover costs such as: infrastructure hire (fencing, toilets, staging), Audio Visual requirements, purchasing of a marquee or artists fees.

Step 3 – Balance

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

Exceptions will be made in the case of for profit organisations which are eligible for this program, they must demonstrate significant benefits to the local community, business and Council.

In-kind contributions (optional)

You can separately identify in-kind contributions such as donated goods and (professional) services or volunteer hours in a separate table, as they are not direct costs relating to a balanced budget.

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

Example Budget

Income (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
Total Income	\$18,300

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
Total Expenditure	\$18,300

Submitting an Application

How to Apply

- Read the guidelines thoroughly and preview the application form. You can download a PDF should you wish to print a hard copy to read.
- Allow time to plan, research and gather support material to draft your application.
- Applications must be submitted online at northernbeaches.smartygrants.com.au by the deadline. Application forms will be available once the grant round opens. Hardcopy applications will not be accepted.
 - **Please note:** Once submitted, you are unable to edit the application. Your application must be accurate and complete upon submission. If all required information is not provided you may be deemed ineligible or risk a poor assessment score
- You may be required to attach supporting documentation with your application. Please check the *Supporting Documentation* list below.
- Allow time for file upload and aim to submit your application at least a day before the cut-off time to allow time to correct errors noticed at the last minute
- You will receive a confirmation email from SmartyGrants with a copy of your application when you submit the form
- Applications will not be accepted after the application closing time unless there are exceptional circumstances as determined by the relevant Council officer and supported by appropriate documentation. Exceptional circumstances could include but are not limited to:
 - Northern Beaches Council SmartyGrants software failures
 - Natural disasters
 - Power outages affecting the ability of the applicant to submit their application by the deadline
 - Death or disability of key personnel.

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

Supporting Documentation

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

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](#)

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

Application Support

To discuss your project, seek clarification on the guidelines or are having difficulty with the application form, please contact the Events Team on 02 8495 6566 or email events@northernbeaches.nsw.gov.au

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

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

To speak to a Council officer with an interpreter, contact the Translating and Interpreting Service (TIS National) on 131 450 and ask to be connected to the Northern Beaches Council on 02 8495 5244.

Grant Writing assistance

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

If your Application is Successful

Approval and Notification

Applicants will be advised the outcome of their application following adoption of panel recommendations by Council's CEO. Successful applicants will be invited to enter into a funding agreement with Council.

A list of the successful grant recipients and project summaries will be made available on the grant's webpage. Successful applicants will be allocated a Council staff contact for operational advice.

Please note:

- 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.
- Unsuccessful applicants may request feedback on their application from the relevant Council Officers.

Partial Funding

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

Funding Agreements

Successful applicants must sign a Funding Agreement with Council outlining terms and conditions prior to funding being provided. The project cannot start before the signed Funding Agreement has been received by Council.

The agreement will include:

- Project ID and title of the project for which the funding is being provided
- The amount of cash funding and/or fee waivers to be granted
- A deadline for completion of the project and submission of the project acquittal
- Terms and conditions for the implementation, evaluation and reporting on the project.

Payment arrangements

Council will not provide funding until a signed copy of the Funding Agreement and a valid invoice has been received.

Funding agreements will operate until 31 August 2024, except in the case of sponsorship where the agreement is for up to three years. Grant payments will be made in the 2023/24 financial year and must be acquitted within two (2) months of the funded event. Sponsorships will be paid, reported and acquitted annually within two (2) months of the funded event each year.

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

Payments are not processed before the timeframes stipulated in the Funding Agreement.

Applicants must finalise the agreement within 7 days of receiving the funding agreement from Council. Failure to sign it may result in Council withdrawing the grant offer.

Reporting and Acquittal

Recipients must provide an acquittal report on the strengths, weaknesses and community outcomes of the event including attendance, community engagement and financial viability of the grant funded agreement as stated in the funding agreement, unless otherwise agreed. Multi-year sponsorship recipients will be required to report and acquit each year of the sponsorship agreement.

The information required in the 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 must be retained for submission as required.

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

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.

Major and signature events which have received funding will also be required to provide a detailed post event report which includes assessment of the local economic and community benefits.

Acknowledgment of Council

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

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

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. Only applications meeting the assessment criteria to a high degree are likely to be funded. The cost of preparing an application is to be covered by the applicant.

It should also be noted that receiving a grant or sponsorship agreement from Council, does not guarantee that your event has or will be approved to occur in the location and/or date that you have indicated, unless prior approval has been received. Events receiving multi-year sponsorship agreements, will still be required to seek and receive yearly event approvals. This is a separate process that is undertaken by the Open Space Booking team. All enquiries regarding the event approvals should be directed to 02 8495 5009 or on openspacebookings@northernbeaches.nsw.gov.au or relevant Council venue operator and will ideally have occurred prior to submitting a grant or sponsorship request.

Definitions of Business Types

Term	Definition
Auspikor	An incorporated organisation who receives, administers, and acquits the Council's funding on behalf of an applicant. The auspicor is required to: <ul style="list-style-type: none"> • Enter into a funding agreement with Council • Accept grant funds and pay the auspiced 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
Charity	A type of not -for-profit organisation, which meet very specific guidelines and must only have charitable purposes for the public benefit, not be a government entity, individual or political party; must register and comply with the Australian Charities and Not-for-Profit Commission (ACNC) website as a registered charity and/or eligible organisation. They can be incorporated or unincorporated.
Individual	A person considered separately rather than as part of a group
For profit organisation	An entity whose primary goal is to earn income. Unless they are a Sole Trader operating under their personal name, they must be registered with ASIC.
Incorporated association or Not-for-profit (NFP) organisation	Incorporated associations are non-profit organisations. A legal entity which is separate from its members, usually established for recreational, cultural, or charitable purposes, separate from its members. Profits cannot be distributed to members. NSW organisations must be registered with <i>NSW Fair Trading</i> . Incorporated associations can only carry on business in the state they're registered. If they want to trade in other states, they need to become a registrable Australian body with the <i>Australian Securities & Investment Commission (ASIC)</i> . Incorporated NFPs do not have to be registered with the Australian Charities and Not-for-Profit Commission (ACNC) unless they are a Charity .
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. Can be incorporated or unincorporated.
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 it must be registered under the Business Names Registration Act 2011. Sole traders do not have to register with ASIC unless they conduct business under a name other than their personal name.
Unincorporated association	A group of people who act together for a shared interest or purpose. Unincorporated associations cannot enter into a contract in its 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, or have a auspisor willing to enter into the contract on behalf of the group

General Definitions

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.
Activation	Activations transform public spaces into vibrant places where communities gather through activities, installations, events and pop-up spaces.
Audience development	Activities aimed at building potential audiences and /or deepening engagement with current audiences over time. Audience development activities may target a particular segment (for example, culturally and linguistically diverse people, young people or people living with a disability) artform, genre or event. Development activities may include aspects of marketing, commissioning, programming, education, community outreach, customer service and distribution.
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	<p>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.</p> <p>The grant does not support private events, regular gatherings, regular markets or regular sporting events such as Nippers. However, one-off special markets (such as Christmas markets) are eligible for this grant program.</p>
Funding period	The funding period is the time during which the project must be undertaken and completed.
Grant	Funding for a specified purpose directed at achieving goals and objectives consistent with Council's Community Strategic Plan or other strategic documents.
In-kind contribution	A product or service provided in lieu of cash valued at actual cost or calculated at specified rate.
Infrastructure	In relation to the Sports and Recreation Infrastructure grant, this refers to Capital works on a facility such as constructing or upgrading a clubhouse. This definition also extends to capital equipment items that can be removed but will become part of the facility such as tennis court nets or shade structures.
Legal name	The name of the entity that appears on all official documents or legal papers and on ABN Look Up website. This can be different to the organisation's business name.
Operational support	Funding towards the 'core business' of the organisation and other operational expenses, including but not limited to rent, regular staff wages, insurances, utilities and stationery.
Partial funding	When less than the requested amount is granted to the applicant organisation. It will usually specify the components of the project that are to be funded out of the grant.
Partnership	Eligible organisations can make a joint submission, and this is encouraged. However, one organisation will need to be the lead applicant. The lead applicant will take responsibility for the project's reporting and acquittal requirements. While a partnership may also exist between an eligible and non-eligible organisation, the main applicant MUST be the eligible organisation.
Professional artist, arts, and cultural worker	A professional artist or arts and cultural worker must have a commitment to arts/cultural work as a major aspect of their working life, even if this work is not the main source of their income. The term professional is intended to indicate a degree of training, experience, or manner of working that allows their work to be assessed against the highest practiced standards in their relevant art form or discipline.
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.
Public domain	The state of being available to the public, including publicly owned spaces, places and facilities (includes both physical and digital space).
Risk Assessment	A risk assessment identifies any risk to your project. It would be anything that would impact the delivery/implementation of your project.
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 it must be registered under the Business Names Registration Act 2011.
Sponsorship	A financial (or in-kind) contribution provided to an event 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.
Volunteers	People who perform a service willingly and without pay. All costs relating to volunteers should be listed as in-kind contributions and are not covered by this grant program.

Frequently Asked Questions

Funding details

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

Funding is generally capped at \$10,000, and the average grant is around \$4,000. Where events attract significant attendance, have stakeholder partnerships with State Government like Destination NSW, and demonstrate measurable, high-impact economic, social and community outcomes, funding of up to \$50,000 may be negotiated.

Is the funding ongoing?

Funding is generally for one year however an applicant may request funding for up to three years.

When is the deadline to submit my application?

Please see the 'Key Dates' table in the Guidelines above for all deadlines

Please note it is highly advisable to contact the Events Team prior to the round deadline in order to discuss your event application. This will allow you an opportunity to receive some initial feedback and guidance on your application.

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

Please see the 'Key Dates' table in the Guidelines above for all deadlines

When must my project be completed?

Events receiving funding must be delivered by 31 August 2024

How can my organisation get updates about the future grants?

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

Grant eligibility

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

To be eligible to apply, you must be:

- An eligible legal entity – see the **Eligibility** section of this guide
- Able to satisfy other grant round requirements
- Have an Australian bank account

I live outside the Northern Beaches Local Government Area. Can I apply for this grant?

Yes you may apply however the Event needs to be delivered within the Northern Beaches Local Government Area.

Can my project be delivered outside the Northern Beaches LGA?

No

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

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

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.

Do I need to have an incorporation number?

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

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

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

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.

Activity details

My event has already been delivered. Can I apply for a grant to run it again?

Yes. However, we will not fund events 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 events?

No. A grant is given per event and must be allocated to that event. Applicants may apply for a multiyear grant up to three years.

Can grant funds be put towards equipment?

Yes. However, it must be directly related to the event that shows community benefit. There is no limit restriction for this type of expenditure.

Can grant funds be put towards travel or accommodation?

No

My project requires the hiring of a Council venue or community facility. Can I request a fee waiver or in-kind contribution from Council to run my event?

Yes. This program can provide fee waivers or in-kind contributions. A quote for hire costs should be previously requested from the appropriate venue operator within Council and should be included as part of your application.

Are contractor costs eligible?

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

Application assistance

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

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

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

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

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

Can I submit a paper application?

No. Paper applications are not accepted. You must submit your application online through SmartyGrants at northernbeaches.smartygrants.com.au. If you require assistance in preparing your online application, please contact us for support. 02 8495 6566 or email events@northernbeaches.nsw.gov.au

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

Please call 02 8495 6566 or email events@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 come back and complete a partially completed application. You must register before you can make an online submission. Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once. If you have previously registered a SmartyGrants account, you can use the same login.

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

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

Are previous applications available to view?

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

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

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

Application details**My application meets more than one priority area, goal, or strategy. Which one do I select?**

Select all that apply to your activation and describe how it relates to the priority. It is recommended to only select those that you meet most, not every area needs to be selected.

Can I or my organisation submit more than one application?

Yes. You can submit more than one application if you have more than one event eligible for this program, however, you cannot submit the same application/project to two different Council grant programs.

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

Mandatory questions are marked within the application form with a red asterisk. You will not be able to submit your application without filling in the mandatory questions. Every question in the application is designed to inform the assessment panel on the

merits of your project. Failure to answer a question may result in an incomplete picture and subsequent lower score at assessment.

What attachments do I need to include in my application?

Please see the **Supporting documentation** section of this guide

Approval and Notification

What is outlined in the Funding Agreement?

The Agreement will include:

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

Project implementation

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

You need to notify us as soon as possible of any event 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 the new event you are proposing to spend the received grant funding and a timeframe. It is preferable that funds go towards a similar event to that first proposed. You may be required to complete a Variation Request Form depending on the scope of the changes. A variation will require formal approval before proceeding with the amended event.

What happens to unspent grant funds?

If your approved event 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 event. 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.

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 event costs over expenditure, which will need to be borne by the applicant.

What do you mean by ‘risk to my event’? Why do you need it?

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

What are the additional requirements around fundraising events?

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 event itself is delivering community benefit and meets all other criteria
- Northern Beaches grant funding is applied to the costs of the event, not as a donation to the recipient organisation
- this does not include religious or political fundraising events – these are still ineligible events and recipients

If my application is successful, I’ll need to secure event permits and approval before signing the funding agreement. What kind of approvals will I need?

A number of activities associated with events 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 and review the [forms](#) you will need to submit.

Terms and Conditions

Right of Appeal

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

Privacy

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

When you lodge a grant application, Council will collect personal information from you within the meaning of PPIPA.

The Privacy Protection Notice below provides details regarding the collection, use and your rights regarding access and correction of your personal information.

Privacy Protection Notice

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

Intended recipients: Northern Beaches Council staff and data service providers engaged by Council.

Supply: The supply of this information is voluntary although it may result in Council not being able to process your application if not supplied

Access/correction: Contact Customer Service on 1300 434 434

Collected and held by: Northern Beaches Council.

Grants and COVID-19

All projects funded through this grants program must adhere to the NSW Health advice at the time of their project delivery.