ATTACHMENT A

**REVISED GRANTS AND
SPONSORSHIP POLICY**

Grants and Sponsorship Policy

Contents

city of villages

Sydney2030/Green/Global/Connected

CITY OF SYDNEY

20 30

Introduction

The City of Sydney's Grants and Sponsorship Program supports initiatives and projects that build the social, cultural, environmental and economic life of the city. Through this program the City partners with the community and business to further the actions, strategic directions and vision of Sustainable Sydney 2030.

The City recognises and respects the vital contribution of community and business in developing and delivering projects that contribute to a vibrant and sustainable city. Through this program the City provides financial and in-kind support for a diverse range of projects.

This policy provides an overarching framework to manage grant and sponsorship requests. It sets the parameters of support and highlights expected outcomes for each grant program. Details on program eligibility, assessment criteria and key dates can be found in the Grants and Sponsorship Program Guidelines.

The key principles that inform grantmaking at the City are:
- Delivering outcomes aligned with Sustainable Sydney 2030
- Partnership
- Diversity and access
- Value for money
- Good governance
- Transparency.

The City seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to the organisation's strategic goals.

This policy applies to all grants, sponsorships, and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

Council may approve grants and sponsorship outside this policy as it sees fit. The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation.

This policy does not cover charity donations or support, or corporate sponsorship received by the City. These are covered by the City's Corporate Sponsorship Policy and the City's Support for Charities Guidelines.

Why Grants and Sponsorship?

Grants and sponsorship can play an important role in community development and support active participation in civic life. They empower the community to address issues that matter to them and take the lead on projects to enhance community life.

Grants and sponsorship help stimulate business and economic activity. They encourage partnerships with other organisations on business development and assist groups of businesses to work together for the collective benefit.

Grants are also a valuable method of supporting artistic and creative endeavour in our city, helping foster initiative, experimentation and enterprise by creative workers and providing new opportunities for audiences to engage in the city's cultural life.

Equally, grants can provide a powerful incentive to residents and businesses to act and make the changes necessary to improve environmental performance. Grants can be designed to address financial and technological barriers that community and business face in undertaking sustainable, social and creative initiatives.

The Grants and Sponsorship Program sets criteria consistent with relevant City strategies governing the City's cultural, community, economic and social objectives.

The community, business or individual develops a project idea, assesses its alignment to the City's strategic objectives and grant conditions and submits an application for grant support. If the City approves financial support for the project, a funding agreement sets the expected project outcomes and key performance indicators. This enables the grantee and the City to monitor and evaluate the project's success.

Grants and sponsorship are different from the purchases of services, where the City determines the type of project or service it requires and develops a contract to control how this is delivered. This process is covered by the City's procurement policies.

Grants and Sponsorship Priorities

This policy sets out key priority areas for grants and sponsorship. These priority areas align with the four pillars the City recognises as underpinning sustainability – cultural, economic, environmental and social. The priority areas are:

- Celebrating Culture and Creativity
- Supporting the Economy and Business
- Ensuring Environmental Sustainability
- Building Community.

Grant and sponsorship programs are categorised by their primary outcomes, however the City acknowledges that many projects contribute to two, three or even all these priority areas.

Grants and Sponsorship Program Funding and Timing

Grants and Sponsorship	Funds	Rounds per year
Cultural and Creative Grants and Sponsorship	From $5,000 up to $50,000 Multi-year funding available	Two rounds
Festivals and Events Sponsorship	Negotiated upon consultation Multi-year funding available	Two rounds
Business Support Grant	Matched funding up to $30,000	Two rounds
Commercial Creative and Business Events Sponsorship	Negotiated upon consultation Multi-year funding available	Requests received all year around
Environmental Performance – Innovation Grant	Matched funding up to $20,000 for feasibility studies Matched funding up to $80,000 for demonstration projects	Requests received all year around
Environmental Performance – Building Operations Grant	Up to $15,000 per building	Requests received all year around
Environmental Performance – Ratings and Assessment Grant	Up to $15,000 over two years	Requests received all year around
Community Services Grant	From $5,000 up to $50,000 Multi-year funding available	One round
Knowledge Exchange Sponsorship	From $5,000 up to $40,000 Multi-year funding available	Requests received all year around
Matching Grant	Matched funding up to $10,000	Three-four rounds
***Quick Response Grant**	Up to $2,000	Requests received all year around
****Venue Support Grant and Sponsorship**	Reduce rate venue hire	Requests received all year around
****Street Banner Sponsorship**	Up to 150 banners for 2 weeks per year	Requests received all year around
Accommodation Grant	Reduce rate rent	As properties become available

* Note: Council approves the criteria and monetary limit for this grant program. The CEO determines whether applications are consistent with the policy, criteria and monetary limits.

** Note: Approval to waive or reduce fees will be made consistent with categories approved by Council in the Revenue Policy, by staff with delegated authority.

Grant Eligibility

Eligibility Category	Grants and Sponsorship Programs
Not-for-profit organisations	All programs
Social enterprise	All programs
Business/For-profit organisations	Cultural and Creative Grants and Sponsorship Business Support Grant (excluding Place and Industry category) Commercial Creative and Business Events Sponsorship Environmental Performance Grants Knowledge Exchange Sponsorship Matching Grant Quick Response Grant (for strategic priorities only) Accommodation Grant
Community Group (unincorporated)	Quick Response Grant Matching Grant
Individuals	Quick Response Grant
Individuals auspiced by an incorporated organisation	Cultural and Creative Grants and Sponsorship Festivals and Events Sponsorship Community Services Grant Matching Grant Venue Support Grants and Sponsorship
Owners Corporations (Strata & Company Owned)	Matching Grants Environmental Performance Grants
Private Building Owners/Property Owners	Business Support Grant (excluding Place and Industry category) Environmental Performance Grants

Grantmaking Principles

The City applies the following principles in its provision of financial and value-in-kind assistance:

Delivering outcomes that align with Sustainable Sydney 2030

All grant and sponsorship programs outcomes are aligned with Sustainable Sydney 2030, and the key City's strategies such as the Economic Development Strategy, the Cultural Policy and Action Plan, Open Sydney Strategy and Action Plan and social and environmental policies and plans.

Partnership

We build and maintain constructive relationships based on mutual respect and transparency with applicants and grantees. The City values the resources and skills that individuals, communities and businesses bring to the grant partnership. Applicants that demonstrate a commitment to the project are considered favourably. Resources can be in the form of cash, volunteer time, donated materials, other grant sources, and funds raised through crowd funding platforms.

Diversity and access

Sydney is a diverse community comprising people from 200 nationalities who form bonds around identity, interests and place. Applications are encouraged from people of all abilities, ethnicity, cultures, ages and sexual orientations. Information is made available through the City's community centres and venues, libraries, and city spaces as well as on our website and social media pages. Our online application system is compliant with accessibility requirements (WCAG 2.0 AA). See webguide.gov.au/accessibility-usability/accessibility/.

Value for money

We seek to obtain the best mix of grants to meet the needs of the community and business and maximise outcomes for the local government area. We support projects that represent good value for the level of cash or value-in-kind support requested. Through effective and efficient grant management processes the City seeks to ensure costs for administration by the City and the grant applicants and grantees are minimised.

Good governance

We commit to decision making in the public interest, and effective and efficient grant management processes. Application forms and acquittal requirements will be proportionate to the size of the grant awarded and the expected outcomes of the grant program. As part of its commitment to continuous improvement, the City will ensure there are systems and opportunities for feedback on the City's grant processes. We support grantees to be able to evaluate their projects in ways that are aligned with our Evaluation and Learning Framework and also add value to the grant recipient.

Transparency

We will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria listed in the Grants and Sponsorship Program Guidelines. All conflicts of interests are addressed and declared as part of this process.

Grant Priorities

Celebrating Culture and Creativity

The City is committed to supporting the cultural and creative life of Sydney and increasing cultural participation and interaction. The City's Cultural Policy 2014 recognises the importance of creativity and the arts in their own right as well as the economic and social benefits that derive from cultural activity in communities.

The cultural and creative outcomes of the Grants and Sponsorship Program are aligned with the key strategic priorities in the Cultural Policy. These priorities were developed following extensive community and sector consultation in 2013 about the City's future cultural priorities. They include:

- **Precinct distinctiveness and creativity in the public domain**
  Objectives: Creativity to be more frequent and visible in the city's public domain and its precincts through a critical mass of activity – large and small-scale, temporary and permanent. Initiatives should amplify and explore the unique characteristics and histories in each village and reinvigorate urban spaces and infrastructure with wit and imagination.

- **New avenues for creative participation**
  Objectives: A city where opportunities for individual creative expression and participation in all its forms are visible, valued, and accessible.

- **Sector sustainability: surviving and thriving**
  Objectives: A city in which business and creative opportunities for local artists, creative workers and cultural organisations are supported and expanded, leading to greater sector sustainability, productivity gains and innovation and more sustainable careers for artists and cultural organisations.

- **Improving access, creating markets**
  Objectives: Fewer barriers that prevent a greater level of participation and engagement in Sydney's cultural and creative life.

- **Sharing knowledge**
  Objectives: Opportunities for lifelong learning and knowledge sharing are available through the creative use of existing resources, institutional structures, new technologies and the knowledge and experiences of our diverse communities.

- **Global engagement**
  Objectives: A globally connected city that responds and contributes to international cultural practice, welcomes international ideas and networks and builds meaningful opportunities for engagement between local cultural organisations and international partners.

Two programs, Cultural and Creative Grants and Sponsorship, and Festivals and Events Sponsorship, have creativity as their primary focus, and are detailed below.

Cultural and Creative Grants and Sponsorship

The Cultural and Creative Grants and Sponsorship Program supports projects and initiatives that provide opportunities for creative participation, enhance creativity in the public domain and strengthen the sustainability and capacity of the City's cultural and creative industries.

This program is open to not-for-profit organisations, for-profit organisations, social enterprise and individuals auspiced by an incorporated body.

Funding priorities
The City will support creative and cultural projects that:
- Animate public areas with creative initiatives, including in non-traditional, unexpected and unique urban spaces
- Amplify local histories, stories and characteristics of the city and its villages
- Encourage creative participation and learning opportunities for the city's residents, workers and visitors
- Develop and increase the capacity of cultural organisations in organisational and/or creative practice, entrepreneurial and digital capabilities
- Build new markets and audiences for Sydney's cultural activity or help eliminate barriers that prevent parts of the community participating in Sydney's cultural offer
- Share knowledge through the creative use of existing resources, institutional structures, new technologies and/or the knowledge and experiences of our diverse communities
- Respond and contribute to international cultural practice, or provide opportunities for engagement between local cultural organisations and international partners
- Create opportunities for live music and performance, with priority given to all ages activity.

Expected program outcomes
Creative and cultural projects can contribute to one or more of the following outcomes:

- Public spaces activated with cultural and creative initiatives
- Increased visibility and understanding of the history, stories and character of the city and its villages through creative projects and interventions
- Involvement of the City's residents, workers and visitors in opportunities for personal creativity and self-expression
- New contexts and opportunities for learning and sharing cultural and creative ideas
- More sustainable creative organisations through greater emphasis on self-generated income
- Enhanced audience development and creative opportunities linked to new and emerging digital tools
- Increased opportunities for access to live music and performance activity, across all age groups.

Festivals and Events Sponsorship

Through the Festivals and Events Sponsorship Program, the City aims to support festivals and events that celebrate, develop and engage the city's communities. The City recognises the important contribution festivals and events make to the economy and cultural ecosystem of the city, locally and internationally. Festivals and events can also provide forums to share knowledge, create opportunities for active community participation or celebrate the unique social and cultural character of a village.

This program is open to not-for-profit organisations, social enterprise and individuals auspiced by an incorporated body.

Funding priorities

The City provides support for festivals and events under two categories:

- **Artform-focused festivals and events** that provide important contexts for the work of artists, showcase innovation in the artform and help build connections between artists and audiences.
- **Village and community festivals and events** that celebrate the spirit of a community and build opportunities to share its cultural characteristics with a wider public; or events that nurture and amplify the unique characteristics of the city and village precincts, meet the City's broader place-making objectives and showcase a local community, including local business.

Expected program outcomes

Festivals and events can contribute to one or more of the following outcomes:

- Increased and more broadly diverse audiences exposed to the work of local and international artists and creative teams
- Greater understanding and engagement with the city's diverse communities by residents, workers and visitors
- Strengthened sense of identity and local connection by individual communities
- Increased opportunity in accessing and participating in cultural activity
- Improved reputational and brand position in key city precincts
- Increased awareness of one of the City of Sydney's sustainability or cycling programs or strategies
- Increased community demand for local products and services.

Other Grants that Celebrate Culture

The following nine grant programs also contribute to the City's cultural and creative priorities:

- Business Support Grant
- Commercial Creative and Business Event Sponsorship
- Knowledge Exchange Sponsorship
- Matching Grant
- Quick Response Grant
- Venue Support Grants and Sponsorship

- Street Banner Sponsorship
- Accommodation Grant.

These programs are detailed later in other sections of this policy.

Supporting the Economy and Business

The City is committed to being a globally competitive and innovative city, the premier place in Australia to live, work and visit. The City's Economic Development Strategy is designed to strengthen Sydney's competitiveness, improve productivity and capacity, and promote opportunities. Additionally, the City recognises that business plays a key role in delivering on social, cultural and environmental outcomes. The City recognises that partnerships with government, business and the community are vital to achieving these aspirations and that by working together, common goals can be achieved.

The City's Grants and Sponsorship Program makes an important contribution to this overall commitment, enabling action and supporting partners to deliver the actions outlined in the Economic Development Strategy.

The programs in this category will:

- **Enliven the city and attract visitors**
  Support major public events that contribute to the liveliness of the city and deliver economic benefits from overnight visitors, increased patronage and spend in the city, both day and night.

- **Catalyse development and business growth**
  Support targeted programs that catalyse development in particular locations across the city, encourage entrepreneurial activity and support business growth through precinct or sector development and capacity building programs.

- **Promote Sydney to a global audience**
  Support initiatives that attract major conferences and business events that deliver significant economic outcomes, increase overnight visitation and drive demand for the city's restaurants, bars, attractions and retailers. The events will also showcase talent, research and innovation in the city and provide opportunities for knowledge exchange, trade and future collaboration for Sydney businesses and institutions.

- **Encourage collaboration with community and business**
  Strengthen local business-to-business networks to boost information exchange, promote opportunities and increase the connection between business and community.

- **Build small business capacity**
  Foster the long term sustainability of the small business sector in the form of initiatives that enhance business owner skills, increase their uptake of business development opportunities and improve their understanding of contemporary issues and associated solutions for their business.

The two grant programs with a key economic focus are detailed below: Business Support Grant and Commercial Creative and Business Events.

Business Support Grant

The Business Support Grant program will foster strong and sustainable local economies by supporting initiatives that stimulate business and economic activity. It provides matched support for businesses, property owners, industry associations, local chambers of commerce and precinct associations to increase business offerings and programing at night, increase the quantity and quality of live music and performance venues and programing and ensures opportunities for local business to access support, upskilling and networking opportunities, and advocate effectively.

This program is open to not-for-profit organisations, property owners and business owners. Additionally, for-profit organisations can apply for the night time diversification and live music and performance categories only.

Funding priorities
The City provides support under three categories:

- **Place and industry**
  Support capacity building initiatives that strengthen networks, provide access to information and upskilling within key industries and local economies.

- **Live music and performance**
  Improvements to premises associated with live music and performance to grow the quality and quantity of programing.

- **Night time diversification**
  Programming at night to encourage increased variety of night time business offerings and programed activities in commercial precincts.

Expected program outcomes
Projects can contribute to one or more of the following outcomes:

- Increased engagement with local businesses by local chambers/associations and industry associations
- Local businesses have access to small business and industry/sector specific information, upskilling and networking opportunities
- Active local chambers of commerce and precinct associations can advocate effectively on the behalf of their members
- Increased business offerings and programing at night
- Increased quantity and quality of live music and performance programing
- Improved acoustic performance and suitability of live music and performance venues

Commercial Creative and Business Events Sponsorship

The Commercial Creative and Business Event Sponsorship provides sponsorship support for events that deliver significant economic benefits to City of Sydney business communities and residents. The City recognises that creative and business events contribute to Sydney's economy, cultural life and social life and establish Sydney as a lively and engaging city.

Major creative events create opportunities for community and business participation on a broad scale. A vibrant event calendar creates jobs for the city's creative workers and contributes to the development of the industry sector. As well, it contributes to the sustainability of the tourism, retail and hospitality sectors. The intention of this grant is for the City to sponsor a limited number of high-impact creative events each year. Events that receive investment support from the NSW Government will be considered favourably but not exclusively.

National and international business events, including meetings, incentive travel reward programs, and conventions and exhibitions deliver significant tourism benefits for Sydney. They also serve to enhance Sydney's position as a global city, encourage innovation and collaboration, trade and investment, and opportunities for the education sector. In an increasingly competitive market, the City has committed to a partnership with Business Events Sydney, the organisation tasked with securing major business events for Sydney. The majority of the City's support is dedicated to bidding for and securing major business events through this partnership.

This program is open to for-profit organisations and the not-for-profit sector.

Funding priorities
Funding will support:

- **Major commercial creative events**
  Large-scale commercial creative events that deliver significant economic benefits, including to the tourism, retail and hospitality sectors, or which profile Sydney to an international audience as a creative and innovative city.
- **National or international business events**
  National and international business events that deliver significant economic benefits through delegates' visitor nights.

Expected program outcomes
Initiatives and projects can contribute to one or more of the following outcomes:

- Increased recognition of Sydney nationally and internationally as a major event city
- Integrated bidding and securing of major creative and business events by all levels of government and the not-for-profit and private sectors
- Increased economic contribution from major events (measured primarily through visitor nights, event patronage and visitor spend)
- Capacity for businesses in the hospitality, retail, tourism and other event supporting sectors to benefit from and leverage event audiences

- Increased number of high-quality creative and business events secured, which contribute to a vibrant Sydney event calendar.

Other Grants that Contribute to Economic Outcomes

Other grant programs that also contribute to the economic outcomes are as follows:

- Knowledge Exchange Sponsorship
- Cultural and Creative Grants and Sponsorship
- Festivals and Events Sponsorship
- Matching Grant
- Accommodation Grant.

These programs are detailed in other sections of this policy.

Ensuring Environmental Sustainability

The City of Sydney's community strategic plan, *Sustainable Sydney 2030,* sets out plans to enable our residential and businesses communities to improve their own environmental performance. Sydney 2030 sets environmental performance targets for our community, including reducing greenhouse gas emissions by 70 per cent, which are among the most ambitious targets of any government in Australia.

The City's grants program offers a powerful incentive to residents and businesses to act and make the changes necessary to improve their environmental performance. The program aims to encourage innovation and environmental leadership and is designed to address specific barriers that our communities face when considering action.

The City has a comprehensive strategy to deliver the environmental aspirations of *Sustainable Sydney 2030* plan, which includes:

- Providing a model through the City's own operations as a leading environmental performer
- Implementing master plans to establish innovative green infrastructure that provides energy, water and waste services at reduced environmental impact than today's traditional supply options
- Encouraging and supporting our communities and businesses to take action in improving their own environmental performance.

The three environmental performance grants for innovation, building operations and ratings and assessment, directly contribute to the City of Sydney strategic targets to:

- Reduce greenhouse gas emissions by 70 per cent by 2030 based on 2006 levels
- Deliver 30 per cent of electricity consumption through renewable energy by 2030
- Reduce mains water consumption by 10 per cent by 2030 based on 2006 levels
- Divert waste from landfill by 66 per cent.

Environmental Performance – Innovation Grant

Environmental Performance – Innovation funding aims to support development or implementation of new technologies or processes that are currently not being implemented in the local market but have the potential to achieve greenhouse gas emissions reductions and resource efficiencies that could be rolled out at scale within the City of Sydney.

Funding is for demonstration projects and feasibility studies into innovative solutions that would significantly improve Sydney's green economy.

This program is open to not-for-profit, for-profits, owners corporations and social enterprise.

Funding priorities
Funding will support

- Demonstration projects that implement solutions to reduce resource consumption and that can be rolled out at scale

- Feasibility studies that explore innovative environmental solutions with potential to improve the environmental performance across a range of buildings and facilities in Sydney.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased renewable energy production and/or resource efficiency across the local government area
- Greater uptake by building owners, businesses and owners corporations of efficient and effective green solutions
- Enhanced knowledge sharing on best practice environmental performance and new methods and solutions amongst building owners, businesses and owners corporations
- Evidence of increased knowledge and skills amongst owners, residents, buildings and strata managers about innovative green solutions.

Environmental Performance – Building Operations Grant

Environmental Performance – Building Operations funding aims to improve the environmental performance of buildings by lowering the costs and mitigating the barriers of implementing building operations efficiency measures. Funding provides support for environmental solutions to reduce energy and water consumption, or reduce waste in buildings and facilities. Solutions include technology upgrades and the retrofit of efficiency fixtures and fittings.

This program is open to not-for-profit, for-profits, owners corporations and social enterprise.

Funding priorities

Funding will support:

- The implementation of systems, fixtures and fittings that will reduce energy, water and waste impacts within buildings.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Improved energy and water efficiency within buildings and associated facilities
- Decrease in resource waste impacts within buildings and facilities
- Increased knowledge amongst building owners about resource consumption, impacts and opportunities to reduce these.

Environmental Performance – Ratings and Assessment Grant

Environmental Performance – Ratings and Assessment funding supports for-profits, not-for-profit organisations, and individuals including commercial building tenants, owners corporations, private building owners and large accommodation businesses to undertake energy ratings and audits for the first time. The cost of first-year energy assessments can

be a significant barrier to organisations, and this funding seeks to mitigate this cost. Support is provided for credible industry accepted environmental performance ratings such as the National Australian Built Environment Rating System (NABERS) and energy audits that conform to the AS3598 standard. Successful applicants must commit to implement all cost-effective opportunities identified.

This program is open to for-profit and not-for-profit organisations.

Funding priorities
Funding supports:

- NABERS ratings
- Energy audits.

Expected program outcomes
Initiatives and projects can contribute to one or more of the following outcomes:

- Improved knowledge of the current environmental performance of buildings and facilities within City of Sydney, and of the business case for performance improvements
- Improved energy and water efficiency and reduced resource waste impacts
- Increased recognition and uptake of credible ratings tools that benchmark environmental performance.

Other Grants that Contribute to Environmental Performance

Six other grant programs contribute to environmental outcomes. These grants align with the City's strategic initiatives in sustainability, environmental performance, active transport, community gardens, green roofs/walls, urban ecology, green workshops and collaborative consumption.

- Matching Grant
- Knowledge Exchange Sponsorship
- Quick Response Grant
- Venue Support Grants and Sponsorship
- Street Banner Sponsorship
- Accommodation Grant.

These grant programs are detailed later in this policy.

Building Community

The City of Sydney is one of the fastest growing local government areas in Australia.

The City is home to well over 180,000 people and our community is diverse and dynamic. Over 395,000 people work in the City and 10.5 million people visit Metropolitan Sydney annually. Nearly half of the City's residents were born overseas. The City is home to one of Sydney's largest communities of Aboriginal and Torres Strait Islander people and has been recognised as home to the largest population of gay, lesbian, bisexual, transgender and intersex people in Australia.

Recent times have seen an increase in high density living, with the vast majority of residents living in apartments. In 2011, 8.6% of our population were living in social housing.

The City is working to support vibrant local communities and the social wellbeing of its residents, workers and visitors. To support this vision, the City offers Community Services Grants to assist organisations to trial or establish programs that address priority social needs in the City.

The Community Services Grant supports projects that seek to improve our experience of community life and that:

- Promote living in harmony, understanding, acceptance and engagement across our diverse community
- Increase a sense of belonging, and of being socially connected to the community
- Increase the ability of individuals and communities to thrive and to cope in times of adversity
- Strengthen the ability of individuals and communities to prepare for the future and manage change
- Ensure all community members have the opportunity to participate and engage in community life
- Provide an opportunity for all to have a voice in community planning and decisions.

Community Services Grant

The Community Services Grant supports organisations to deliver community programs or projects that help increase equality in the city, develop resilient and adaptive communities and support strong governance and civic engagement for sustainability. The program assists organisations to pilot or trial innovative services or establish a program that addresses an unmet need for City of Sydney residents, workers and visitors.

This grant is open to not-for-profit organisations, social enterprise, and individuals auspiced by an incorporated body.

Funding priorities

Funding will support projects that:

Connect People (Build diverse, cohesive and connected communities)
- Increase participation of people who are at risk of isolation

- Increase trust, awareness and understanding between people and across community groups
- Facilitate inclusion and equitable access to facilities, services, open spaces and activities
- Provide access to information and training.

Increase opportunity (Reduce vulnerability and disadvantage)
- Facilitate access to education, training and employment opportunities
- Improve social and physical wellbeing through a prevention and early intervention approach
- Facilitate access to high quality, affordable housing
- Facilitate access to high quality, affordable child care
- Address financial and transport disadvantage.

Build community capacity (Increase capability and coordination of community services and participation in decision making)
- Raise awareness about social sustainability in the community
- Strengthen governance and accountability in community organisations
- Improve collaboration and coordination of community support and services
- Encourage participation in civic and community activity.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes

- Increased involvement and engagement by communities in community life
- Increased numbers of people feeling a strong sense of social wellbeing
- Strengthened maintenance, management or improvement of physical and mental health and wellbeing
- Adoption of new skills and improved access to information in our communities
- Increased numbers of people making confident life choices
- Rising numbers of people gaining sustainable employment
- Reduced homelessness and risk of homelessness
- Reduced financial hardship and improved food security
- Improved access by families to high quality, affordable childcare.

Other Grants that Contribute to Building Community

Eight other grant programs contribute to social outcomes.
- Cultural and Creative Grants and Sponsorship
- Festivals and Events Sponsorship
- Business Support Grant
- Matching Grant
- Knowledge Exchange Sponsorship
- Quick Response Grant
- Venue Support Grants and Sponsorship Program
- Street Banner Sponsorship
- Accommodation Grant.

These programs are detailed in other sections of this policy.

Creating Vibrant Communities and Economies

The City's Grants and Sponsorship Program provides opportunities for communities and business to contribute and participate in social, cultural, environmental and economic projects that benefit the local government area.

The six grants in this category have multiple outcomes depending on the project and contribute holistically to the following Sustainable Sydney 2030 Directions:

- Vibrant local communities and economies
- A cultural and creative city
- A leading environmental performer
- A city for walking and cycling
- Implementation through effective governance and partnerships.

Matching Grant

The Matching Grant Program encourages communities to take action to improve, enhance, or celebrate their local neighbourhood or business precinct. The intent of the program is to support grassroots and local projects that contribute to vibrant sustainable communities and economies, by matching contributions towards a project.

This program is open to not-for-profit organisations, social enterprises, unincorporated community groups, for-profits and individuals auspiced by an incorporated body.

Funding priorities

Funding will support:

- Sustainability and environmental projects such as active transport, community gardens, green roofs and walls, urban ecology, green workshops, collaborative consumption, community events and research
- Cultural projects such as public art, cultural workshops, community art projects
- Social projects that involve the community, including members of the community who are experiencing disadvantage
- Local civic activities and events
- Activities that activate or diversify the night time economy such as pop up entertainment and night time performances in public spaces
- Strategic projects as identified by key City of Sydney strategies and action plans.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased opportunities for residents and others to participate in social, cultural and sustainable grassroots initiatives
- Increased sustainable behaviours and sustainable lifestyles adopted by communities
- Strengthened opportunities for residents and others to build personal creativity and self-expression

- Development of new skills and capabilities within the community
- Increased number of people participating in civic life
- Strengthened local connections.

Knowledge Exchange Sponsorship

For the city to thrive, we must support and create an environment that fosters collaboration and learning. Knowledge Exchange Sponsorship funding supports showcasing local expertise and encourages dialogue on local and global issues.

Sponsorship includes support for events that promote the sustainable development of cities; programs that deliver mentoring to new business entrants; networking events designed to bring people together to learn from each other; tools or guides to communicate knowledge and best practice within social, cultural, green and business industry sectors; or programs that build skills and expertise in not-for-profits, social enterprises, owners corporations or business operators.

Programs supported will be aligned with the Economic Development Strategy, the Cultural Policy and Action Plan, Open Sydney Strategy and Action Plan and social and environmental policies and plans.

This program is open to for-profits, not-for-profit organisations, and social enterprises.

Funding priorities
Funding will support:

- **Business events**
  Events that promote the sustainable development of cities and align with City of Sydney strategic priorities.
- **Knowledge exchange/information sharing**
  Initiatives such as best-practice guides, online tools and other resources that equip priority sectors with the expertise to deal with contemporary issues facing their sector. Projects that secure funding must meet a demonstrable need in the sector and be able to deliver measurable outcomes.
- **Capacity building**
  Activities that enable not-for-profits, social enterprises or business owners to enhance their skills to develop their organisation. Initiatives will include education programs, skills development for individuals or organisations, networking opportunities, collaboration or mentoring programs for priority sectors.

Expected program outcomes
Initiatives and projects can contribute to one or more of the following outcomes:

- Adoption and implementation of best-practice approaches by organisations and individuals
- Strong networks where participants share resources and acquire new knowledge and skills
- Improved capacity in organisations and individuals to develop and maintain sustainable business ventures
- Increased recognition of Sydney as an innovative and creative city.

Quick Response Grant

The Quick Response grant supports a range of small-scale initiatives for local residents and organisations.

This program is open to not-for-profit organisations, unincorporated community groups and individuals.

For-profits may be supported through projects that have been identified in the guidelines to be of strategic priority and focus. Please refer to the guidelines for further details on eligibility.

Funding priorities
Funding will support:

- One-off support for individuals and teams that are able to demonstrate financial hardship that are selected to participate in events and experiences in the sporting, academic, cultural or environmental fields
- Essential emergency support for community, cultural or sustainability projects – strictly for situations that could not be foreseen
- Seed funding for other strategic priorities in the City's policies and actions plans, detailed in the Grants and Sponsorship Program Guidelines and updated annually.

Expected program outcomes
Initiatives and projects can contribute to one or more of the following outcomes:

- Increased engagement of individuals and teams from in sporting, academic, cultural and environmental fields
- Improved relative equality, resilience and adaptive capacity of the city's diverse communities
- Enhanced positive social, cultural, sustainability outcomes for local communities related to the City's strategic priorities.

Funding available
- Sporting or events representation up to $500 per year per individual or up to $2,000 per team
- Essential emergency project support funding up to $2,000 per year
- Strategic priorities support up to $2,000 per year.

Accommodation Grant

The City's community facilities include a diverse range of buildings and spaces that vary in size, location and function. Under the Accommodation Grants Program, the City leases community facilities or space within facilities at no charge or at reduced rates (below standard published rates for a period up to 5 years). Tenancies will be informed by the strategic priorities reviewed and set by Council every 4 years. Support is not provided in perpetuity under this program.

The grants support community groups, organisations and services that encourage community development, enhance social, cultural and environmental programs and services and address community opportunities and needs. The City recognises these contributions and services are important in creating a vibrant and sustainable city.

The City will periodically determine priority areas of support for for-profit businesses. The City has identified the need for support for creative, green, social enterprise and technology business start-ups that provide innovative products, services and processes, or contribute to the cultural, environmental, social and economic development of the city.

Funding available

Support is available in the form of waived or reduced rental charges for City of Sydney facilities. Rates vary depending on the space being leased and the financial capacity of the applicant.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Improved social wellbeing, reduced isolation and increased cultural participation
- Increased services undertaken by community and cultural organisations that benefit residents, workers and visitors, and contribute to the social, cultural, economic and environmental health of the city
- Enhanced financial sustainability for local organisations including artists
- Greater public participation in arts and creative projects
- Greater sharing of knowledge and resources by new and emerging groups, increasing the capacity and viability of the business and community sectors
- Active development of solutions to sector-wide issues and provision of direct services that benefit communities by newly established and start-up businesses and organisations.

Venue Support Grants and Sponsorship

The City owns a number of venues which are available for hire. The Venue Support Grants and Sponsorship Program provides assistance to community and cultural groups and organisations accessing the City's landmark and community venues for events, concerts, fundraisers, conferences, meetings and community gatherings. The grant is intended for cultural, environmental and community groups and organisations that demonstrate financial hardship.

This program is open to not-for-profit organisations, social enterprise and individuals auspiced by an incorporated body.

All reduced rates are based on the published rate of hire. Venue hire fees and charges are set for the facilities each year by the City and can be viewed at the City's neighbourhood service centres or at cityofsydney.nsw.gov.au/Council/FeesCharges

The grant covers venue hire fees only. Applicants must meet all standard conditions of hire and pay all additional charges such as deposit and bond, security/key deposit, public liability insurance, cancellation, audio visual, additional staffing such as ushers, cloakroom and security, and any food and beverages.

Funding available

One-off or annual reduce rates support is available for community and landmark venues, subject to availability. Multi-year funding and triennial funding is only available for landmark venues.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased capacity of the cultural, environmental and community sector due to the sharing of knowledge and resources
- Increased numbers of community organisations conducting programs, events and activities that contribute to social wellbeing, reduced isolation and increased cultural participation

Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the city.

Value-In-Kind Program

Street Banner Sponsorship

The City has up to 2000 banner poles available for hire. Street Banner Sponsorship provides banner pole hire fee waiver for the City's network of banners, enhancing streetscape vibrancy and raising the profile of forthcoming cultural events, social issues and other activities.

Sponsorship only applies to banner pole hire fees. Applicants must meet all standard conditions of hire and pay all additional charges such as design, manufacture, installation and dismantling of banners.

Fees and charges are available on the City's website at citybanners.com.au/default.html

This program is open to not-for-profit organisations.

Funding available

Support is available for banner pole hire, subject to availability.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased awareness and profile of issues, events and activities of registered charities, not-for-profits and cultural institutions
- Positive contribution to the overall character and vibrancy of streetscapes through use of an attractive and visual medium
- Strengthened cultural and community life.

Eligibility and Ethics Framework

General eligibility

To be eligible for funding all applicants must:

- Acquit any previous City of Sydney grants and have no outstanding debts of any kind to the City of Sydney
- Meet the grant program eligibility criteria stated in this policy and the Grants and Sponsorship Program Guidelines
- Demonstrate that the grant will be used for a purpose in the public interest and in accordance with this policy
- Be financially viable.

All projects must demonstrate the benefits to the City of Sydney community within the context of the grant program outcomes in this policy. An applicant applying for a grant must operate within the local government area and/or be able to demonstrate that the proposed project benefits the City's community and economy. Proposed projects should demonstrate adequate consideration of any environmental impacts and benefits.

General exclusions and ineligibility

The City of Sydney does not provide grants and sponsorships for:

- Projects that duplicate existing services or programs
- Projects that do not meet the identified priority needs of the City of Sydney local government area
- Projects that directly contravene existing City policies
- General donations to charities (however the City may provide grants to specific projects run by charities where they meet the criteria)
- Activities that could be perceived as benefiting a political party or party political campaign
- Overtly religious activities that could be perceived as divisive within the community
- Waiver of fees of development applications, health inspection fees, health approvals, street closures and other approvals and other similar statutory charges
- City of Sydney staff in their capacity as individuals, although they may participate and contribute to projects in their local communities

The City will not provide in-house design, printing and distribution services, or cleansing and waste services for events. However, organisations may apply for funding to undertake these activities themselves.

Ethics framework

The City of Sydney will not support any activities or entities that are considered to unnecessarily:

- Pollute land, air or water
- Destroy or waste non-recurring resources
- Market, promote or advertise products or services in a misleading or deceitful manner

- Produce, promote or distribute products or services likely to be harmful to the community
- Acquire land or commodities primarily for the purpose of speculative gain
- Create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination on the basis of race, religion or sex in employment, marketing or advertising practices
- Contribute to the inhibition of human rights generally.

Grants Management Process

Applications
All grants and sponsorships applications are accepted online. The City does not accept submissions after any applicable cut-off time and date.

Assessment
All applications received by the City are assessed by at least three relevant City staff members. If considered relevant, some applications may be assessed by external parties who have skills and professional expertise that benefit the assessment process.

Unsuccessful applicants are encouraged to seek feedback from City staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Approval
Only Council has authority to approve grants and sponsorship or other financial assistance. In some cases Council has approved the CEO implementing grants and sponsorships in accordance with Council approved policy. In those cases the CEO is able to implement the relevant policy by determining whether applications are consistent with the Council approved policy, criteria and monetary limits. Waiving and reducing fees or charges will be approved in accordance with categories approved by Council in the Revenue Policy, by staff with delegated authority.

Approval of a grant or sponsorship does not imply that the City has given any other consent. Applicants should note that many festivals and events require approvals and consents from the City, NSW Police and other state government agencies.

Funding agreements
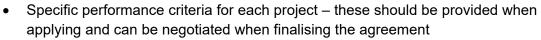All successful applicants are required to enter into a funding agreement before funds are released and before the project can commence. The agreement is negotiated with the grantee and details may include, among other matters:

- The description of the project/activity for which funding is being provided
- The amount of cash funding to be received and the details of any value-in-kind support

- Specific performance criteria for each project – these should be provided when applying and can be negotiated when finalising the agreement
- Sponsorship benefits the grantee will provide the City in return for the grant or sponsorship
- A payment schedule
- The deadline for submission of the project acquittal.

Matched Funding

The City values and recognises the importance of applicant cash and in-kind contributions. Applicants that demonstrate a commitment to the project through either cash or volunteer support are considered favourably.

For the Matching Grant, the City will match cash with the following types of contributions:

- In-kind contributions such as donated supplies, materials or services
- Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects
- Direct cash input to the project through donations or income generated
- Funds raised through crowd funding platforms.

Matched funding for all other grant programs is matched cash only.

The City will accept applications for projects that seek to raise their cash contribution via crowd funding platforms. Crowd funding provides a new model of fundraising that is both dynamic and responsive.

Applicants will have three months to raise the funds after receiving the notice of the City's grant approval. A funding agreement will only be finalised after the funds have been raised. If the funds are not raised within three months, the City will reallocate funds to the grants and sponsorship budget.

Reporting

All grantees are required to report on and acquit their project[s] as detailed in their funding agreement. Reports provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. Grantees are required to submit detailed financial reports and may be requested to provide further documentation and evidence of expenditure. The City may audit grant recipients.

Evaluation and Learning Framework

The City is committed to continuous improvement of our grants and sponsorship programs. An Evaluation and Learning Framework has been developed to measure the effectiveness of each grants and sponsorship program and the overall program. The aim of the framework is to:

- measure the degree to which stated outcomes are being achieved
- provide a transparent methodology and process to drive continuous improvement
- build evaluative capacity of City of Sydney staff and grant recipients
- inform and shape the future of the Grants and Sponsorship Program.

The framework includes a range of methodologies for collecting and analysing qualitative and quantitative data within and across programs. The overall findings will be shared with future grant applicants for their learning.

We invite feedback at the end of each application and acquittal form on how we can improve the grants and sponsorship programs and processes.

Legislative Framework

The Grants and Sponsorships Program is governed by the following legislative framework.

The Local Government Act 1993, s356, states:

(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance, but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.

(3) However, public notice is not required if:

(a) the financial assistance is part of a specific program, and

(b) the program's details have been included in the council's draft management plan for the year in which the financial assistance is proposed to be given, and

(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and

(d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

Information and Contact Details

Information about the City's grant programs is available at cityofsydney.nsw.gov.au/grants It can also be requested by emailing communitygrants@cityofsydney.nsw.gov.au or calling 02 9265 9333.

The City holds information sessions during the year. Applicants are encouraged to attend an information session and/or speak with City staff before submitting an application.

References

Laws and Standards	Related Legislation and Standards a) Local Government Act (1993) and Regulations b) City of Sydney Act (1988)
Policies and Procedures	Related City Policies and Procedures a) Sustainable Sydney 2030 b) Economic Development Strategy c) OPEN Sydney Strategy and Action Plan d) Cultural Policy and Action Plan 2014-2024 e) History Policy f) Community Garden Policy g) Connecting Sydney – Transport Strategy 2012-2015 h) Trigeneration Master Plan Strategy i) Renewables Energy Master Plan Strategy j) Decentralised Water Master Plan Strategy k) Draft Residential Apartments Sector Strategy

Consultation

The policy has been informed by key community consultations such as Cultural Policy Discussion Paper 2013, Economic Development Strategy 2013, OPEN Sydney Strategy and Action Plan 2013-2030.

Approval

The Council approved this policy on DATE.

Review

Review period	Next review date	TRIM reference
City Life will review this policy every five years and it will be subject to periodical performance audits.	September 2019	2014/360349

city of villages

Definitions

Term	Meaning
Acquittal	An acquittal is a written report submitted after the funded project is complete. It details how the grantee administered the grant funds and met the project outcomes in the funding agreement. An acquittal report includes promotional material, including media reports, evidences of project activities and outcomes, data that may include employment numbers, attendances and audience/stakeholder satisfaction metrics and a detailed financial report that includes project income and expenditure.
Auspice	An auspice is an incorporated not-for profit organisation who receives, administers and acquits the City's funding on behalf of an unincorporated grant applicant. The City can only enter into a funding agreement with a legal entity. Unincorporated groups seeking funding must apply for funding under an auspice, unless they are applying under the Quick Response Grant and the Matching Grant. The auspice is required to: • enter into a funding agreement with the City • accept grant funds and pay the auspiced grant applicant • monitor and acquit the use of funds at the completion of the project.
Grant	Grants are cash or value-in-kind support provided to applicants for a specified project or purpose as outlined in the funding agreements between the City and the recipient.
Not-for-profit organisation	A not-for-profit organisation is 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 implement the organisation's purpose and must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up.
Owners corporation (Strata and Company Title)	An owners corporation represents the owners in strata schemes. Where an apartment building operates under company title arrangements, the company which owns the building is treated as an owners corporation for the purpose of this policy. Details of the responsibilities of owners corporations are available at the NSW Department of Fair Trading website.

Term	Meaning
Social enterprise	Social enterprises are businesses with a clear and stated social, environmental or cultural mission. When applying for City grants and sponsorships, a social enterprise must demonstrate how this mission is built into their constitution, embedded into their operations and verified by financial/tax statements. Profits or surplus revenue are not distributed to members, owners or shareholders, but are reinvested to continue to develop the business.
Sponsorship	Sponsorships are agreements between the City and organisations where the City receives benefits in return for the sponsorship. Examples of benefits include promotion, marketing, speaking opportunities and/or tickets.
Value in kind	Value in kind refers to an arrangement whereby the City foregoes revenue (either in full, or a percentage) on things for which they would normally charge a fee. This may include park hire, venue hire, banner pole hire, or work space accommodation.

Services incurring real cash cost to the City are not supported within the City's Grants and Sponsorship program. These services include cleansing and waste, development application fees, health inspection fees, health approvals, section 68 approvals, temporary road closures, in-house design, and printing and distribution services. |