

## Relevant Information for Council

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**FILE:** S117676 **DATE:** 7 December 2023

**TO:** Lord Mayor and Councillors

**FROM:** Emma Rigney, Director City Life

**THROUGH:** Monica Barone, Chief Executive Officer

**SUBJECT:** Information Relevant To Item 8.3 - Grants and Sponsorship - Food Support Grants

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### For Noting

This memo is for the information of the Lord Mayor and Councillors.

### Purpose

To provide details of the processes/measures in place to ensure that applicants do not try to attain multiple grants or other sources of funding for the same project.

### Background

At the 4 December 2023 meeting of the Resilient Communities and Economy Committee further information was sought on the details of the process/measures in place to ensure grant applicants do not attain multiple grants or other sources of funding the same project.

On page 7 of the City's Grants and sponsorship guidelines under the section titled General exclusions and ineligibility, it states that the City of Sydney does not provide grants and sponsorships for projects that 'duplicate existing services' and that 'we do not accept duplicate applications. Applications that are submitted to more than one program for the same project in a round will only be considered in one program'.

To ensure that applicants only receive one grant from the City for their project, the below process is followed:

- All applications are checked against the eligibility requirements for the grant program to which they are submitted, as outlined in the Grants and Sponsorship Program Guidelines.

- If an applicant has applied more than once in a funding round, staff will cross check applications for duplication.
- When submitting an application, all grant applicants are required to agree to a declaration confirming they have read the accompanying guidelines provided with the application form and that the details they have provided in the application form and in any attached documents are true and correct.
- When an application is provided to assessors for assessment, a funding history for the grant applicant is provided to ensure any duplication is identified.
- Grant applicants are encouraged to seek a diverse source of income to ensure the future sustainability of their project. In the application form all applicants are required to provide detailed income and expenditure tables identifying all sources of income related to the projects and which items the City's funding and other funding sources would support. Applicants can also demonstrate their sources of income by attaching financial statements to their applications.
- During the acquittal process, each grant recipient must provide a final detailed income and expenditure report for the funded project.

### **Memo from Emma Rigney, Director City Life**

Prepared by: Sam Wild, Manager Grants

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Approved

*P. M. Barone*

**MONICA BARONE**

Chief Executive Officer