

Attachment A

Engagement Report

Updated grants and sponsorship guidelines



Engagement report

From 14 May to 11 June 2024, we asked the community for feedback on the updated grants and sponsorship guidelines.

Our grants and sponsorship programs support the social, cultural, environmental and economic life of our area. These programs provide financial and in-kind support for a range of activities.

Our grants and sponsorship guidelines cover who can apply, when to apply and how to apply. The guidelines also tell you what happens to your application and where you can get further support.

The updated guidelines will support stronger outcomes for local communities in the City of Sydney local area.

Purpose of the engagement

The purpose of the engagement was to:

- notify stakeholders of the proposal.
- gather feedback from stakeholders and the community.

Submissions received during consultation

We received a total of 11 submissions via an online survey. We received a total of 1 submission via Sydney Your Say email. The Sydney Your Say page was visited 482 times during the consultation period.

Key findings

Subjects/topics raised in submissions

Several subjects/topics were raised in the feedback received. These were presented as concerns, suggestions and/or requests and are summarised below.

General comments - summarised	Total	City of Sydney Response
The guidelines are clear. It is recommended to improve the process of applying for grants.	1	Your feedback is acknowledged. The team continually evaluate and update the processes of applying for grants. The team is reviewing the application process including the application forms to ensure it is easier to apply. New processes will be delivered over the next year.
The guidelines are clear and so is the detail., thank you!	2	Your feedback is acknowledged. No response is required from the City.
How will Council ensure parity for all who apply for City of Sydney grants and sponsorships?	1	The grants and sponsorship policy provides guidance to applicants on the outcomes, principles, ethics framework and how applications are assessed and approved, and by whom. The guidelines outline the assessment and eligibility criteria, funding priorities, funding available, key dates and other information as required for each program. Each application is assessed by a minimum of three City of Sydney staff, including those with knowledge and experience relevant to the grant application / program. All assessors are required to make a conflict of interest declaration on each application as part of the assessment process.
The guidelines need to be clearer about eligibility requirements. The application process is too long. Feedback should be provided to applicants. The application process should be targeted to appropriate organisations. Guidelines should explicitly state their targeted groups and organisations.	1	The Grants team continually evaluate and update the processes of applying for grants. The team is reviewing the application process including the application forms to ensure it is easier to apply. New processes will be delivered over the next year. All applicants are invited to request feedback on their application and can contact staff for further information. The guidelines are now clearer on who can apply for what grant. Some grants have specific eligibility requirements which is included in their grant category description.
The guidelines are very clear. The how to apply section is also very clear. It is recommended to improve	1	Your feedback is acknowledged. The City recommend applicants contact the Grants team to answer any questions they may have prior to applying.

the budget description section surrounding in-kind contributions.		Additional support resources will become available to assist applicants in applying including how to prepare a cash and value in kind budget.
Improvements can be made to promotion and communicating to Aboriginal communities about opportunities and the status of their applications.	1	<p>The Grants team always operates professionally and with the utmost respect for all community members.</p> <p>The Aboriginal and Torres Strait Islander Collaboration Fund is a pool of funds for the Aboriginal and Torres Strait Islander community-controlled sector to deliver projects that meet the needs and aspirations of Aboriginal and Torres Strait Islander people in the local area.</p> <p>All applications to the Collaboration fund are assessed by Aboriginal and/or Torres Strait Islander staff and applicants can request to speak to Aboriginal staff about their applications. The oral application process offers Aboriginal and Torres Strait applicants the opportunity to apply by talking about their project rather than going through the full application form.</p> <p>The Grants team offers in person grant writing workshops in Aboriginal led community centres to support applicants in applying for funding.</p> <p>The Grants team are currently developing a community engagement strategy to ensure members from the local area's diverse communities are informed and can access applying for the City's grants.</p>
The application process is too complex.	1	<p>The Grants team continually evaluate and update the processes of applying for grants.</p> <p>The team is reviewing the application process including the application forms to ensure it is easier to apply. New processes will be delivered over the next year</p>
It is recommended to simplify the application forms and to have applications open for longer than 4 weeks to support the accessibility needs of the diverse communities of the local area.	1	<p>The team continually evaluate and update the processes of applying for grants.</p> <p>The team is reviewing the application process including the application forms to ensure it is easier to apply. New processes will be delivered over the next year</p> <p>We will have applications forms accessible to the public one week prior to the round opening to give applicants the chance to work through questions and gather supporting information earlier than the 4 weeks that applications are open.</p>
Funding requests for capital purchases seem to be disadvantaged as the City of Sydney grants are awarded ex GST, whereas quotes always include GST. It seems the full cost can never be covered.	1	The City recommends applicants to contact the Grants team to answer any questions they may have prior to applying so they understand the nuances of the application forms including the budget section.
The guidelines are easy to access and read for an English reader.	1	Your feedback is acknowledged.

<p>It is recommended to improve access for multicultural communities and small community organisations</p> <ul style="list-style-type: none"> – Can multicultural communities have access to the Oral application process. – Can the Council set up a local grant-giving workshop where the community and council can work together to apply for a grant. – Can multi-year funding be offered. – Can funding be provided to support new ideas. – Can Council establish easier to apply for micro grants. 		<p>The Grants team continually evaluate and update the processes of applying for grants. We will be looking at new ways to engage our diverse communities of Sydney including accessible application forms.</p> <p>The Oral application process is available upon request for Aboriginal and/or Torres Strait Islander peoples, people with disability and people from culturally and linguistically diverse backgrounds.</p> <p>The City already offers grant writing workshops and will be developing new resources to support applicants in writing grant applications.</p> <p>Multi-year funding is available in most grant programs open in the Summer and Winter Round applications to apply for.</p> <p>Easy-read versions of the new guidelines will be released in July 2024.</p> <p>The Quick Response Grants program (up to \$10,000) will be extended to individuals (up to \$5,000) as of July 2024.</p>
<p>The application process is tedious, lengthy and involves too many people. Can the City support a local club to purchase equipment for members to continue enjoying their past time?</p>	<p>1</p>	<p>The Grants team continually evaluate and update the processes of applying for grants.</p> <p>The team is reviewing the application process including the application forms to ensure it is easier to apply. New processes will be delivered over the next year</p> <p>The City recommends applicants contact the Grants team to answer any questions they may have prior to applying so they understand the nuances of the application forms, the program their project is best suited for and the eligibility of who is applying.</p>

Engagement activities

Overview of engagement

1. Sydney Your Say webpage

A Sydney Your Say webpage, <https://www.cityofsydney.nsw.gov.au/policy-planning-changes/your-say-updated-grants-sponsorship-guidelines> was created. The page included information about the consultation.

2. Online feedback form via Survey Monkey

The community and stakeholders were able to give feedback using an online feedback form. A link to the feedback form was provided on the Sydney Your Say website.

3. Targeted email notification

An email was sent to 8278 subscribers of our Grants e newsletter.

4. Sydney Your Say e newsletter

An email was sent to 6643 of our Sydney Your Say e newsletter

[Policy & planning changes](#)

Your say on our updated grants and sponsorship guidelines

Open for feedback

We invite your feedback on our updated grants and sponsorship guidelines.

PUBLIC CONSULTATION PERIOD
14 May 2024 to 11 June 2024

What we're doing


Our grants and sponsorship programs support the social, cultural, environmental and economic life of our area. These programs provide financial and in-kind support for a range of activities.

Our grants and sponsorship guidelines cover who can apply, when to apply and how to apply. The guidelines also tell you what happens to your application and where you can get further support.

The updated guidelines will support stronger outcomes for local communities in the City of Sydney local area.


Craig Ryan

SENIOR PROJECT MANAGER, CITY
ENGAGEMENT

[Show details](#) 

Alana Goodwin

GRANTS COORDINATOR

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[Draft grants and sponsorship guidelines](#) 

PDF - 722.62 KB - Last modified 15 May 2024

How you can give feedback

Consultation closes at 5pm on Tuesday 11 June 2024.

1 Complete our feedback form

[Online form](#)

2 Email or post your submission

You can give your feedback by email to sydneyyoursay@cityofsydney.nsw.gov.au or post to:

Craig Ryan – Senior Project Manager
City Engagement
GPO Box 1591
Sydney NSW 2000

Feedback may be published in publicly available reports at the end of the consultation period. Your name or organisation's name may appear in these reports with your feedback attributed. If you would like your feedback to be kept confidential, please let us know when making your contribution.

Your say on our grants and sponsorship guidelines 2024

* 1. Please provide your feedback on the draft grants and sponsorship guidelines.

The guidelines support the policy by providing information on our grant management processes including who can apply for each grant program, how to apply, funding agreements, payment arrangements and reporting requirements.

2. You can also upload your submission.

Choose File

No file chosen

* 3. Please provide your contact information.

Name

Email Address

The next question is for organisations only.

4. Organisation name

The contact information will be held by the City of Sydney and not shared with any third parties, in line with the City's [Privacy Management Plan](#).

* 5. Feedback may be published in publicly available reports at the end of the consultation period. Do you give permission for your name or organisation's name to appear in these reports, with your feedback attributed? We will not publish your email address.

Yes

No

Privacy and personal information protection notice

Purpose: Collect community feedback on the proposed grants and sponsorship guidelines and addendum to operational plan 2024/25.

Recipients: City of Sydney staff/contractors.

Supply: Voluntary.

Access/Correction: City of Sydney, 456 Kent St, Sydney, 9265 9333.

Storage: Council's record management system in line with our [privacy management plan](#). Responses are stored temporarily on a third-party service called SurveyMonkey ([Terms of use](#) and [privacy policy](#)).

Done



[Have your say on updated grants and sponsorship guidelines.](#)

We welcome you to review and provide your feedback on our updated grants and sponsorship guidelines.

Our grants and sponsorship programs support the social, cultural, environmental and economic life of our area. These programs provide financial and in-kind support for a range of activities.

The updated guidelines will support stronger communities in our area.

Have your say by 5pm on Tuesday 11 June

[Read more](#)



[Grants and sponsorship guidelines updated](#)

Our grants and sponsorship guidelines cover who can apply, when to apply and how to apply. The updated guidelines will support stronger results for local communities.

Review the guidelines and have your say by Tuesday 11 June.

[Read more](#)