

Woollahra Council Grants Program 2024/25

March 2024



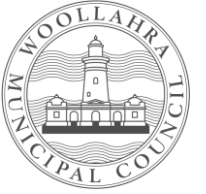


Acknowledgement of Country

Woollahra Council would like to Acknowledge the Gadigal and Birrabirragal people who are the Traditional Custodians of this Land, where Woollahra Municipal Council is located. We pay our respects to Elders past, present and emerging. Council extends that respect to Aboriginal and/or Torres Strait Islander people joining us for the today's grants webinar.



Welcome & Housekeeping



All participants will be sent a copy of the PowerPoint after the workshop.

Zoom information session:

- Please **mute** your audio and **turn off** your camera.
- If you have any questions, please submit them in the **chat box**.
- Questions will be answered at the end of the session.





Introductions

Woollahra Council Grant Stream Representatives:

Community and Cultural Grants – Emma Rodgers-Wilson

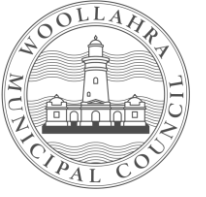
Environmental Grants – Michelle Rose

Placemaking Grants – Catherine Patalis

Business Sector Support Grants – Catherine Patalis



Agenda



Part A

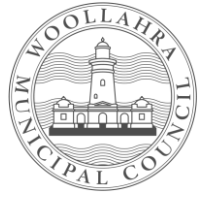
- Overview of Grants Program Streams
- Policy and Guidelines
- Application Form and Process
- Tips - Writing a Good Application
- Council Fees and Charges
- Budgets
- Common Reasons why Applications are Declined
- Information and Resources & Key Dates
- Questions

Part B

Breakout Rooms - Woollahra Council Grants Streams:

- Community and Cultural Grants
- Environmental Grants
- Placemaking Grants & Business Sector Support Grants





Our Community Vision & Mission

Our Vision

A thriving, inclusive, sustainable and resilient community that will benefit future generations.

Our Mission

To lead climate action and promote respectful connections between people and place, so we can enhance, protect and celebrate Woollahra's beauty, heritage and quality of life, for the enjoyment of all.



Rose Bay beach clean up





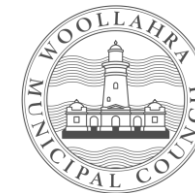
Principles of the Grants Program:

- Alignment with one or more of Council's Goals and Strategies.
- Be of benefit to people living, working and /or studying in the Woollahra Municipality.
- Be accessible (open and inclusive) to the target audience.
- Local needs and aspirations are addressed.
- There is opportunity for community participation, community engagement or skills development for people of Woollahra Municipality.
- Alignment with the annual theme (Placemaking and Community & Culture grant streams)

Tip – make sure you describe these things in your application



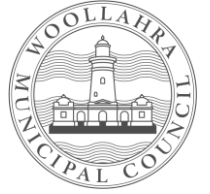
Grant Program Funding Streams



Community and Cultural Grants	Placemaking Grants	Environmental Grants	Business Sector Grants
Available Funds: \$115,000	Available Funds: \$65,000	Available Funds: \$50,000	Available Funds: \$30,000
Small grants – up to \$3,000 Large grants – up to \$7,500	Small grants – up to \$3,000 Large grants – up to \$7,500	Small grants – up to \$3,000 Large grants – up to \$7,500	Grants up to \$10,000 per Business Sector Support organisation
Community and Cultural Grants support projects that lead to a connected and engaged community for all ages and abilities and projects that build a creative and vibrant community.	Placemaking Grants support projects, activities and events that activate and enhance public spaces, publicly accessible spaces, commercial centers and suburbs in the Woollahra LGA. There are two categories under this Grant's Program stream: Category 1 - Events Category 2 - Place activation	Our Environmental Grants are open to local non-profit community organisations, schools and non-profit early learning centres for projects that protect or enhance our local environment.	Business Sector Support Grants support projects or programs by organisations (including business chambers) that have an ABN and carry out activities to support local businesses and economic development in the Woollahra LGA.



Grants Policy and Guidelines



Grants Policy

Adoption Date:	26 June 2023 by Council Resolution
Last Reviewed:	June 2023
Next Review Date:	June 2025
Division/Department:	Community & Customer Experience
Responsible Officer:	Manager - Community & Culture
HPE CM Record Number:	23/114614



Grants Guidelines

Adopted: 26 June 2023

Application Process

1. Read this document carefully and decide which type of grant is suitable for your project.
2. Contact Council to discuss your ideas for a project before applying
 - email: grants@woollahra.nsw.gov.au or call: (02) 9391 7000
3. For examples of previous successful applications, please see Council's website.
4. Grant applications must be made online – application forms are on Council's website
 - Check the application form thoroughly and ensure all sections are completed.
 - In the budget section of the application, attach your quotations and ensure that all Council's fees and charges are listed as these fees will be included in the total grant consideration if successful. No additional waiving of fees or charges will be given to successful grant applications post the allocation of the grant.
 - The closing date and other key dates for Grant rounds will be posted on the Council website. No late applications will be considered.
5. To register for updates on future grants - email: grants@woollahra.nsw.gov.au
6. Assessment of applications will be by a selection committee comprised of relevant staff. Each application will be assessed against how well the proposed project meets the selection criteria and conditions below, as well as the merit of the project in relation to other applications, and its eligibility for funding from other sources. Meeting all requirements does not give any guarantee of the outcome of any application.
7. To ensure appropriate probity in respect to grant approvals, grant applicants are not to lobby Councillors or Council staff in respect to their applications.
8. Following assessment against the selection criteria and determination of merit, a report will be presented to a Committee of Council showcasing the applications and proposing a list of successful projects.
9. Grants will only be awarded following adoption by Council after which:
 - i. Successful grant recipients will be invited to a Grant Awards presentation that will be held either face-to-face or online.
 - ii. Successful grant recipients will be required to list Woollahra Council as a funding partner on their website / all promotional material and comply with the Council's logo use guidelines.
 - iii. If an event, program or activity is delivered through the Grant Program then appropriate signage which recognises the contribution of Woollahra must be present at the event or activity for participants to see.

Policy, Guidelines, Eligibility

- Read the policy and guidelines – check that the items you require are fundable.

Tip: read with a highlighter

- Check what you can and can't do. Check your eligibility for the grant streams.

Tip: understand the stream that best suits your project

- Have you got questions?

Tip: ask before starting your application

- Do you need to chase information, quotes, letters of support or determine council fees?

Tip: Start early and be organised







Application Form and Process

- Download the Application PDF form from SmartyGrants)
- Read carefully through the questions
- **Tip: use a word document to draft answers (cut and paste into the form)**
- Fill in the form in SmartyGrants
- Save as you go
- Don't submit until you are happy and ready!
- We are preparing an easier to complete application form.



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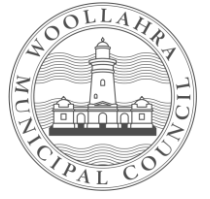
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Tips - Writing a Good Application

- Use bullet points, line spacing and headings.
- Avoid copying and pasting responses from one grant application to another – one size does not fit all!
- Demonstrate a need for your project (how will your project benefit the community)
- Check you have enough detail – have you actually answered the question?
- Ensure you have included all necessary attachments – quotes, letter of support (if applicable), images etc.
- Refer to selection criteria – this is what assessors are marking you on.
- Build into your project design a well thought out evaluation process.
- Don't guess your expenses or make your expenses just under the quote threshold.
- Be clear and concise. Show the 'big picture' of your project.





Council Fees & Charges

- Council fees will vary based on your project/event.
- Note: ensure you have the correct fees to budget accordingly. Contact Grants team if you need clarification.
- Fees and Charges are updated annually (1 July 2024).
- New schedule of fees will be publically available after 22 April (Council's website).
- <https://www.woollahra.nsw.gov.au/Council/fees-and-charges>
- Must include as a Council expense and will not be treated as 'in-kind' support.

FEES & CHARGES 2023/24

Fee / Charge	Pricing Policy Ref.	2022/23 Fee / Charge excl. GST	2022/23 GST	2022/23 Fee / Charge incl. GST	2023/24 Fee / Charge excl. GST	2023/24 GST	2023/24 Fee / Charge incl. GST	Fee Unit Rate	Supplementary Information
Community/Arts/Recreation - Per exercise session	COST	64.09	6.41	70.50	66.82	6.68	73.50	per session	Maximum of 1.5 hours.
Community/Arts/Recreation - Per Room Per 6 hours	COST	170.91	17.09	188.00	178.18	17.82	196.00	per 6 hours	Maximum of 6 hours.
Community Group Not for Profit - Per hour (min 2 hrs)	SUB	35.45	3.55	39.00	37.27	3.73	41.00	per hour	Minimum of 2 hours.
Community Group Not for Profit - Per Room Per 6 hours	SUB	141.82	14.18	156.00	149.09	14.91	164.00	per 6 hours	Maximum of 6 hours.
Private - per hour (min 2 hrs)	FCR	105.45	10.55	116.00	110.91	11.09	122.00	per hour	Minimum of 2 hours.
Private - per room 6 hours	FCR	421.82	42.18	464.00	443.64	44.36	488.00	per 6 hours	Maximum of 6 hours.
Drug and Alcohol Programs	SUB	14.55	1.45	16.00	15.45	1.55	17.00	per hour	Minimum 1.5 hours.
Total Venue Hire - 2 Rooms									
Children's Parties (Under 12) - Total Venue (2 rooms)	FCR	218.18	21.82	240.00	228.18	22.82	251.00	per session	Maximum of 3.5 hours.
Community/Arts/Recreation - Total Venue Per hour	COST	65.45	6.55	72.00	69.09	6.91	76.00	per hour	Minimum of 2 hours.
Community/Arts/Recreation - Total Venue Per exercise session	COST	98.18	9.82	108.00	103.64	10.36	114.00	per session	Maximum of 1.5 hours.
Community/Arts/Recreation - Total Venue Per 6 hours	COST	261.82	26.18	288.00	276.36	27.64	304.00	per 6 hours	Maximum of 6 hours.
Community/Arts/Recreation - Per hour - for Ballet Class (reduced hire spece)	COST	54.55	5.45	60.00	57.27	5.73	63.00	per hour	Minimum of 2 hours.
Community/Arts/Recreation - Per exercise session - for Ballet Class (reduced hire spece)	COST	81.82	8.18	90.00	85.91	8.59	94.50	per session	Maximum of 1.5 hours.
Community/Arts/Recreation - Per 6 hours - for Ballet Class (reduced hire spece)	COST	218.18	21.82	240.00	229.09	22.91	252.00	per 6 hours	Maximum of 6 hours.
Community Group Not for Profit - Total Venue Per hour	SUB	48.18	4.82	53.00	50.91	5.09	56.00	per hour	Minimum of 2 hours.
Community Group Not for Profit - Total Venue Per 6 hours	SUB	192.73	19.27	212.00	203.64	20.36	224.00	per 6 hours	Maximum of 6 hours.
Private - total venue per hour	FCR	156.36	15.64	172.00	163.64	16.36	180.00	per hour	Minimum of 2 hours.
Private - total venue per 6 hours	FCR	625.45	62.55	688.00	654.55	65.45	720.00	per 6 hours	Maximum of 6 hours.
Single Room & Total Venue Hire									

Budgets - (poor/inadequate)

What does a poor budget look like?

- Have you considered other sources of income? e.g. participant fees, other grants.
- No Council fees included (these fees are not waived by Council)
- No detail in budget expenses.
 - What do you really need the Council grant to pay for?
 - Who is paying for the extra catering?
- Budget does not balance.

Budget - not adequate

** All amounts are ex GST and the applicant can claim GST on expenses through the BAS



Total Amount Requested: \$ 3,000

Total Project/Program Cost: \$ 3,000

Expense Description

Council Fees and Services	Funding source	Expense Amount	Notes

Other Expenses	Funding source	Expense Amount	Notes
event costs	Council Grant	\$ 3,000	this grant
extra catering	?	\$ 500	

Sub-total \$ 3,500

Total Expenses ex GST \$ 3,500

Budget Income	Funding Status	Income Amount	Notes
Woollahra Council Grant	unconfirmed	\$ 3,000	

Total Income \$ 3,000

Total Income minus Total Expenses -\$ 500 should equal Zero



Budgets - Good (Registered for GST)

What does a good budget look like?

- Confirm your GST status - budgets will be slightly different for those not registered for GST.
- The form will automatically calculate for you.
- Check any relevant Council fees e.g. hall hire, event waste removal.
- Detail other expenses you need to cover.
- Make sure the amounts you quote do not include the GST component.
- Outline the different sources of income.
 - Will all funds come from this grant?
 - What portion is self-funded?
- Check income equals expenses – if it doesn't then there is something wrong.

Sample Budget - Applicants Registered for GST			
** All amounts are ex GST and the applicant can claim GST on expenses through the BAS			
Total Amount Requested:		\$ 2,700	Only expenses this grant is paying for
Total Project/Program Cost:		\$ 4,100	Total expenses including those covered by other funding sources eg by your organisation or another grant
Expense Description			
Council Fees and Services	Funding source	Expense Amount	Notes
1. Hall hire	Council Grant	\$ 1,000	this grant
2. Cleaning / Event waste	Council Grant	\$ 100	this grant
Sub-total		\$ 1,100	
Other Expenses	Funding source	Expense Amount	Notes
Catering	Council Grant	\$ 500	this grant
Speaker payments x 3	Council Grant	\$ 600	this grant
Promotion	Council Grant	\$ 500	this grant
Musicians	Our funds	\$ 600	Our Community Organisation
Workshop facilitators	Our funds	\$ 800	Our Community Organisation
Sub-total		\$ 3,000	
Total Expenses ex GST		\$ 4,100	
Budget Income	Funding Status	Income Amount	Notes
Woollahra Council Grant	unconfirmed	\$ 2,700	
Our Community Organisation	confirmed	\$ 1,400	
Total Income		\$ 4,100	
Total Income minus Total Expenses		\$ -	should equal Zero



Budgets - Good (Not registered for GST)

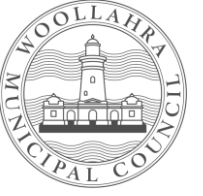
What does a good budget look like?

- For applicants not registered for GST
 - The expense amounts should include GST
 - Make sure the amounts on quotes you get include GST.
 - However the income from Council does not have GST.

Sample Budget - Applicants Not Registered for GST			
** Expense amounts include GST, Council grant income is ex GST			
Total Amount Requested:		\$ 2,970	Only expenses this grant is paying for
			Total expenses including those covered by other funding sources eg by your organisation or another grant
Total Project/Program Cost:		\$ 4,510	
Expense Description			
Council Fees and Services	Funding source	Expense Amount	Notes
1. Hall hire	Council Grant	\$ 1,100	this grant
2. Cleaning / Event waste	Council Grant	\$ 110	this grant
Sub-total		\$ 1,210	
Other Expenses	Funding source	Expense Amount	Notes
Catering	Council Grant	\$ 550	this grant
Speaker payments x 3	Council Grant	\$ 660	this grant
Promotion	Council Grant	\$ 550	this grant
Musicians	Self funded	\$ 660	Our Group
Workshop facilitators	Self funded	\$ 880	Our Group
Sub-total		\$ 3,300	
Total Expenses incl GST		\$ 4,510	
Budget Income	Funding Status	Income Amount	Notes
Woollahra Council Grant	unconfirmed	\$ 2,970	
Our Group	confirmed	\$ 1,540	own funds
Total Income		\$ 4,510	
Total Income minus Total Expenses		\$ -	should equal Zero

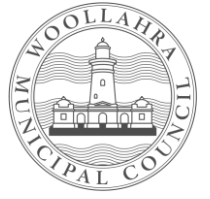


Why are Applications Declined?



- The application/ project is **not as strong** as others (competitive process)
- Proposal **objectives do not align** with Council's goals and strategies
- Proposal is **poorly written** or hard to understand
- Proposal's **budget is unrealistic**, unclear or does not include Council's Fees and Services
- The project does not give **value for money**
- Proposal does not address a **local priority/ need** in the Woollahra Municipality
- Proposal doesn't seem like it will have an **impact**
- Applicant has not completed reporting requirements (**acquittal**) for **previously funded grants**
- No **supporting documentation** provided i.e. letter from auspicing organisation, quotes
- Your project/ event has been funded for **three consecutive years** and is competing with new/ innovative ideas
- Lack of **innovation** or **similar projects already exist**
- Budget items are **not fundable** ie **operational costs** and **staff salaries**





Need Inspiration?

Take a look (on our website) at previously funded projects, for ideas and opportunities.

Do you want more application skills?

Grant Writing Workshop - In person at Double Bay Library (Eventbrite)

Date: Thursday 21 March

Time: 10am to 12pm (2 hours)

Interactive 2 hour workshop

Information and resources to plan a successful project & write a strong application

Facilitator: Natalie Bramble from Your-Not-ForProfit Guide.

Natalie has 20-years-experience as a grant writer, assessor, consultant, mentor and trainer and is author of the book, Win the Grant: with The Grant Writing System





Dates:

- The round will be open from Monday 1 April to Sunday 5 May 2024
- We will notify you of the outcome by late June 2024
- Projects can run from July 2024 to June 2025

Our top tip!

Start early! Contact us early!



Resources & Application Website

See our website for program specific resources & guides:

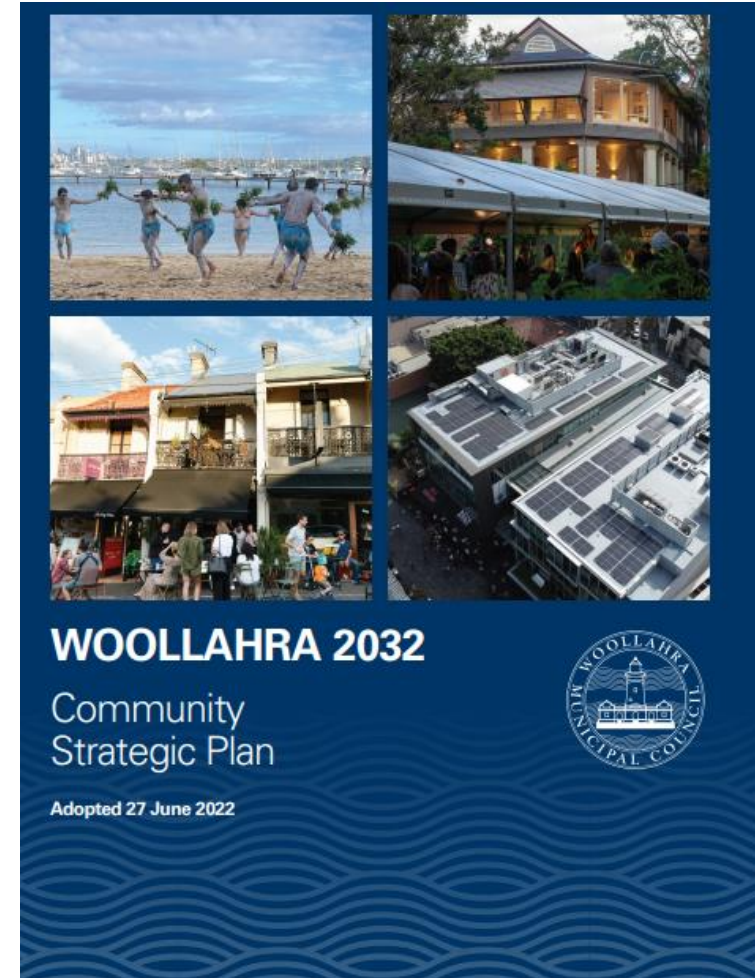
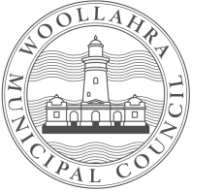
[Woollahra.nsw.gov.au/grants](https://woollahra.nsw.gov.au/grants)

- Grants Guidelines
- Grants Policy
- 2032 Community Strategic Plan
- Previously funded projects

Free guidance from a grants expert:

<https://nfpguide.com.au/events/>

Attend Grants Writing Workshop this Thursday 21 March 2024 at Double Bay Library





Contact Details



Grants@woollahra.nsw.gov.au

02 9391 7112

Woollahra Municipal Council

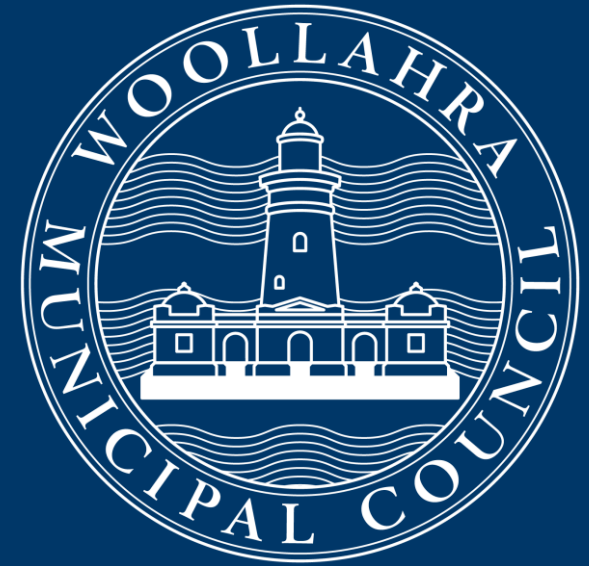
536 New South Head Road, Double Bay NSW 2028



www.woollahra.nsw.gov.au



Questions



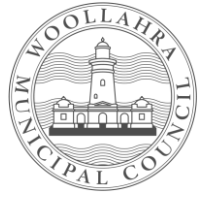
ENTER BREAKOUT ROOMS

Room 1 – Community & Cultural Grants

Room 2 – Environmental Grants

Room 3 – Placemaking Grants AND Business Sector Support Grants





End of Part A

