Community Grants 2025

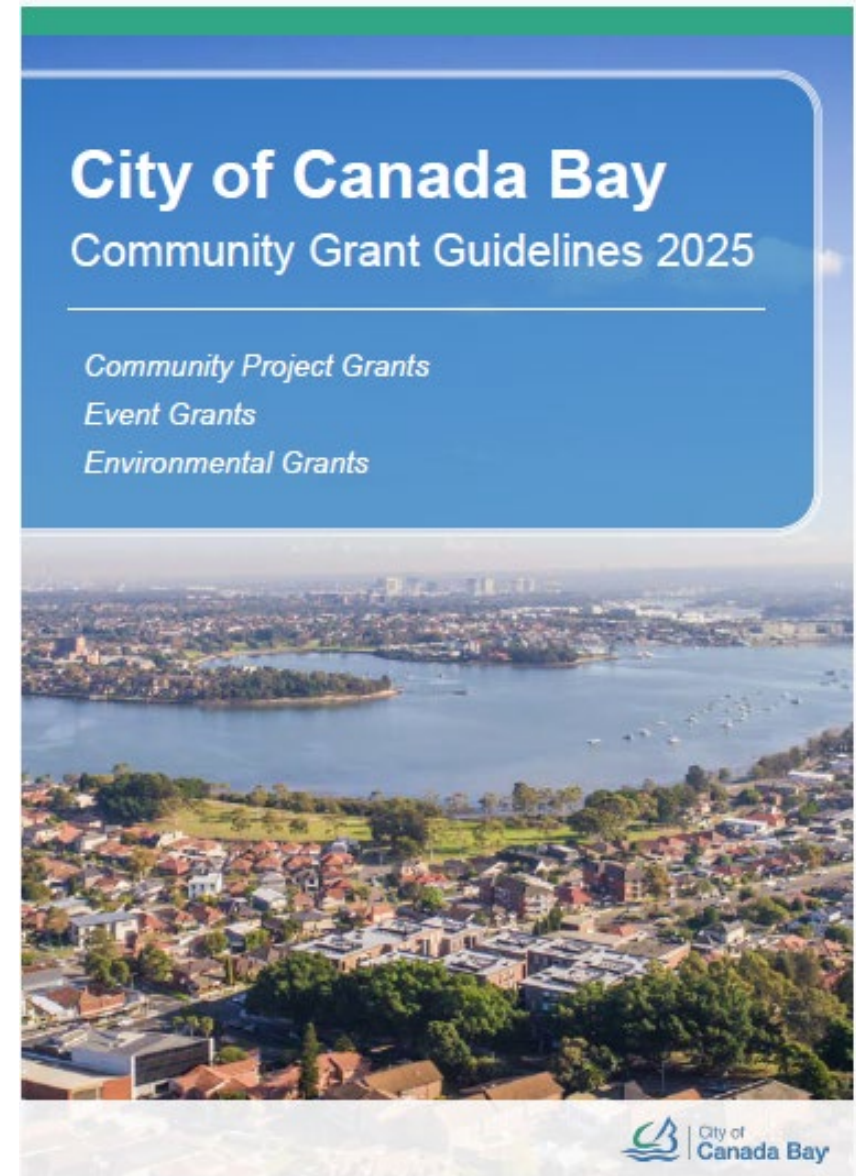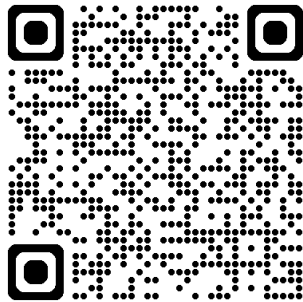# What we will cover today

- Part 1: Grant overview
    - Timeline, Guidelines, Process
    - Grant funding opportunities:
        - Community Project Grants
        - Environment Grants
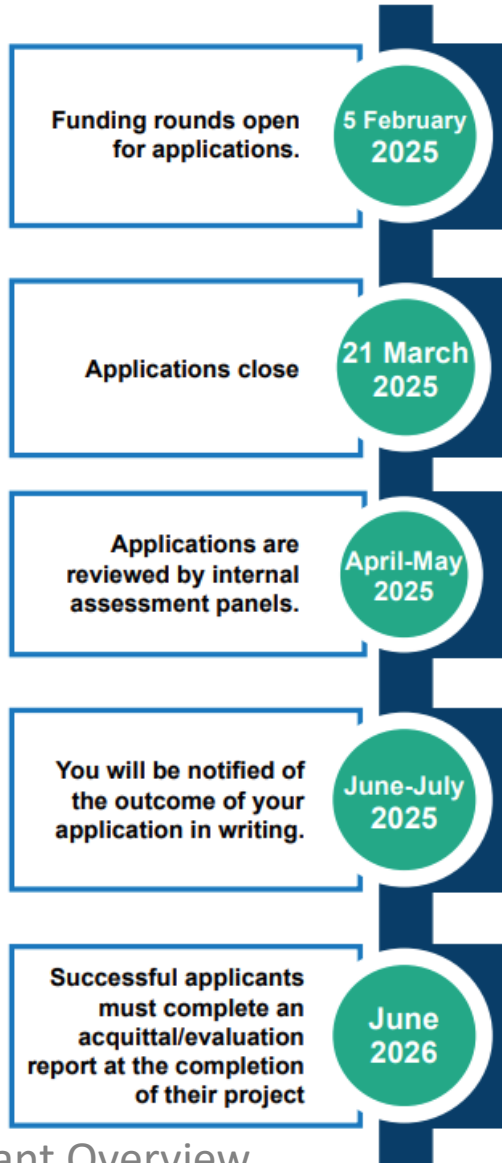   - Event Grants

- Part 2: 1:1 sessions

Part 1: Grant Overview

Grant 2025/2026

- Opens: 5 February
- Closes: 21 March

- Read the Community Grant Guidelines 2025

Timeline

Funding rounds open for applications. — 5 February 2025

Applications close — 21 March 2025

Applications are reviewed by internal assessment panels. — April-May 2025

You will be notified of the outcome of your application in writing. — June-July 2025

Successful applicants must complete an acquittal/evaluation report at the completion of their project — June 2026

- Applications to be submitted online via SmartyGrants

  https://canadabay.smartygrants.com.au/

- Funding to be approved by Council May/June 2025

- If successful, need to sign and complete funding agreement

- Council to deposit funds into nominated account

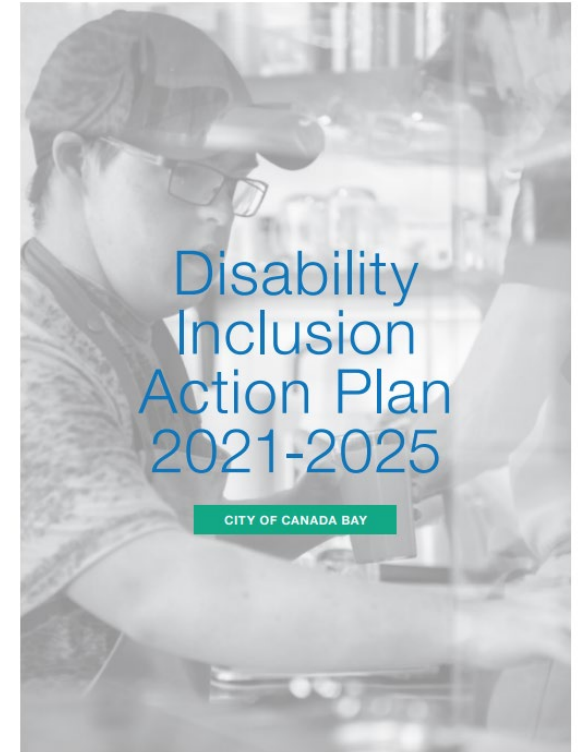- Acquittals to be submitted within 12 months of awarding the grant

City of Canada Bay

Grant Overview

Community Project Grants

Community Priorities

Grant type and Eligibility

SOCIAL CONNECTION GRANTS
FUNDING UP TO $2,000

Priority Outcomes
- Increase participation in community activities.
- Improve connections and social networks.
- Increase the social and physical well-being of residents.

COMMUNITY DEVELOPMENT GRANTS
FUNDING UP TO $7,500

Priority Outcomes
- Address issues that cause disadvantage and inequities, particularly identified within City of Canada Bay's Social Issues Paper and Disability Inclusion Action Plan; and
- Strengthen networks and partnerships between community organisations and groups; and may include:
  - Improve access to community services and resources
  - Community festivals, programs and activities for example, City of Canada Bay's Seniors Festival 2026 (aligned to the outcomes of the NSW Seniors Festival) and International Day of People with Disability.

✓ Not-for-Profit

✓ Incorporated Organisations

✓ Unincorporated Organisations - but must be supported by an incorporated organisation (auspice)

✓ Acquitted previous funding

✗ Sole trader, for profit businesses/activities

✗ Political parties

✗ Schools (including P&C activities that benefit a particular school) & tertiary institutions

✗ Government organisations

✗ Organisations with an outstanding debt to Council

What are we looking for?

ASSESSMENT CRITERIA

1) Project Details What are you doing? (Who, What, Where, When, How, Why?)	**15%**	**a.** Project is clearly defined with the proposed activities and timeframes
2) Outcomes • How will your project benefit the community? • How does this align and address identified needs in the City of Canada Bay? • How will you measure the success of the program? Did it achieve the intended outcomes?	**25%**	**a.** Project will have positive community outcomes **b.** Project responds to an identified need or issue **c.** Project aligns with relevant Council plans and strategies and the priority outcomes of the Community Projects Grants **d.** Plan on how you would evaluate your project **e.** Outlines how outcomes are measured and achievement demonstrated (for example, number of attendees, feedback from participants, photos of events or products produced)
3) Capacity Building How will this project increase participation from the community and/or improve the capacity of the organisation?	**20%**	**a.** Project increases participation from the community and/or improve the capacity of the organisation to service the community
4) Budget • How much are you seeking? • How will you spend the money? Please itemise. • Are there any other sources of funding including in-kind contributions?	**20%**	**a.** Budget is well researched with evidence for costings for all project expenses (include quotes for items over $1000) **b.** Project includes a breakdown of expenses including any other sources of funding and in-kind contributions
5) Capacity and Expertise • Tell us about your organisation's ability to manage the project. • Are you working with other groups or organisations?	**20%**	**a.** Organisation demonstrates experience and resources required to manage the project **b.** The project has community support (for example, involves partnerships or opportunities for contribution/collaboration)

Community Project Grants

1 Projects

A project:

- Is something you will do over 12 months that has a community benefit.
- Not part of core business – a new initiative

Projects that:

- Are free or low cost for participants
- Promote volunteering and building connections
- Create intergenerational opportunities and knowledge sharing
- Address an identified community need

Previously funded projects:

Festival to celebrate diversity and raise awareness for people living with disability

Venue hire for seniors to rehearse dancing and singing performances in community events

Support for local arts and craft groups to build social connections and share knowledge

Community Project Grants

2 Value for Money (Budget)

- How much you need for your project? Work forwards.

- Step 1: Expenditure (using grant money)

- Step 2: Other Expenditure (Not using grant money)

Grant Expenditure Estimation: How do you plan to spend the City of Canada Bay grant?

Please describe in detail how the grant funding will be spent.

1. Describe the item/s or service (grant Item)

2. Include the total cost of the item (item expense)

3. If your expense item is over $1,000, attach quotes to support your application. This helps demonstrate to us that you have a well-considered budget. (quotes for item)

1. Grant Item	2. Item Expense	3. Quotes for Item
e.g. 12 Coaching Sessions, 2 Workshops, 1 Info Session, 10 Soccer Balls, Tent Hire.	Whole dollar amount e.g. $115	Only applicable for items over $1,000
	$	
	$	
	$	
	$	

Other Expenditure (Not using grant amount)

In this section, please include any other project expenses.

This will assist you to demonstrate to the grant assessors that you have a well-planned project budget taking into account all expenses.

1. List all other anticipated expenditures for this project.

2. Please list the estimated contributions and sources here. eg other grants, sponsorships fundraising and donations

3. Include the in-kind or non-financial contributions. This includes things like volunteers donating time to assist or someone providing free hire of space to your organisation.

Other Expense Items	Estimated contribution	Source
Please include as much detail as possible	Please use numbers only eg. $100	This can include sponsorship, donations, in-kind contributions, other grants etc

3 Engaging the Community & Outcomes

Community Engagement

- How will you promote your project?
- How will you increase participation?

Outcomes

- How will the project benefit the community?
- How will you measure the success of your project?

Event Grants

Event Grants

Purpose:

- Support community-focused events that energize public spaces, foster connections, and celebrate the diverse culture within the City of Canada Bay.

Goal:

- Create vibrant, inclusive experiences that bring people together and showcase the unique character of the area.

Event Types

SMALL EVENT

FUNDING UP TO $2,500

- Likely 500 or less attendees
- Held indoors or in a small outdoor area
- Targets specific demographic/part of the community

MEDIUM EVENT

FUNDING UP TO $7,500

- Likely 1,000 or less attendees.
- Held outdoors in an open space.
- Targets a major section of the community.

MAJOR EVENT*

FUNDING UP TO $15,000 (Matched Contribution)

- Likely over 1,000 attendees.
- Held outdoors in a large open space
- Targets broader community
- Involves significant infrastructure
- Partners with orgs & businesses which financially contributes to event.

Note:
- *Must demonstrate matched funding or contribution such as hire of equipment, advertising & promotion, staging related expenses.*
- *Volunteer hours & performance fees cannot be included as an in-kind expense in this category.*

Event Grants

Event Grants: Council Documents

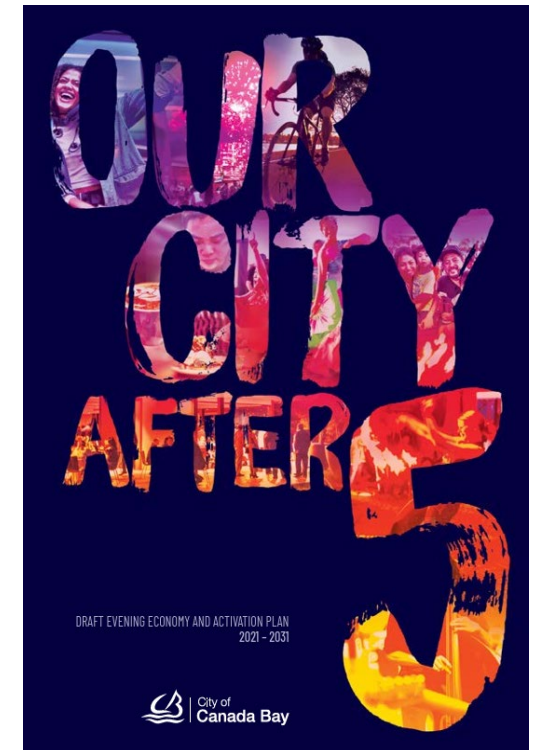Projects must align with the outcomes identified in the following

Community Strategic Plan

Our Creative City

Our City After 5

Event Grants:
Community Priorities & Grant Criteria

Community Priorities

Funded events should:

✓ Activate public spaces and foster community connection.

✓ Celebrate diversity and local culture.

✓ Be accessible, inclusive, and sustainable.

✓ Support local businesses, artists, and groups.

What We Are Looking For

◆ Clear event objectives and community benefits.

◆ Strong planning, risk management, and budgeting.

◆ Collaboration with local businesses or groups.

◆ Long-term positive impact on the community.

Event Grants:
Community Priorities & Grant Criteria

Eligible Events

✔ Free community events.

✔ Festivals, cultural celebrations, and public performances.

✔ Environmental, health, and wellbeing initiatives.

✔ Family-friendly and youth-focused events.

Ineligible Events

✘ Private functions, fundraisers, or political events.

✘ Events held outside the City of Canada Bay.

✘ Ongoing operational costs or staff wages.

✘ Projects with minimal community impact.

Event Grants

Event Grants

Examples of eligible budget items or what funding must be spent on:

Performers or entertainment

Event services e.g. security, cleaning, event bin hire, traffic management plans and implementation

Event equipment hire

Professional event management staff

Event styling and decorations

Publicity and promotion

(no more than 10% of grant budget)

Catering costs

(no more than 10% of grant budget, or $300 – whichever is greater)

⊞ Event Grants: Assessment Criteria

ASSESSMENT CRITERIA

Criteria	Weight	Details
1) Event Details What are you doing? (Who, What, Where, When, How, Why?)	20%	a. Has a clearly defined event plan with proposed activities and timeframes listed
2) Outcomes • How will your project benefit the community? • How does this align and address identified needs in the City of Canada Bay? • How will you measure the success of the program? Did it achieve the intended outcomes?	20%	a. Aligns with relevant Council plans and strategies b. Provides evidence of measurable and achievable outcomes for the community c. Provides evidence of how the outcomes will be measured e.g. number of attendees, feedback from participants, photos of event(s)
3) Capacity Building How will this project increase participation from the community and/or improve the capacity of the organisation?	20%	a. Provides evidence of how the event will encourage community participation and engagement b. Provides evidence of how the organisation will enhance sponsorship and funding interest from other sources (including for future events)
4) Budget • How much are you seeking? • How will you spend the money? Please itemise. • Are there any other sources of funding including in-kind contributions?	20%	a. Provides a well-researched budget with evidence of costings for all event expenses (include quotes for items over $1,000) b. The budget is feasible and represents value for money c. (Where required) budget clearly shows evidence of other income streams to support the event
5) Capacity and Expertise • Tell us about your organisation's ability to manage the project. • Are you working with other groups or organisations?	20%	a. Provide evidence of organisation's prior event management experience or ability to deliver the event b. Provide evidence of community support for the event e.g. identify partnerships or opportunities for contribution from other sources c. Provide evidence of the ability to deliver the event in a safe and compliant manner

Example Projects

Tips for applying

💡 **Start Early**: Read the guidelines and plan your event details in advance.

📌 **Be Specific**: Clearly explain your event's purpose, audience, and expected outcomes.

💰 **Budget Wisely**: Provide accurate quotes and justify expenses.

📊 **Demonstrate Impact**: Show how your event aligns with community priorities.

✅ **Ensure Compliance**: Secure required permits, insurance, and risk assessments.

📄 **Apply Online**: Submit via SmartyGrants before the deadline.

📞 **Ask for Help**: Contact the Place & Events Team with any questions.

Environment Grants

Community Priorities
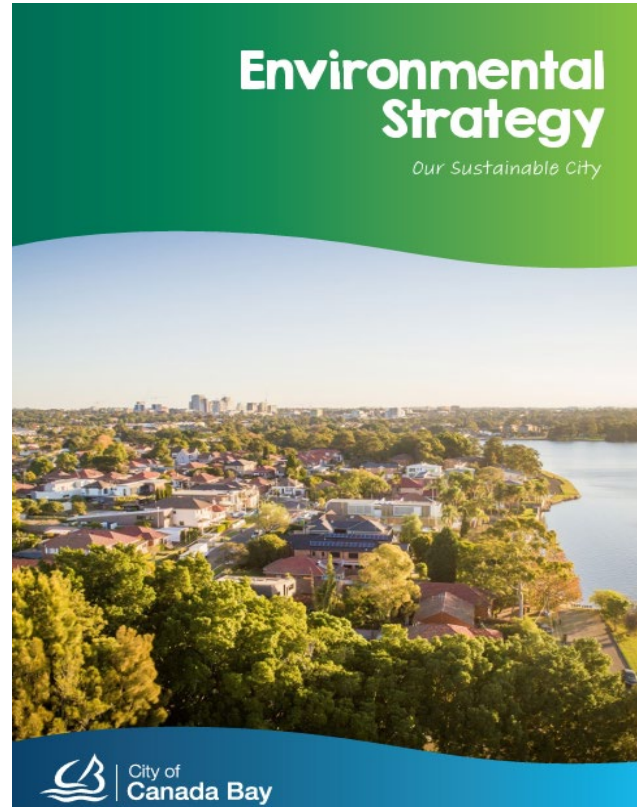
Available Funding

A total of $30,000 in grant funding is available in two different categories:

SUPPORT GRANTS

FUNDING UP TO $1,000

To expand on existing projects.

DEVELOPMENT GRANTS

FUNDING UP TO $3,000

For the implementation of new projects.

Eligible Applicants

- Schools
- Local incorporated not-for profit organisations. E.g.
  - Community Groups
  - School P&C groups
  - Community-based early learning centres
  - Conservation groups
- Unincorporated community groups

Only if sponsored by an incorporated organisation to support your group application.

Ineligible Applicants

- State Government Org.
- Political parties
- For profit organisations
- Applicants with outstanding debts
- Applicants with outstanding grant acquittals from previous Council grant funding

Application and Selection Process

Projects will be assessed on their merit, and how well they meet the selection criteria.

Examples of projects that may be considered include:

- litter education and prevention.
- water conservation and saving initiatives.
- energy conservation and saving initiatives,
- waste avoidance, minimisation and management.
- native gardens.
- construction of vegetable, permaculture or no-dig gardens.

ASSESSMENT CRITERIA

1) Clear evidence project will address the City of Canada Bay's identified needs What are you doing? (Who, What, Where, When, How, Why?)	20%	**a.** Aligns with relevant Council environmental, biodiversity or waste plans or strategies **b.** A creative, innovative or robust project that demonstrate a clear vision and delivery of environmental outcome(s)
2) Outcomes • How will your project benefit the community? • How does this align and address identified needs in the City of Canada Bay? • How will you measure the success of the program? Did it achieve the intended outcomes?	20%	**a.** Provides evidence of measurable and achievable outcomes for project **b.** Provides evidence of how the outcomes will be measured e.g. amount of waste reduced, feedback from participants, etc.
3) Capacity Building How will this project increase participation from the community and/or improve the capacity of the organisation?	20%	**a.** Provides a clear strategy for education and/or engagement of the community, participants and/or audience **b.** Involvement of multiple stakeholders from the wider community **c.** Effective promotion of project outcomes to a wide audience, this includes recognition of Council's contribution
4) Budget • How much are you seeking? • How will you spend the money? Please itemise. • Are there any other sources of funding including in-kind contributions?	20%	**a.** Provides a clear and well-balanced budget which demonstrates matching funds including funding from other streams, cash contribution and in-kind contribution, if appropriate. **b.** The budget is realistic and represents value for money.
5) Capacity and Expertise • Tell us about your organisation's ability to manage the project. • Are you working with other groups or organisations?	20%	**a.** Provides evidence of organisation's ability to manage a similar project. **b.** Provides evidence of community support for the project e.g. identify partnerships or opportunities for collaboration from other areas.

Part 2: 1:1 Specific Questions

Question and Answer Session

Have further questions or want to discuss your ideas?

- Community Development Grant

- Event Grant

- Environmental Grant

- Help with SmartyGrants

More help and Resources

- 4 Steps to writing a grant application - Canada Bay Council https://www.canadabay.nsw.gov.au/community/get-involved/community-funding

- Answers Bank Example answers - The Funding Centre https://explore.fundingcentre.com.au/help-sheets/answersbank

  Provides sample answers to help you frame your thinking when presented with questions on a grant application form that you are not sure how to answer. Answers should be adapted to your own organisation and project.

- How to apply through SmartyGrants- A guide for applicants https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/

Answer Bank - Example

Describe your project:

The 'Save the Rainbow Spotted Wallaby Project' is a community conservation project aimed at preserving areas of bushland which are the natural home to this endangered species.

Many farms have areas of bushland which need to be preserved to conserve the Rainbow Spotted Wallaby habitat. This requires fencing off the land area to prevent livestock infringing on and destroying the habitat. Unfortunately it is costly to fence off areas of land and many landholders cannot afford to do this.

The Save the Rainbow Spotted Wallaby Project also tags and monitors the remaining wallabies. Funding is required to continue this critical conservation project.

What:

- conservation project
- preserve areas of bushland
- conserve habitat
- tag and monitor wallabies

Who:

- Rainbow Spotted Wallaby
- Landholders

Where:

- Farms with bushland

How:

- Fencing off land to prevent livestock infringing on habitat