



GRANT STANDARDS

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1. Purpose

Council's grant programs align with the themes of the Community Strategic Plan 2040 in relation to [Connectivity](#), [Community Wellbeing](#), [Celebrating Culture](#) and Place, [Liveable Neighborhoods](#), [Responsible Leadership](#).

Applicants are expected to demonstrate their own alignment with the themes of the Community Strategic Plan 2040.

Information about Council's grant program and Community Strategic Plan 2040 can be found on the Council website www.strathfield.nsw.gov.au.

These standards provide operational guidance for the administration of Council's grant programs in accordance with [Council's Grants Policy](#).

They outline eligibility requirements, assessment processes, funding allocations and program specific criteria to ensure a consistent transparent approach to grant allocation.

1.1 Funding Available

Name of program	Group or Individual	Assessment Frequency	Total funding pool	Amount awarded per successful applicant
Community Development Grants	Group	Annual	\$48,000	\$3,000
Cultural Grants	Group	Annual	\$12,000	\$3,000
Small Grants	Group or Individual	Quarterly	\$20,000	Up to \$2,500
Community Event Grants	Group	Annual	\$30,000	3 x \$10,000

Annual rounds are generally opened in June for a period of up to 8 weeks.

Quarterly grants are assessed four times in a financial year.

Dates for each of the grant programs will be published on Strathfield Council's website.

Note: Council does not provide fee waivers or free use for in-house design, printing and distribution service, hall or reserve/field hire, street closures or cleansing and waste service for events.

2. Grant Program Conditions

2.1 Eligible to apply

- i. Residents of the Strathfield Local Government Area
- ii. Community Organisations that are located in or provide services, events and/or initiatives to the Strathfield Local Government Area.
- iii. Demonstrate capacity to deliver the proposed activity or project.
- iv. Additional program-specific eligibility may apply as outlined in the Grant Standard.

2.2 Ineligible applications

- i. Activities and programs that duplicate existing services or repeat previous projects funded by Council.
- ii. Attendance at conference or academic course fees.
- iii. Religious ceremonies and/or activities in which the promotion of a single faith is the main purpose.
- iv. Profit making activities where the profits are allocated to shareholders, owners and/or members.
- v. The establishment or attainment of fundraising objectives.
- vi. Events that are not located within the Strathfield LGA.
- vii. Capital projects, including upgrades to infrastructure or materials, that are not located Strathfield LGA.
- viii. Projects or initiatives that do not directly benefit the Strathfield community.
- ix. Projects or initiatives that are unlawful or of unconscionable purpose.
- x. Events or activities that are primarily a marketing or promotional exercise for a for-profit organisation.
- xi. Cover rental costs or recurrent expenditure for organisations or groups.
- xii. Cover ongoing staff or operational costs including consumables (food and/or beverage), petrol, stationery etc.
- xiii. Be used for the purpose of prize money, prizes, or trophies.

2.3 Acknowledgement of Funding

Successful applicants must ensure that all public statements relating to the activity being funded by Strathfield Council acknowledge the provision of the funding by the Council through the relevant grant program by including:

- Strathfield Council logo included on printed marketing items
- Strathfield Council logo on website as well as statement "Proudly supported by Strathfield Council"

2.4 Evaluation of Applications

- i. Each application will be assessed based on the Evaluation Criteria for each grant program.
- ii. Evaluation will be conducted by a panel of Council staff members. Members of the panel are determined by the Director of Corporate and Community. External panel members may be appointed at the discretion of the Director of Corporate and Community, noting Councillors will not form part of the panel at any time to ensure probity and independence.
- iii. To be shortlisted to receive funding the application must meet the eligibility and have a score over 65% of the total score, as independently provided through panel review.
- iv. Applications that do not meet the eligibility criteria will be deemed ineligible and will not be scored.
- v. Applications that score less than 65% of total score will be deemed unsuccessful.
- vi. The assessment panel will rank the shortlisted applications and determine if part funding for projects may be appropriate.
- vii. Recommendations from the assessment panel will be reviewed by Council's executive leadership team before proceeding for approval at a Council Meeting.

2.5 Receiving Grant Funding

- i. Once approved successful applicants will be sent a funding agreement to complete and return to Council.
- ii. Upon receipt of the completed funding agreement Council will transfer the agreed amount to the bank account nominated on the application.

2.6 Conflicts of interest

Conflicts of interest that are identified by individuals involved in assessment and decision making will be reported to and assessed by the Director of Corporate and Community, who will determine appropriate management and mitigations, including exclusion from the panel.

2.7 Acquittals

- i. Acquittals must be completed on Council's standard and online forms
- ii. Annual grants must be completed and acquitted by 31 July of the next financial year
- iii. Quarterly grants must be completed and acquitted within 3 months after the event date or completion of project
- iv. Expenditure must be clearly shown through proof of transactions for the purposes outlined in the grant application
- v. Non-acquittal will result in any future applications being disqualified and not accepted.

3 Community Development & Cultural Grants

3.1 Key Objectives

Type	Objectives
3.1.1 Community Development Grants The Community Development grant stream supports community projects that focus on improving social outcomes and enhancing social inclusion and connection for the people of Strathfield.	Council seeks to support projects and initiatives that will build social inclusion and community resilience for the people of Strathfield. Community development projects may include initiatives for people from Aboriginal and Torres Strait backgrounds, diverse backgrounds, people who are aged and/or disabled, children, youth, and women or any identified/researched social issue in Strathfield by: ▪ Increasing community capacity through collaboration and partnerships among community groups, supports, and services. ▪ Facilitating inclusion and access to facilities, services, and open spaces, particularly for people at risk of social isolation. ▪ Increasing trust and understanding within the diverse demographic of Strathfield. ▪ Increasing social cohesion, sense of belonging and connection to place. ▪ Increasing volunteering and community participation. ▪ Increasing access to activities promoting wellbeing, including physical and mental health. ▪ Increasing access to social, educational, training and employment opportunities ▪ Increasing access to activities that support families.
3.1.2 Community Cultural Grants The Cultural grants stream supports the growth of art, dance, music, and creative activities in the Strathfield Local Government Area by funding a range of projects, programs and events that provide opportunities for individual artists, groups, or organisations to connect with the community of Strathfield.	Council seeks to support projects and initiatives that will build arts and creative activities for the people of Strathfield through events, theatre, music, dance, art and writing by: ▪ Contributing to the growth of local arts and creativity through collaboration and partnerships. ▪ Developing the skills of local creative professionals and art workers across all arts disciplines. ▪ Increasing access and community participation in arts and creative events. ▪ Bring significant benefit to the residents and rate payers of Strathfield in relation to cultural programs and activities.

3.2 Key Information & Criteria

Assessment Criteria	Available Funding	Eligibility	Timeline
i. Clear rationale for project/initiative with key outcomes connected to Community Strategic Plan 2040. ii. Demonstrated ability to deliver community projects in relation to identified need. iii. Address at least one of the grant objectives. iv. Enhance opportunities, capacity, community participation, provide social and economic benefits to Strathfield local government area v. Capacity to deliver project and evaluate outcomes. vi. Realistic budget with all income and expenditure. Note: <i>Non-local artists and practitioners must demonstrate tangible benefits to the Strathfield community.</i>	i. Applications up to \$3,000. ii. Funding may be provided in full or partially. iii. Funding outcomes dependent upon panel evaluation and available funding.	i. Not-for-profit organisations. ii. Social enterprises. iii. Unincorporated community groups when sponsored or auspiced by local not-for-profit, Parents and Carers or Parents and Friends Associations. Eligibility if not an incorporated organisation As is defined and outlined in the Grants Policy, if a group or organisation is not incorporated, they can approach any legal entity that satisfies the eligibility requirements in the Grants and Financial Assistance Policy to auspice the group and make an application on their behalf.	i. Annual round opens in June for up to 8 weeks. ii. Projects commence after signing and returning funding agreement. iii. All projects must be implemented in financial year awarded, unless otherwise agreed. Acquittals Sent to Council on completion or by 31 July of following financial year.

3.3 Supporting Documentation

- i. Certificate of Incorporation.
- ii. Formal quotes for equipment, goods or services relating to application.
- iii. A copy of public liability insurance or quote for public liability insurance which would cover the proposed project to the value of \$20 million.
- iv. Working with Children checks in relation to all staff involved if the proposed project involves children.
- v. A basic site and risk plans for the project if relevant.
- vi. Letters of support from any community or local business partners if relevant.
- vii. Any other documents relevant to the proposed project.
- viii. CV/Bio for Cultural Grants.
- ix. Additional support material may include images, video or audio for the application.
- x. Auspice partnership agreement if applying using this arrangement.

3.4 Evaluation Criteria – Community Development & Cultural Grants

Criteria	Not evident (0)	Evident (1)	Good/Fair (2)	Excellent (3)	Total (16)
1 Meets eligibility criteria.	Does not meet the eligibility criteria.			Meets the eligibility criteria.	
2 Application provides explanation of service and/or activity requiring funding.	Not evident. No explanation provided.	Evident. Limited detail provided.	Evident with detail provided.	Very clearly outlines and explains service and/or activity.	
3 Application outlines benefit or need being met in the Strathfield Community.	Not evident.	Evident but need already being met in the community.	Clearly identifies benefit or need to be met.	Very clearly identifies and effectively justifies the benefit and/or need being met.	
4 Application aligns with one of more of the CSP themes.	Not evident.	Aligns partially with a CSP theme.	Aligns with a CSP theme.	Very clearly aligns closely with one or more of the CSP themes.	
5 Application outlines how funds will be spent.	Not evident.	Evident but no detail provided.	Evident and clear.	Evident and very clear with detail and explanation.	
6 Applicant agrees to present outcomes and share their stories following the completion of their initiatives	Does not indicate they agree to present or share.	Indicate they agree to present or share.			
TOTAL					/16

4. Small Grants

The Small Grants Fund provides access to small financial assistance grants for local residents or community organisations for projects or activities of community benefit, and where an alternative grant program is not available.

4.1 Objectives

- i. Individuals or groups representing the State of NSW or Australia in their chosen field and may support attendance at conferences, training or competing in a chosen field, including sporting, academic, cultural, artistic, or environmental endeavours may request financial assistance.
- ii. Community organisations requiring financial assistance to provide a service or activity of benefit to the Strathfield community where no alternative grant program is available.
- iii. Request for a donation or support a fundraising event for a registered charity or not for profit organisation.

4.2 Assessment Criteria

- i. Clear explanation of the project/initiative with key outcomes connected to one or more themes of the Community Strategic Plan 2040.
- ii. Demonstrated benefit or need being met in the Strathfield Community.
- iii. Shows opportunities to enhance or provide social benefits to the Strathfield local government area.
- iv. Realistic budget with all income and expenditure shown.

4.3 Available Funding

An applicant may apply for a maximum amount of \$2,500 per annum to an organisation or individual. Council retains the discretion to award an amount less than the amount requested by an applicant in their application. Adjustments are made based on the panel's evaluation outcome, and available funding. Council will only accept **one** application per financial year per individual/organisation.

4.4 Eligibility

To be eligible for funding, applicants must:

- i. Be residents of the Strathfield Local Government Area (Proof of residential address must be included in all Small Grants applications), or
- ii. Be community groups, not for profit organisations, schools and/or registered charitable organisations that are located or provide services to the Strathfield Local Government Area, and
- iii. Have no outstanding debts owed to Council, and
- iv. Demonstrate the grant will be used for a purpose in the public interest primarily for the local community of Strathfield.

4.5 Supporting Documentation

The following documentation must be submitted with a small grant application:

- i. Certificate of Incorporation.
- ii. Formal quotes/expenses for all equipment, goods and/or services relating to the project must be included in the application.
- iii. A copy of current public liability insurance which would cover the proposed project to the value of \$10 million must be included in the application.
- iv. Working With Children Checks in relation to all staff involved if the proposed project involves children must be included in the application.
- v. A basic site plan for the project if relevant.
- vi. Letters of support from any community members or local business partners if relevant.
- vii. If the event is proposed on Council land, a risk assessment of the site must be included.

4.6 Timeline

This program is open all year round but assessed on a quarterly basis. To be considered in the relevant funding round, applications must be lodged with Council each year by:

31 July	31 October	31 January	30 April
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It can take up to 3 months from the assessment deadline before the assessment process is undertaken and payments are made. To ensure your project is fulfilled and to avoid disappointment, ensure your project is scheduled to start 3 months after the upcoming quarterly grants assessment deadline.

Acquittals must be sent to Council within 6 months of the completion of project.

4.7 Evaluation Criteria – Small Grants

	Criteria	Not evident (0)	Evident (1)	Good/Fair (2)	Excellent (3)	Total (16)
1	Meets eligibility criteria.	Does not meet the eligibility criteria.			Meets the eligibility criteria.	
2	Application provides explanation of service and/or activity requiring funding.	Not evident. No explanation provided.	Evident. Limited detail provided.	Evident with detail provided.	Very clearly outlines and explains service and/or activity.	
3	Application outlines benefit or need being met in the Strathfield Community.	Not evident.	Evident but need already being met in the community.	Clearly identifies benefit or need to be met.	Very clearly identifies and effectively justifies the benefit and/or need being met.	
4	Application aligns with one of more of the CSP themes.	Not evident.	Aligns partially with a CSP theme.	Aligns with a CSP theme.	Very clearly aligns closely with one or more of the CSP themes.	
5	Application outlines how funds will be spent.	Not evident.	Evident but no detail provided.	Evident and clear.	Evident and very clear with detail and explanation.	
6	Applicant agrees to present outcomes and share their stories following the completion of their initiatives	Does not indicate they agree to present or share.	Indicate they agree to present or share.			
	TOTAL					/16

5. Community Event Grants

The Community Event Grants stream supports events and festivals that contribute to the vibrancy and liveability of Strathfield. They enliven our public spaces, enhance community wellbeing, and boost economic benefits.

5.1 Objectives

Council seeks to support projects and initiatives that will take the form of an event or festival for the people of Strathfield by:

- i. Offering free or low-cost events to the public.
- ii. Providing a fresh offering that complements the Strathfield events calendar.
- iii. Delivering social, community, recreational, and cultural benefits to Strathfield residents and visitors.
- iv. Presenting events within the Strathfield Local Government Area that primarily benefit Strathfield residents.

5.2 Assessment criteria

- i. Clear rationale for the project/initiative with key outcomes connected to one or more themes of the Community Strategic Plan 2040.
- ii. Refers to Council's Calendar of Events so the date of event does not conflict with the Council calendar of events.
- iii. Addresses the objectives of the grant.
- iv. Demonstrate engagement of the broader Strathfield community to attend event or festival.
- v. Enhance cultural opportunities and provide social and economic benefits to the Strathfield local government area.
- vi. Capacity to deliver the project and evaluate outcomes.
- vii. Supporting documentation including safe work practices and realistic budget with all income and expenditure shown.

5.3 Available Funding

Applications may be made for grants of up to \$10,000.

Funding of up to \$10,000 may be made to applicants that best demonstrate their alignment to the Community Strategic Plan and direct benefit to the Strathfield community.

5.4 Supporting Documentation

- i. Certificate of Incorporation.
- ii. Formal quotes for equipment, goods or services relating to application.
- iii. A copy of public liability insurance or quote for public liability insurance which would cover the proposed project to the value of \$10 million.

- i. Working with Children checks in relation to all staff involved if the proposed project involves children.
- ii. A basic site plan for the project if relevant.
- iii. Letters of support from any community or local business partners if relevant.
- iv. Any other documents relevant to the proposed project.
- v. Certification of registered Australian charities and not for profits (ACNC).

5.5 Eligibility

- i. Events that will take place within the Strathfield Local Government Area.
- ii. Events that are one-off or irregular in nature (i.e. are held once per year).
- iii. Events where admission is free or low cost.
- iv. Events that allow any Strathfield resident to attend.
- v. Funding may be requested to supplement the cost of delivering the event, such as infrastructure hire fees, marketing and promotional costs or venue hire fees.
- vi. Unincorporated community groups when sponsored when auspiced by a local not for profit, Parents and Carers or Parents and Friends Associations.

Eligibility if not an incorporated organisation

As is defined and outlined in the Grants Policy, if a group or organisation is not incorporated, they can approach any legal entity that satisfies the eligibility requirements in the Grants and Financial Assistance Policy to auspice the group and make an application on their behalf. It is encouraged to choose an auspicings body that is relevant to the sector and can support the implementation of the proposal.

5.6 Ineligible Events

Funding cannot be used for:

- i. events with the sole purpose of fundraising.
- ii. events where attendance is limited to individual organisations and their members.
- iii. events that have a commercial objective.
- iv. Events which compete with or have the same or similar timing as other Strathfield Council events.

5.7 Supporting Documentation

The following documentation must be submitted with a small grant application:

- i. Formal quotes/expenses for all equipment, goods and/or services relating to the project must be included in the application.
- ii. A copy of current public liability insurance which would cover the proposed project to the value of \$20 million must be included in the application.
- iii. Working With Children Checks in relation to all staff involved if the proposed project involves children must be included in the application.
- iv. Detailed site plan for the project, including waste management.

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- v. Letters of support from any community members or local business partners if relevant.
- vi. If the event is proposed on Council land, a risk assessment of the site must be included.
- vii. Auspice partnership agreement if applying using this arrangement.

5.8 Timeline

The annual round of this program generally opens in June for a period of up to 8 weeks.

Projects can commence following the signing and returning of the funding agreement to Council. All projects must be implemented in financial year they are awarded, unless otherwise agreed.

Acquittals to be sent to Council on completion of project or by 31 July of the following financial year.

5.9 Evaluation Criteria – Community Event Grants

Criteria	Not evident (0)	Evident (1)	Good/Fair (2)	Excellent (3)	Total (22)
1 Meets eligibility criteria.	Does not meet the eligibility criteria.			Meets the eligibility criteria.	
2 Reference to Council's calendar of events.	Date of event <u>does</u> conflict with the Council calendar of events			Date of event <u>does not</u> conflict with the Council calendar of events	
3 Alignment with one of more of the CSP theme/s.	Not evident.	Aligns partially with a CSP theme.	Aligns with a CSP theme.	Very clearly aligns closely with one or more of the CSP themes.	
4 Extent of how the event or festival aligns with objective and is unique or relevant to Strathfield.	Not evident. No explanation provided.	Evident. Limited detail provided.	Evident with some detail provided.	Very clearly outlines and explains event or festival.	
5 Outlines engagement of the broader Strathfield community to attend.	Not evident.	Evident but no detail provided.	Clearly shows engagement of broader community.	Very clearly shows engagement of broader community.	
6 Clearly describing details of the event's purpose, activities and management plans	Not evident. No explanation provided.	Evident. Limited detail provided/lack ing support documentatio n	Evident with some detail provided in support documentation.	Very clearly outlines event purpose with use of supporting documentation.	
7 Application outlines how funds will be spent.	Not evident.	Evident but no detail provided.	Evident and clear.	Evident and very clear with detail and explanation.	
8 Applicant agrees to present outcomes and share their stories following the completion of their initiatives	Does not indicate they agree to present or share.	Indicate they agree to present or share.			
TOTAL					/22