

COMMUNITY DEVELOPMENT GRANTS PROGRAM



Welcome & Housekeeping

1. Please ensure your mobile phones are on silent
2. Please keep your questions to the end as we will have time to answer any questions at the end of the session
3. We will send all participants a copy of the PowerPoint after the workshop
4. Introduce yourself and the organisation you are from

Acknowledgement of Country

We would like to Acknowledge the Cabrogal of the Darug Nation who are the Traditional Custodians of this Land we are meeting on today. We also pay our respect to the Elders both past and present and future of the Darug Nation.

What will be covered today

AGENDA

SESSION 1

Hear from the Grants Team on the updated guidelines, past successful projects and priority areas. There will also be opportunity for a Q & A!

9.30am – 10.30am

Community Development Grants Presentation

- Aged and Disability grants
- Arts and Culture
- Community Capacity Building and Domestic and Family Violence Prevention
- Harmony Week and Refugee Week
- Youth Week and Rapid Response Youth
- Data Sources
- Creative Communities

MORNING TEA BREAK

SESSION 2

The second half of the session will provide an opportunity to learn more about how to strengthen your FCC Community Development grant application.

10.45am – 11.30am

Grant writing tips
Unpacking the application form

COUNCIL PROVIDES FUNDS TO COMMUNITY ORGANISATIONS THROUGH THREE MAIN AVENUES:

- Community Development Grants program
- Creative Communities Grants program
- Council Donations Fund

Community Grants Program

COMMUNITY DEVELOPMENT GRANTS PROGRAM



Up to \$3,000 (EX GST)

When

Twice a year in March and September

Who?

Not-for-profit community-based organisations. Two grants programs with a number of categories.

Enquiries

grants@fairfieldcity.nsw.gov.au

CREATIVE COMMUNITIES GRANTS PROGRAM



Up to \$5,000 (EX GST)

When

Once a year in March

Who?

Not-for-profit community-based organisations.

Enquiries

grants@fairfieldcity.nsw.gov.au

COUNCIL DONATIONS FUND



Up to \$1,000 (EX GST)

When

All year round

Who?

Individuals and community organisations through various social, sporting, cultural and environmental initiatives. Check [here](#) for more details.

Enquiries

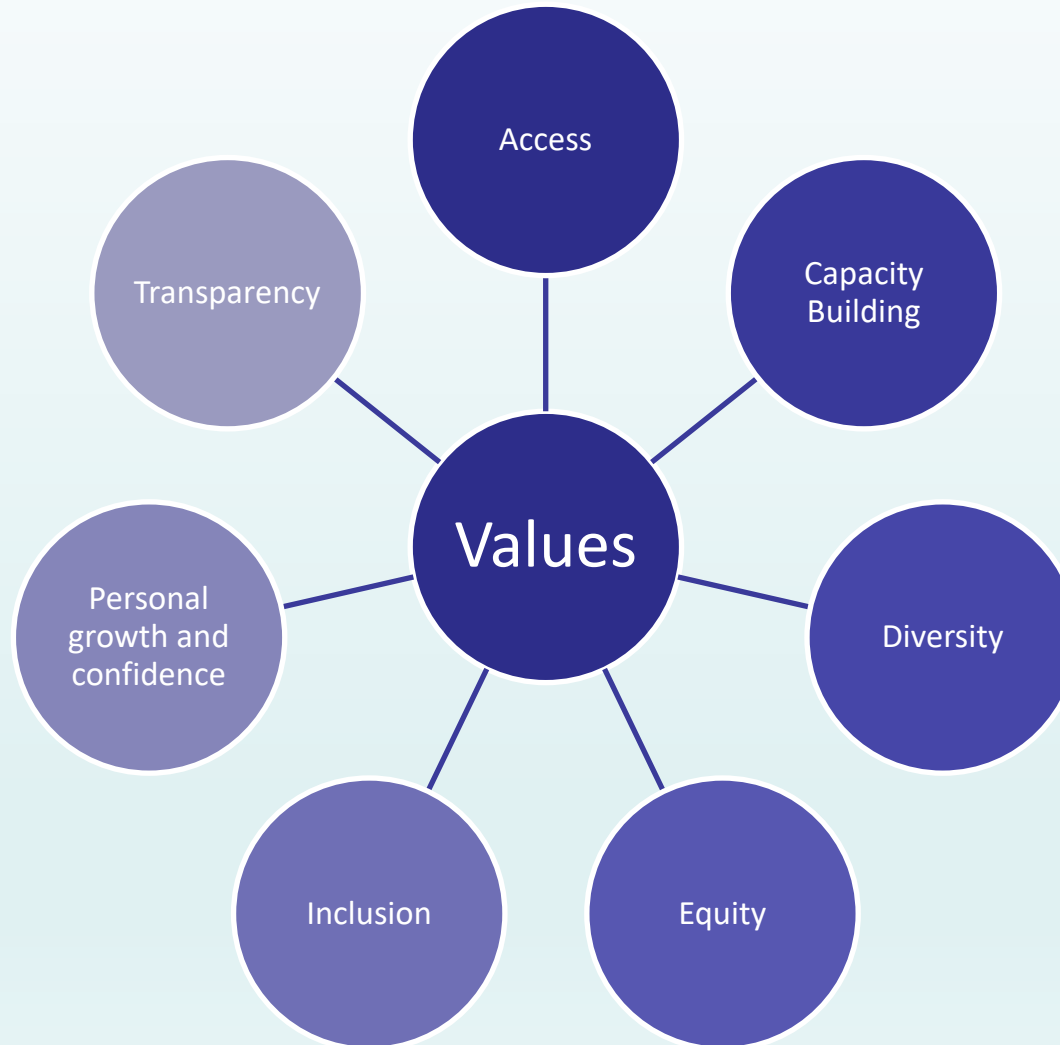
governance@fairfieldcity.nsw.gov.au

GRANTS TIMING

COMMUNITY DEVELOPMENT GRANTS PROGRAM

March	September
Community Capacity Building	Community Capacity Building
Aged and Disability	Aged and Disability
Domestic and Family Violence Prevention	Arts and Culture
Refugee Week	Harmony Day
	Youth Week

Values behind our Grants Program



Priority Areas

DIVERSITY

We encourage programs and activities that promote peace and harmony, support refugees to integrate into the community and support all people who are marginalised in the community to create more social connectedness.

HEALTHY COMMUNITIES

Council aims to deliver affordable exercise activities and promote educational programs and activities, health and nutrition, wellness and social connectedness.

SAFE COMMUNITY

We value programs that encourage safer communities and which promote Fairfield City as a safe and secure City.

Priority Areas

INCLUSIVE

We want a community that improves the quality of life for all residents, including people who are marginalised. We also support programs that lower the cost of community services and facility use and provide financial and education support where most needed.

LIFELONG LEARNING

We encourage lifelong learning and training for all members of our community and support programs that provide job support, and develop children and youth.

SUPPORTING DISABILITY

We encourage positive community attitudes and behaviours towards people with disability and support organisations that employ people with a disability and deliver accessible and inclusive events.

WHO IS ELIGIBLE?

- Applicants must be an incorporated not-for-profit organisation based and operating within the Fairfield Local Government Area and/or principally service Fairfield residents
- Non-incorporated groups may ask an incorporated organisation to auspice an application. That organisation will then be responsible for managing the funding
- Projects which meet at least one of the priority areas

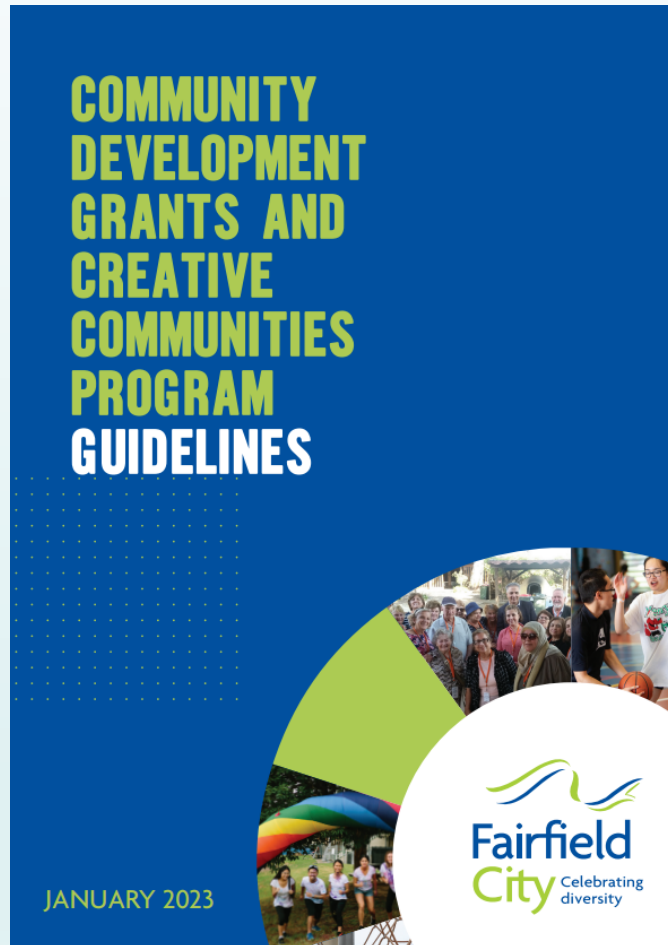
WHO IS NOT ELIGIBLE?

- Religious activities or entities in which the promotion of a single faith is the main purpose
- Political events and programs
- Government organisations or agencies
- Educational institutions wanting to supplement their activities
- Private organisations or those seeking commercial gain; either directly or through an auspice or contracting arrangement

WHO IS NOT ELIGIBLE?

- Organisations wanting to top up shortfalls in budget
- Activities and programs that duplicate existing services or repeat previously funded projects
- Projects that seek funding for the sole purpose of purchasing equipment. Council's donations and funds program may be suitable for this purpose
- Applicants for competitions, prize money, and/or trophies or for the promotion or celebration of national or independence days

Fine Print



Read the guidelines carefully!

[Grants and Funding Fairfield City Council \(nsw.gov.au\)](https://www.nsw.gov.au/grants-and-funding/fairfield-city-council)

Fine Print

- The funding sought **can't** be used to pay **salary staff**. Funding can be used to pay facilitators and consultants for the purpose of the project
- Applicants must not have outstanding project acquittals
- Projects must be open to **all members of the community**, especially people with disability
- Applications must disclose whether the activity is subsidised or freely provided. If subsidised, the cost to participants must be provided
- Only **one application per activity/program** can be submitted to Council in each funding category
- **New projects** are encouraged
- Council encourages funded programs to be free of charge or low cost to participants. Any proposed charge to participants, must be reflected in the project budget as income

Community Development Grants Program incorporating:

- Aged and Disability
- Arts and Culture
- Community Capacity Building
- Domestic and Family Violence Prevention
- Harmony Week
- Refugee Week
- Youth Week
- Rapid Response

Aged and Disability

These grants aim to support organisations such as:

- Aged or Senior Services
- Disability Support Services
- Carers Support Services
- Mainstream community organisations that support people who identify as a person with a disability, their carers or are seniors.

The program/project/event that you are applying for **cannot be already funded by NDIS or My Aged Care** (or any other government body)

Supporting those who “fell through the cracks”:

- People with a disability that does not meet the eligibility criteria for the NDIS or
- People with disability or seniors who do not necessarily need assistance with everyday activities



Aged and Disability

Activity types

- Projects addressing social disadvantage or social isolation
- Building community connections and capacity (introducing support services, etc)
- Raising awareness of disabilities and ageing within the wider community

Priorities

- Projects that encourage positive community attitudes and behaviours
- Activities that improve independence and living skills for people who do not receive NDIS or my Aged Care
- Days of Celebration ex. International Day of People with Disability (Tuesday 3 December 2024) or Carers Week (13-19 October 2024)
- Projects that support carers



Disability – Past Grant Recipients

Project Title	Project Organisation	Project Description
Fairfield Neurodiversity Peer Mentoring Program	The International Therapy Alliance (TITA)	A peer and carer-mentoring pathway program for young people aged 12-25 living with neurodiverse disability.
Come N Try League, Physical Disability Rugby League	NSW Physical Disability Rugby League Australia	International Day of People with Disability Event, a Come N Try day event to promote sport participation for people with disabilities.
Hope – Wellbeing for additional needs group	Zen Tea Lounge Foundation	A series of weekly wellbeing and creative workshops for children with additional needs.
Sharing One Thing Social Group	Cambodian Australian Welfare Council of NSW Inc	Fortnightly social group for seniors to share their experiences and create connections.
Willing and Able	NSW SLASA (Spanish and Latin American Association for Social Assistance)	Creation and sharing of 2 videos of CALD/Latin community members with disability demonstrating how they are willing and able to contribute to Fairfield community.

Youth Week

Held in April, Youth Week is an annual celebration of young people, organised by young people for young people.

Youth Week activities aim to provide fun and free activities with young people at the centre, celebrate local youth culture and provide opportunities for active participation.

Youth Week dates and themes are set each year by the NSW Government in consultation with the NSW Youth Advisory Council. Youth Week activities may be incredibly diverse, but all reflect Youth Week values.

Youth Week 2024 is 11-21 April
Theme: *Express, Empower, Get Loud!*

**Grant round opens in Sept for events in
2025 Youth Week (9 April – 17 April)*



Youth Week

Activity type

- Forums for sharing ideas
- Live events
- Showcasing talent
- Celebrating young people's contribution to the community
- Competitions

<https://www.youthweek.nsw.gov.au/>



Youth Week

Further considerations

- Funding must only be used for Youth Week events during the designated timeframe
- Applications should align with Youth Week values (found on the NSW Youth Week website)
- **Young people aged 12 - 24 must be meaningfully engaged in the planning and delivery of all Youth Week activities**
- Applications which only list young people as passive participants (not actively involved in the project will not be considered).

Total amount of grant sought must not exceed \$3,000

Youth Week Past Programs

Project Title	Project Organisation	Project description
Youth Week Olympiad	Community First Step	A week of activities at the Fairfield Youth and Community Centre, including a basketball championship, chess comp, and mini-game tournaments.
PYT Fairfield Escape Room Immersive Theatre Event and Fantasy Games Night	PYT Fairfield	Young artists in PYT's Ensemble will be supported to design and run an Escape Room and Fantasy Games Night in the Fairfield School of Arts.
Change the Game	Service for the Treatment and Rehabilitation of Torture and Trauma Survivors (STARTTS)	A multicultural football and basketball tournament for young people aged 14-20 who engage with the Fairfield Youth and Community Centre with music and games.
The Y Factor	Bonnyrigg Youth Council / SCGH	Talent show hosted at Bonnyrigg High School – showcasing local performing artists

Tips for Designing a Youth Week Initiative

Tips

- Events must be **youth-led**. Engage young people early and from the start. Don't assume what young people need or want – speak with them!
- <https://www.acyp.nsw.gov.au/top-10-tips-for-participation>
- Think about how young people are engaged in planning and what benefit they may get out of it. Include this in your application
- Consider accessibility. How can your initiative be inclusive of people with diverse needs

Total amount of grant sought must not exceed \$3,000

Arts and Culture

The grants are open to all art forms, including film, visual art, music, literature, dance, theatre, digital media, augmented reality, virtual reality, and multi-disciplinary arts with a focus on assisting emerging and professional artists and art organisations in the development and production of work relevant to Fairfield.

Activity type

- Development of new artist-run initiatives
- Workshops and talks that boost creative skills
- Exhibitions, performance and events

Priorities

- Projects that support Aboriginal and Torres Strait Islander Culture, developed and led by community needs
- Work celebrating the diversity of cultures in the area
- Employ and partner with local arts and cultural practitioners

Total amount of grant sought must not exceed \$3,000.



Josipa Draisma and Mara Knezevi – The Hen House development – Photo by Anna Kucera.
Arts and Culture Grant recipient -2020

Past Arts and Culture – Grant Recipients

Project Title	Project Organisation	Project Description
Quinceanera - A Musical About Growing Up Latino in Fairfield	PYT- Fairfield	Quinceanera is a new musical theatre work set in Fairfield Heights in 1995. Quinceanera will be created in collaboration with the local Latin community.
TO YOUR DOOR Fairfield Stages	Think and Do Tank	TO YOUR DOOR Fairfield Stages is a program to bring joy through live performance and creative programming via outreach across Fairfield.
The Art of Cueca	SLASA	A video tutorial/archive of one of Chile's most traditional dances - the Cueca. The video aims to keep an artistic record of what the dance stands for in the local community and beyond.

Community Capacity Building

COMMUNITY CAPACITY BUILDING

Community Capacity Building grants support emerging needs within our community and projects that facilitate and build community connections and capacity. It's a good source of funding to try a pilot or develop an innovative solution.

Activity type

- Projects addressing social disadvantage and inclusion
- Building community connections and capacity
- Facilitating education/ employment opportunities
- Encourage community participation in the development and delivery of projects and activities

Total amount of grant sought must not exceed \$3,000.

Community Capacity Building

Organisation: CNA – Italian Australian Services and Welfare Centre

Project Title: 'In My Backyard' - Tackling Social Isolation in Local Multicultural Seniors

A community project aimed at tackling social isolation and promoting a healthy lifestyle in CALD seniors through the creation and maintenance of a community garden.



Giovanni Testa, Maria Grazia Stornio, Luciana and Guerrino Speranza, Francesco Vetrano, Carmela Costantino, Concetta Corte, Stefania Vetrano, Stella Maimone, Nina and Joe Grasso, Ambra Meloni, Nino Maugeri

Community Capacity Building – Grant Recipients

Project Title	Project Organisation	Project description
Cultural Cooking Workshop	Spanish Latin American Association for Social Assistance (SLASA)	A cultural cooking workshop to build resilience around food and diversity. Cooking videos will also be developed to share with the community.
Movement to Connect	Hume Community Housing Association	The program will include monthly gentle exercise classes and bus discovery tours across Fairfield City to increase knowledge of local support services.
Employment assistance for young African refugees	African Sub-Sahara International Development Agency	A series of interactive workshops to build employment skills to facilitate pathways for African refugee youth.
Multicultural Puppetry Making Workshop	Woodville Alliance	Workshops for parents to build skills in puppet making and storytelling to help parents better engage with their young children and promote social connections.
Women in Arm	Cambodian Australian Welfare Council of NSW Inc.	A wellbeing program for Cambodian women to socialise, learn about domestic and family violence support services and participate in meditation classes.

Domestic and Family Violence Prevention

This program has been reviewed to include the promotion and awareness raising of domestic and family violence throughout the year not only during the 16 Days of Activism. Projects can be delivered any time throughout the year.

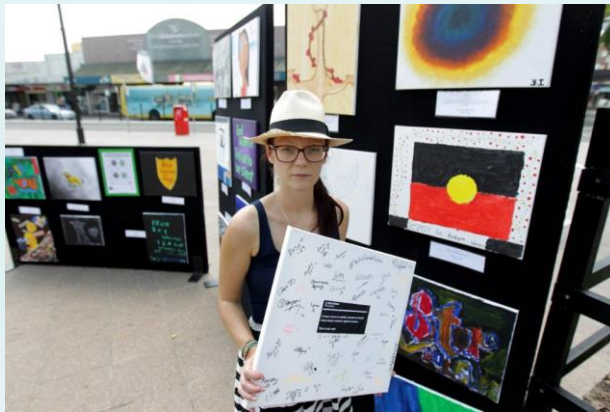
- For projects and activities raising awareness on issues concerning domestic and family violence prevention
- For projects and activities that strengthen positive, equal and respectful relationships between girls and boys or women and men
- For projects that raise awareness during 16 Days of Activism Against Gender-based Violence (25 November to 10 December)



Domestic and Family Violence Prevention

Activity type

- Inclusive events or activities that invite active participation, in planning or as a participant, by people with a disability
- Activities targeting young people, children, disadvantaged, diverse or newly arrived people with disabilities, Aboriginal and Torres Islander people and refugee communities
- Network partnerships (where networks unite to deliver a project)
- Organisational partnerships (where organisations get together to deliver a project)
- White Ribbon Day activities where men are leading role models for other men



Domestic and Family Violence Prevention

DOMESTIC AND FAMILY VIOLENCE PREVENTION

Priorities

- To align with the Fairfield City Council Community Safety and Crime Prevention Plan
- Understanding the Law – Increasing community awareness of laws, legal process and the reporting of crime
- Feeling Safe in Fairfield – promotion, education, and awareness raising of safety at home and public spaces
- Promoting respectful relationships
- Safety and Wellbeing – community partnerships

Total amount of grant sought must not exceed \$3,000.



Domestic and Family Violence Prevention – Grant Recipients

Project Title	Project Organisation	Project description
Ethical Bystander Intervention	Fairfield Domestic Violence Committee (auspiced by South West Sydney Legal Centre)	Build capacity of community and religious leaders on how to be an ethical bystander by learning skills in safe intervention methods and reporting pathways.
100 Women in Solidarity	Zen Tea Lounge Foundation	A domestic violence awareness-raising event to provide women with information around support services, drug and alcohol and gambling.
2022 South West Sydney Domestic Violence Conference	CORE Community Services	Conference during 16 Days of Activism to educate, equip and support frontline community workers on the latest research, tools and practices relating to gender based violence.
Keep Strong, Stop the Wrong	Vietnamese Community in Australia NSW Chapter Inc.	A series of vocational courses and workshops to build women's skills in employment and increase understanding of domestic violence and support services.

Harmony Week

Held in March, Harmony Week is a time to celebrate Australia's cultural diversity and bring together people from different backgrounds. It's about inclusiveness, respect and a sense of belonging.

Funding must only be used for events during Harmony Week.

Activity type

- Community education
- Cultural performances
- Diversity days
- Inclusion activities
- Workshops



Harmony Week
EVERYONE BELONGS • HARMONY.GOV.AU



Harmony Week

Priorities

- Activities that celebrate inclusiveness and are open to different cultures.
- Projects that involve people from culturally and linguistically diverse backgrounds in the planning and delivery of the activity.

Information about Harmony Week:

<https://www.harmony.gov.au/>

Grant recipient:

Project Title	Project Organisation	Project Description
Many cultures ONE strong community	Multicultural Affairs Centre	The event included guest speakers who shared stories of resilience. Local residents shared food, stories of their arrivals and the challenges and successes they have faced.

Refugee Week

Held in June, Refugee Week raises awareness about the issues affecting refugees and celebrates their positive contributions to Australian society.

Refugees and people seeking asylum must be actively involved in the planning and delivery of events. Cross-sector collaboration between refugee-led organisations and groups is encouraged.

It is important to include activities that are inclusive of people with disabilities.

Activity type

- Community education
- Inclusion activities
- Share a story project
- Workshops



Refugee Week

Priorities

- Educating the public about refugees, why they came to Australia, their experiences and challenges they face
- Highlighting achievements of refugees
- Highlighting ways to create a safer community
- Refugees are actively involved in the planning and delivery of the activity.

Further considerations

Refugee Week guidelines and themes may differ slightly from year to year, depending on the priorities of the governing Refugee Council of Australia. The theme for 2024 is Finding Freedom. Funds can only be used for events during Refugee Week.

Refer to: <https://www.refugeeweek.org.au/>



Refugee Week – Grant recipient

Organisation: Cambodian Australian Welfare Council
Project title: Remembering Our Treacherous Journey

Project: The event included success stories from refugees in Fairfield, photos from refugee camps and early settlement, cultural food and music. The event aimed to reflect on the journeys of refugees, educate younger generations and bring together community.



Refugee Week – Grant Recipients

Organisation: Think+Do Tank Foundation

Project title: Finding Freedom Market

Project: A group of Arabic-speaking women with refugee experiences, showed their amazing products like artwork, pickles, soap, jewelry, and more. It was not just a market; it was a place where people connected and shared their stories. The women turned their challenges into beautiful things they could sell, and it made them feel strong and proud.



Rapid Response

RAPID RESPONSE

Rapid Response grants are for emerging needs that require a quick response. It's important to speak to Council's Community

Projects and Partnerships Officer - Community Safety and Impact at grants@fairfieldcity.nsw.gov.au A link to the funding application will then be provided.

Total amount of grant sought must not exceed \$3,000.

This grant is accessible all year round

Questions



Creative Communities



The Creative Communities Grant supports projects that empower communities to voice important issues, while further developing cultural knowledge and artistic skills. These projects need to be co-designed and co-delivered with community.

The grants are specifically for Community Arts and Cultural Development (CACD) Projects that address social issues through art. Total amount of grant sought must not exceed \$5,000.

Creative Communities

A Community Arts and Cultural Development Project has to meet ALL of the following criteria:

- Community-based arts project that uses any type of art form e.g. dance, theatre, visual arts, gaming, creative writing, music, filmmaking, etc.
- Collaboration between professional community-based artist(s) facilitators and local communities to create art that addresses a social issue.
- A series of workshops and/or activities that are led by local communities for Fairfield residents.
- The project must consider CACD principles of inclusion, access and equity, personal growth, sharing of knowledge and skills and artistic integrity. The community holds the creative agency of this project. It's guided by our community.

Creative Communities

What a Community Arts and Cultural Development Project is NOT:

- One-off cultural event or concert
- Creation of new work that is not participant driven and artist facilitated



Image -The Painter – Zoro Mettini 2001

Past Creative Community Grant Recipients

Project Title	Project Organisation	Project Description
COVID Memorial	Australian Arab Cultural Forum	Visual arts sessions where the community connect and create their response to the COVID-19 experience.
United in Khmer Arts and Culture	Cambodian Living Arts and Culture of NSW Inc.	Dance program where participants explore mental health and wellbeing through Cambodian classical dance.
Inspiring Stories (Hekayetna)	Mago Shaheen group Auspiced by STARTTS	Cultural story-telling workshops designed to increase social connectedness for senior women from diverse Middle Eastern cultures.
Pencils and Popcorn	PYT	Participants watch, critique and analyse global art films. This project builds writing and critiquing skills in a safe and social space.
Skin Deep	Think+Do Tank Foundation	Art workshops to connect young women with artists and knowledge holders from the local area, sharing cross-generational wisdom to create a series of artworks.
Locating Place Through Artistic Expression	Friends of STARTTS	Dance and music workshops targeting the need for young people to balance the competing needs of family heritage/culture with the demands of new and age related cultural trends.

Grants Application Process



SUBMIT YOUR APPLICATION ON TIME THROUGH THE SMARTYGRANTS PORTAL. *



WAIT FOR IT TO BE ASSESSED BY AN INTERNAL WORKING GROUP. **



RECOMMENDATIONS WILL BE MADE TO COUNCIL FOR ENDORSEMENT. ***



YOU WILL BE NOTIFIED OF THE OUTCOME OF YOUR APPLICATION. SUCCESSFUL APPLICATIONS MUST COMPLETE A FUNDING AGREEMENT. UNSUCCESSFUL APPLICATIONS ARE ENCOURAGED TO SEEK FEEDBACK.



ALL GRANTS RECIPIENTS MUST REPORT ON THE OUTCOMES OF THEIR FUNDING AND ACQUIT EXPENDITURE. THE SMARTYGRANTS SYSTEM PROVIDES THE RELEVANT TEMPLATES.

*Council will not accept any late applications or hard copy applications. If you need help, please email grants@fairfieldcity.nsw.gov.au

** The committee generally will include the staff member responsible for particular programs, staff within the Social Planning and Community Development division and a member of staff from a division not involved in community or cultural development. External members are occasionally invited to assess applications.

*** This is in keeping with Section 356 of the Local Government Act 1993.

Selection Criteria

APPLICANTS WILL BE SELECTED THAT BEST SHOW:

- A commitment to inclusion
- Active participation and engagement
- A sound budget and implementation plan
- Accessibility for people with disability
- At least one of the identified outcomes outlined in the priority areas
- Commitment to the principles informing the grants program
- Direct benefit to people and communities in Fairfield City
- Evidence of good governance and insurances where relevant
- The project is achievable within a one-year period of receiving funding

Top tips for your application

- Ensure you address Council's priority areas
- Ensure you address the priority areas for the specific grant
- Make a case with statistics or evidence about why your project is needed
- Show us how the community will benefit from the project
- Complete the online SmartyGrants application and make sure you check it for spelling and grammar
- Work with others in the community to help deliver your project
- If the project involves children, all people over 18 years must have a valid Working with Children Check (WWCC). The organisation must ensure they have confirmed the status of each WWCC

Who to contact

COMMUNITY DEVELOPMENT AND CREATIVE COMMUNITIES GRANT PROGRAMS – RING 9725 0222
OR EMAIL grants@fairfieldcity.nsw.gov.au

Arts and Cultural	Community Projects & Partnerships Officer Josie Cavallaro
Community Capacity Building	Community Projects & Partnerships Officer Cherie Pescod
Aged and Disability	Community Projects & Partnerships Officer Danielle Taylor
Domestic and Family Violence Prevention	Community Projects & Partnerships Officer Cherie Pescod
Harmony Week	Social Planning & Advocacy Officer Solina Sok
Refugee Week	Social Planning & Advocacy Officer Solina Sok
Youth Week	Community Projects & Partnerships Officer Sean Ly
Rapid Response	Community Projects and Partnerships Officer Cherie Pescod
Creative Communities Grant	Community Projects & Partnerships Officer Josie Cavallaro

Frequently Asked Questions

HOW MUCH MONEY CAN WE APPLY FOR?

No more than \$3,000 in the community grants program. In the Creative Communities Grant program the maximum grant is \$5,000.

WHEN WILL WE FIND OUT IF WE ARE SUCCESSFUL? WHEN WILL WE RECEIVE THE FUNDS? WHEN CAN WE RUN OUR PROJECT?

You will be notified of the outcome of your application once Council has made a determination. Successful applicants will be emailed and a funding agreement will be provided. Once this is signed, funds will be made available and you can begin your project.

WE RECEIVED FUNDING LAST YEAR. CAN WE APPLY AGAIN THIS YEAR?

Yes. As long as you have completed all your acquittals you can apply for more funding in each of our categories.

CAN WE PUT IN MORE THAN ONE APPLICATION THIS YEAR?

Yes. We have a number of different categories. Some have two rounds each year. You can apply for any category as long as you have a project that meets the requirements of the funding. You can't submit more than one application for the same grant 'category' e.g. 2 applications for Community Capacity Building. However, you can submit one application for each grant category, e.g. 1 application for Youth and Community Capacity Building.

Frequently Asked Questions

CAN TWO GROUPS APPLY FOR THE SAME PROJECT?

Two organisations can't apply for the same project, even if it's for different parts of it. Council will only make one contribution to a project. An organisation can be a partner in more than one project.

CAN MY ORGANISATION CHARGE AN ADMINISTRATION FEE FOR MANAGING THE GRANT?

We are only providing small grants to organisations so there is not much capacity to pay an administration fee. At the most, you could claim 5% for administration.

OUR ORGANISATION IS BEING AUSPICED BY ANOTHER. WHAT DO WE HAVE TO DO?

The auspicing organisation is responsible for submitting and managing the grant. Make sure you have a clear agreement with them around the project and your responsibilities. The auspicing organisation will need to sign the funding agreement and acquittal.

Frequently Asked Questions

CAN WE EMPLOY A NEW STAFF MEMBER?

The grants are not suited to employing a staff member or covering salary costs for project delivery. However, they can be used for a facilitator or group leader on a short-term contract.

DO I HAVE TO GET OTHER SOURCES OF FUNDING?

This one can be difficult as you might have multiple sources of funding for one project.

Let us know if you have sought funding from elsewhere so we can make an informed decision.

DOES MY APPLICATION HAVE TO INCLUDE GST?

All funding sought will be GST free. In your budget the total amount sought will not include GST. However, at time of payment Council will add the 10% GST to your application.

<https://fairfieldcity.smartygrants.com.au/>

Council grants are administered through SmartyGRANTS, an online grants management system.

If you are new to SmartyGRANTS you will need to register your organisation through the portal.

An **important tip**: Keep your email address generic so it is not linked to any one person.

Useful Websites - Data

Community Profile – Census data

- <https://profile.id.com.au/fairfield>
- <https://www.fairfieldcity.nsw.gov.au/Your-Council/Fairfield-City-Profile>

Unemployment data for all LGAs in Australia, state and the national rate (quarterly):

<https://www.jobsandskills.gov.au/>

Data on demographic and social indicators collated from a range of sources for each LGA across Australia: <https://phidu.torrens.edu.au/socialhealthatlases/>

HealthStats NSW is a 'one-stop-shop' providing statistical information about the health of the NSW population <https://www.health.nsw.gov.au/hsnsw/Pages/default.aspx>

Crime data for each LGA in NSW: <https://www.bocsar.nsw.gov.au/>

NSW Population projections to 2041 for each LGA in NSW

<https://www.planning.nsw.gov.au/Research-and-Demography/Population-projections>

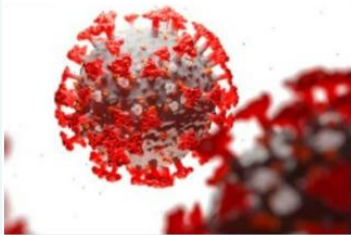
Liquor licence, alcohol related crime data for every suburb in NSW:

<https://livedata.liquorandgaming.nsw.gov.au/> (currently under review)

Useful Websites - Data

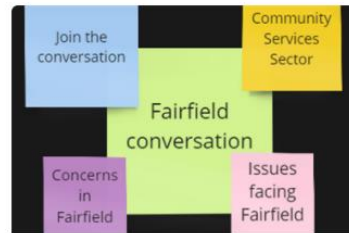
Fairfield Conversations

<https://www.fairfieldcity.nsw.gov.au/Community/Fairfield-Conversations>



How services responded to Covid-19

An overview of how local services have responded to Covid-19 as well as research reports on Covid-19



What you have told us

Throughout May and June we held consultations with over 80 Community Sector Organisations. This is what we heard.



Fairfield Conversations 2021

Fairfield Conversations was held through May and June 2021. Find out more about the process, what was identified and the action plan.



Research and Information

Find out more about the social issues impacting on communities through our catalogue of research reports.



Profile of Fairfield

Find out more information on our people.



Funding for local service providers

An overview of different funding programs available from both Council and external providers.

Grant Writing Workshops

This grant writing workshop is intended to give local service providers insight into how to write a good grants application. The workshops will be facilitated by Keith Whelan from The Grants Guy.

Dates:



- Thursday 22 February | 9.30am - 11.30am
- Thursday 22 February | 5.30pm - 7.30pm

To register: <https://grantwritingworkshops2024.eventbrite.com.au>






Community Capacity Building Resources

The resources below have been developed by Western Sydney Community Forum as part of the Community Capacity Building program to assist you with writing a grant application.

Community Capacity Building Workshops

-  [Community Capacity Building Workshop WSCF](#) (PDF, 6MB)
-  [Grant Writing Workshop WSCF](#) (PDF, 23MB)
-  [Measuring Social Impact Workshop WSCF](#) (PDF, 6MB)
-  [Measuring Social Impact Workshop WSCF2](#) (PDF, 6MB)
-  [Report Writing Evaluation Workshop WSCF](#) (PDF, 4MB)
-  [Social Enterprises Workshop WSCF](#) (PDF, 4MB)

Resources and templates

-  [Budget Template](#) (XLSX, 11KB)
-  [Funding Partner Relationship Conversation Prompts](#) (DOCX, 81KB)
-  [Program Logic Blank Template WSCF](#) (DOC, 96KB)
-  [Project Plan Template](#) (XLSX, 39KB)
-  [Project Risk Management Template](#) (DOCX, 107KB)

<https://www.fairfieldcity.nsw.gov.au/Community/Grants-and-Funding#section-6>

Questions



Morning Tea Break



Session 2

The agenda for session 2 will cover the following items:

- Grant Writing Tips
- Unpacking the application form

Grant Writing Tips!

Unpacking the Community Development Grant Application Form

Do you meet the eligibility criteria?

Confirmation of Eligibility

I confirm that the applicant ...

- has read and understands the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is a not-for-profit organisation
- is incorporated, or is auspiced by an incorporated organisation for the purposes of this application
- is located in Fairfield Local Government Area (LGA) or will provide services to residents within Fairfield LGA.
- is able to demonstrate financial viability
- does not owe any reports or money to **Fairfield City Council** as a result of previous funding or grants
- has the appropriate type and level of insurance for the activities that are the subject of this grant

Please select below: *

Yes No [Clear](#)

You must confirm that all statements above are true and correct.

Brief description of your project?

Community
Development Grant
application

Must be no more than 100 words.
Be descriptive, but succinct.
Include a brief summary of

- **who** this project is for (i.e. beneficiaries)
- **what** you will do (i.e. the activities you will perform)
- **what** effects you expect to result from your activities (outcomes)

Project Description Group Activity

1. Compare the three examples of project descriptions
2. As a grants assessor, which one would you rank more highly? Why?

**What is the
aim of your
project?
CDG application**

Must be no more than 100 words. Tell us why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek.

Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek.



Funding Budget

- Consider the story you're telling in the other parts of your proposal and make your budget match that story
- Provide a detailed budget – show all workings e.g. 10 x 2hr sessions @ \$80.00 per session)
- Review the guidelines from the funder
- Remember that budget costs must be both “reasonable” and “allowable” e.g. salary costs are ineligible for CDG grants
- Outline in-kind contributions
- Double-check your data and round off your numbers which will make them easier to read
- Make sure your numbers add up correctly
- Do your research – industry prices

Budget (Underdeveloped Sample)

Income Description	Amount	Expenditure Description	Amount
Fairfield Community Development Grant	\$3,000	Training	\$1,200.00
		Venue Hire	\$400.00
		Refreshments for Training Workshops	\$600.00
		Design and print flyers and posters for promotion of activities	\$300.00
		Administration	\$500.00
		Salary for Coordinator	\$5,000.00
Total	\$3,00.00		\$8,000.00

Budget (Good Sample)

Income Description	Amount	Expenditure Description	Amount
Fairfield Community Development Grant	\$3,000.00	Training for 15 participants delivered by TAFE Trainers @\$470 per session x 4 sessions	\$1,880.00
		Venue Hire – Community Centre @\$20/hour x 20 hours	\$400.00
		Refreshments for Training Workshops @ \$5 x 15 participants x 4 sessions	\$300.00
		Design and print 1000 flyers and 50 posters for promotion of activities	\$300.00
		Administration (phone calls, printing, stationery)	\$120.00
Total	\$3,000.00		\$3,000.00

Project Objectives Table

Read the hints!

Project Objectives

Please use the hints to help guide your answers.

Project Objectives	Evidence of Need	Strategies	Expected Outcomes
Must be no more than 50 words. What are you trying to achieve in this project? This may be outlined in the core aim of the project, e.g. To provide young people with access to support, information and referral when visiting the Fairfield Youth and Community Centre.	How did you arrive at this objective? Please link your objective with a reference to evidence. E.g. "aligns with local/national strategies", "direct feedback from community", "consultations/survey results".	Must be no more than 50 words. This will include the activities and tasks that will be undertaken to achieve project outcomes. What methods will be used to involve the target group?	Must be no more than 50 words. Tell us the expected outcomes based on the project objectives. What are you trying to achieve with the target group? For example this can include increased skills, increased knowledge, increased connectedness to community.
<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Must be 3 rows

Project Objectives Table

Project Objectives

Must be no more than 50 words. What are you trying to achieve in this project? This may be outlined in the core aim of the project, e.g. To provide young people with access to support, information and referral when visiting the Fairfield Youth and Community Centre.

 *

What to include?

- Refer back to your aims to ensure it aligns
- Unpack the 'who', 'what', 'where'
- They are often written as the practical steps and are the "how" of the project
- For example
 - Deliver two online workshops for up to 20 community and faith leaders to raise awareness of alcohol and other drugs

Project Objectives Table

Evidence of Need

How did you arrive at this objective?

Please link your objective with a reference to evidence. E.g. "aligns with local/national strategies", "direct feedback from community", "consultations/survey results".

 *

What to include?

- Include evidence about the needs of the target group/s and location/s – how was this need identified?
- Include data sources
- Refer to any consultations and/or evaluations your organisation has conducted in the past to inform the need and development of this project
- Refer to local/national strategies

Project Objectives Table

Strategies

Must be no more than 50 words. This will include the activities and tasks that will be undertaken to achieve project outcomes. What methods will be used to involve the target group?

*

What to include?

- How you will achieve your Objectives?
- Include the activities and tasks that will be undertaken to achieve project outcomes

For example, this can include:

- Establish a weekly arts and crafts group
- Invite guest speakers
- Organise promotional materials
- Another key area to focus on is how you will involve and reach the target group?

Project Objectives Table

Expected Outcomes

Must be no more than 50 words. Tell us the expected outcomes based on the project objectives. What are you trying to achieve with the target group? For example this can include increased skills, increased knowledge, increased connectedness to community.

*

What to include?

- What are you trying to achieve with the target group?
- When it comes to outcomes you might identify short, medium and long-term outcomes

Examples:

- young people report increased knowledge of local support services
- increased connection amongst participants
- This section is also important as you will report on it in your acquittal, and you need to be able to measure these outcomes!

Evaluations

How will you measure the impact of your project?

Methods can include:

- Surveys
- Interviews
- Focus groups
- Testimonials
- Debrief with stakeholders involved
- Any other information that can measure the difference your project/event has made

Funding Tips

Do spell-check and
grammar-check
before submitting
the application

Read the fine print

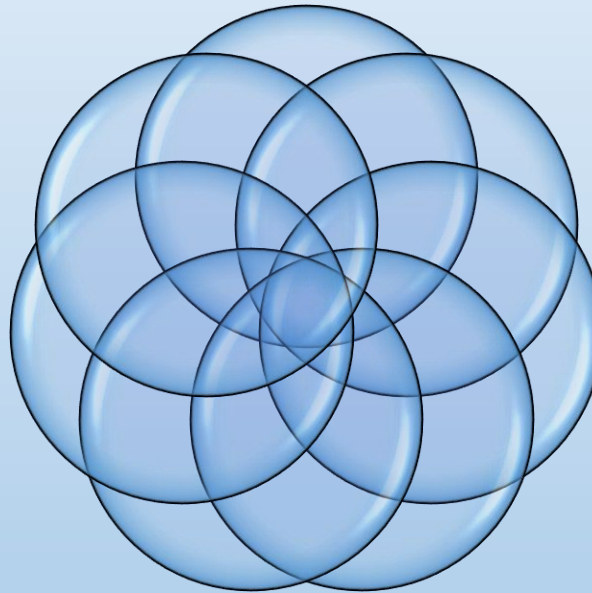
Contact the funder
if unsure

Have a co-worker read
your application prior to
submitting it

Targeting the identified
local needs

Specify the who, what,
when, where and why

Demonstrate how your
project will
benefit/impact the local
community and number
of people benefited or
impacted



Use plain English

Use relevant statistics and
data to support your
project proposal

Feedback on previous submissions

- Applicants had submitted unrealistic budgets
e.g. applied for \$10,000 submitted which is over the grant limit
- Budget is not clear – unsure what the funding will be spent on
- Project objectives are unclear or unrealistic – the project lacks clarity and detail
- Not enough detail around who, what, where, when and why
- Unclear about how the project will target Fairfield residents
- No connection to the target group or lived experience to ground the proposal
- Not articulating evidence of need
- The application doesn't flow
- Underdeveloped evaluation to measure results

Questions



Thank you for attending! 😊

Please fill in the survey – your feedback will assist us with planning of future workshops.