

COMMUNITY DEVELOPMENT GRANTS AND CREATIVE COMMUNITIES GRANTS PROGRAM GUIDELINES

AUGUST 2023





CONTENTS

COMMUNITY GRANTS AND DONATIONS PROGRAMS	3
GRANTS TIMING	4
COMMUNITY DEVELOPMENT GRANTS	5
DOMESTIC AND FAMILY VIOLENCE PREVENTION	6
HARMONY WEEK	6
REFUGEE WEEK	7
YOUTH WEEK	7
COMMUNITY CAPACITY BUILDING	8
AGED AND DISABILITY	8
ARTS AND CULTURE	8
RAPID RESPONSE	8
CREATIVE COMMUNITIES GRANT	9
VALUES BEHIND OUR GRANTS PROGRAM	10
PRIORITY AREAS	11
ELIGIBILITY	11
HOW TO APPLY	12
THE APPLICATION PROCESS	13
SELECTION CRITERIA	14
WHO TO CONTACT	15
WHAT IT ALL MEANS	16
FREQUENTLY ASKED QUESTIONS	17
USEFUL LINKS	18

COMMUNITY GRANTS AND DONATIONS PROGRAMS

COUNCIL PROVIDES FUNDS TO COMMUNITY ORGANISATIONS THROUGH THREE MAIN AVENUES:

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

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

PROGRAM	GRANT ROUNDS
Domestic and Family Violence Prevention	Opens: 1 March 2024 Closes: 1 April 2024
Refugee Week	Opens: 1 March 2024 Closes: 1 April 2024
Community Capacity Building	Opens: 1 March 2024 Closes: 1 April 2024 Opens: 1 September 2023 Closes: 2 October 2023
Aged and Disability	Opens: 1 March 2024 Closes: 1 April 2024 Opens: 1 September 2023 Closes: 2 October 2023
Arts and Culture	Opens: 1 September 2023 Closes: 2 October 2023
Harmony Day	Opens: 1 September 2023 Closes: 2 October 2023
Youth Week	Opens: 1 September 2023 Closes: 2 October 2023
Rapid Response	All year round

CREATIVE COMMUNITIES GRANTS PROGRAM

PROGRAM	GRANT ROUNDS
Creative Communities	Opens: 1 March 2024 Closes: 1 April 2024

COMMUNITY DEVELOPMENT GRANTS PROGRAM

The Community Development Grants program provides financial support to community based, not for profit organisations to provide community programs or to participate in community celebrations of special weeks or days.

Categories include:

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

Unincorporated groups must have an auspice agency that is incorporated as a not-for-profit organisation.

Funding applications of up to \$3,000 (excluding GST) can be made by not for profit community-based organisations to deliver programs in the Fairfield Local Government Area. While priority for this grant program is given to organisations with revenue under \$250,000 and under \$500,000, larger organisations are eligible to apply.

Disclaimer

Fairfield City 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.



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 Against Gender-based Violence](#). Projects can be delivered any time throughout the year.

Funding is open to projects and activities that:

- Raise awareness on issues concerning domestic and family violence prevention
- Strengthen positive, equal and respectful relationships between girls and boys or women and men
- Raise awareness during 16 Days of Activism (25 November to 10 December)

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)
- Activities where men are leading role models for other men

Priorities

- Making public spaces safer
- Informing and educating the community about domestic and family violence and harm caused through alcohol and other drugs, and gambling
- Building bridges between people, services and agencies to improve community safety
- Engaging diverse groups in awareness raising, education and information through the delivery of projects highlighting the issue of domestic and family violence

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

HARMONY WEEK

Held in March, [Harmony Week](#) is a time to celebrate Australia's cultural diversity and address racial discrimination.

Activity type

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

Priorities

Funding must only be used for events during the designated timeframe.

All acquittals should be completed within one month of project completion.

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

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

Activity type

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

Priorities

- Educating the public about refugees, why they came to Australia and the challenges they face
- Highlighting ways to create a safer community

Further considerations

Refugee Week guidelines and themes may differ from year to year. Funds can only be used for events during the designated timeframe.

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

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.

Activity type

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

Priorities

- Delivering a youth-led initiative during the Youth Week calendar
- Ensuring young people are celebrated and valued across Fairfield City
- Young people are included, engaged and actively participating

Further considerations

- Funding must be used for activities, initiatives or events during Youth Week in April
- 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.

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.

AGED AND DISABILITY

This grant aims to build the capacity of older people aged 65 years and over, or 50 years and over for Aboriginal people and people with disability and their carers through the delivery and implementation of community development projects.

Activity type

- Projects addressing social isolation, disadvantage and inclusion
- Building community connections and capacity
- Ensuring services are responsive and meet needs of all people with disabilities
- Raising awareness of disabilities within the wider community

Priorities

- Projects that reduce social isolation for older people aged 65 years and over, or 50 years and over for Aboriginal people
- Projects that support effective, self-sustaining meaningful and lasting social connection opportunities for older people who are socially isolated or at risk of isolation
- Projects that help older people connect and actively engage with each other through small group activities (e.g. interest groups, social events or environmental activities)
- Projects that encourage positive community attitudes and behaviours
- Activities that improve independence and living skills for people who do not receive NDIS
- Celebration of [International Day of People with Disability](#)
- Projects that support carers

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 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.

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.

CREATIVE COMMUNITIES GRANT

The Creative Communities Grant is a one-off grant up to \$5,000 targeting small to medium not-for-profit organisations and groups that empower communities to voice important issues, while further developing cultural knowledge and artistic skills. The grant will open 1 March and close 31 March.

The Creative Communities Grant priorities funding organisations who are based and service the Fairfield LGA and to small organisations with an annual revenue of \$250,000 and below. However, medium, and large organisations are eligible to apply.

The grants are specifically for “Community Arts and Cultural Development” Projects that address social issues.

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

- A community-based arts project that uses any type of art form
- A 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

A Project is not:

1. A one-off cultural event or concert
2. Creation of new work that is not participant driven and artist facilitated

If your project does not fit the Creative Communities criteria, and you want to run a concert/event, develop a new work or teach arts workshops, please submit your application to the Arts and Culture category within the Community Development Grants Program, which opens 1 September annually.

The following activity types are considered priority projects:

- Promote cross-cultural understanding
- Encourage inter-generational understanding
- Projects that address social or environmental issues
- Projects that give creative agency to underrepresented voices
- Work with Aboriginal and Torres Strait Islander Communities
- Increase social inclusion through arts and culture
- Projects that engage young people in arts and social inclusion
- Projects that foster creative communities, especially by and with people with disability

Disclaimer

Fairfield City 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.

VALUES BEHIND OUR GRANTS PROGRAM

ACCESS

People have better opportunities for genuine participation and consultation.

CAPACITY BUILDING

A focus on developing skills and knowledge to enable community self-determination.

DIVERSITY

To strengthen social cohesion through acceptance of all people

EQUITY

Removing barriers that people face that result in unfairness in access, inclusion, knowledge and decision making.

INCLUSION

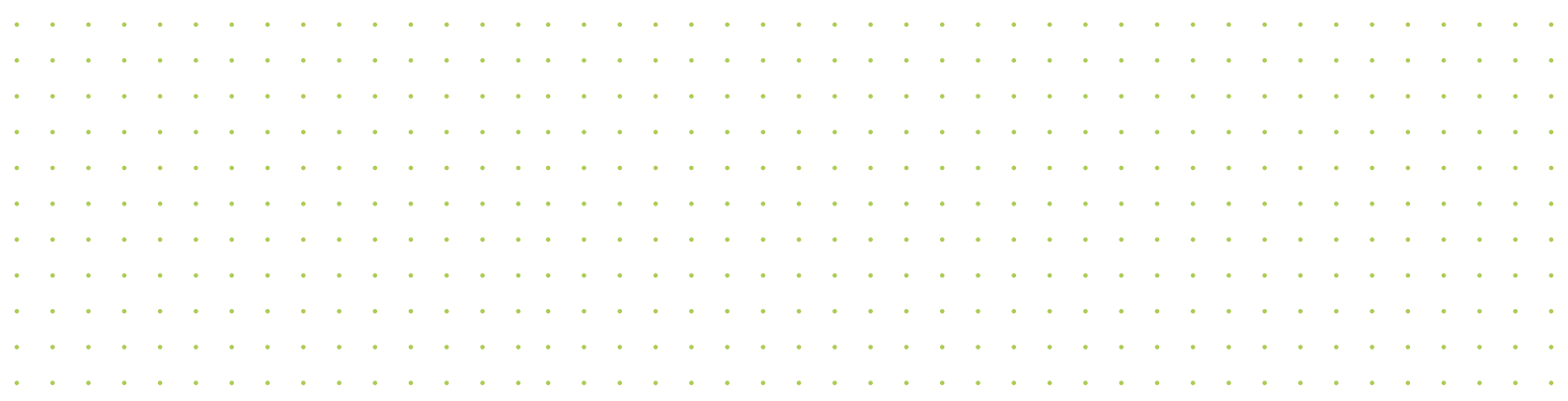
All people can participate in services, facilities and opportunities by considering and mitigating barriers.

PERSONAL GROWTH AND CONFIDENCE

Promotes the empowerment of community groups or individuals as agents of social change.

TRANSPARENCY

Programs are widely promoted, and information is provided to all.



PRIORITY AREAS

Our funding priority areas reflect a combination of Council's Fairfield City Plan as well as community identified emerging needs. Please ensure your application matches one of these 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 physical 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.

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 educational 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.



ELIGIBILITY

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
- While priority is given to organisations with revenue under \$250,000 and under \$500,000, larger organisations are eligible to apply
- Projects which meet a 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
- 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

THE 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
- Only one application per activity/program can be submitted to Council in each funding category
- New projects are encouraged
- Fairfield City 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. Applicants must disclose whether the activity is subsidised or freely provided. If subsidised, the cost to participants must be provided

HOW TO APPLY

SmartyGrants

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

You can access it [here](https://fairfieldcity.smartygrants.com.au) (fairfieldcity.smartygrants.com.au). If you are new to SmartyGrants you will need to register your organisation through the portal.

An important tip: When applying we need you to provide an email address that can be accessed by a number of people. Organisational high staff turnover means we cannot contact some of the emails provided to us. An example of a useful email would be info@gmail.com. This email is generic and can be accessed by a number of people.

THE APPLICATION PROCESS



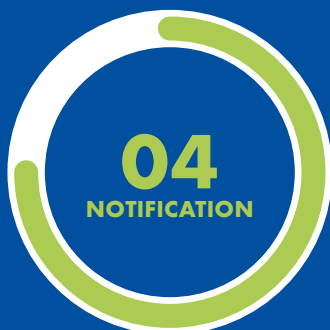
SUBMIT YOUR APPLICATION ON TIME THROUGH THE SMARTYGRANTS PORTAL. *



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

APPLICATIONS WILL BE SELECTED THAT BEST DEMONSTRATE:

- 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 correctly 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 GRANTS –
RING 9725 0222 OR EMAIL grants@fairfieldcity.nsw.gov.au

Arts and Culture	Community Projects & Partnerships Officer - Arts and Culture
Community Capacity Building	Community Projects & Partnerships Officer - Community Safety, Crime Prevention and Community Impact
Aged and Disability	Community Projects & Partnerships Officer - Aged, Disability and Gambling
Domestic and Family Violence Prevention	Community Projects & Partnerships Officer - Community Safety, Crime Prevention and Community Impact
Harmony Week	Social Planning & Advocacy Officer
Rapid Response	Community Projects & Partnerships Officer - Community Safety and Impact
Refugee Week	Social Planning & Advocacy Officer
Youth Week	Community Projects & Partnerships Officer - Youth

CREATIVE COMMUNITIES GRANTS –
RING 9725 0222 OR EMAIL grants@fairfieldcity.nsw.gov.au

Creative Communities	Community Projects & Partnerships Officer - Arts and Culture
-----------------------------	--

WHAT IT ALL MEANS

ACQUITTAL – This involves reporting on the project once it is funded. It is essential that you report on how the project funded met its objectives.

AUSPICE – Some organisations are not incorporated which means they do not have legal protection. When this happens, the unincorporated organisation needs an incorporated organisation to apply on their behalf (auspice them). The incorporated organisation then administers the funds and are legally responsible for ensuring the funding agreement requirements are met. This includes signing the funding agreement and providing the project acquittal.

CAPACITY BUILDING – Empowering the community to develop skills and knowledge, increase participation, build resilience and work to meeting its own needs.

CATEGORY – the grants program offers a number of different categories. These include Aged and Disability, Arts and Culture, Community Capacity Building, Domestic and Family Violence Prevention, Harmony Day, Refugee Week, Youth Week and Creative Communities.

CEO – Chief Executive Officer.

COMMUNITY ORGANISATION – A voluntary community group, service organisation, arts and cultural organisation and other organisations that comes under the definition of “not-for-profit”.

DISCLAIMER REGARDING PARTICIPANT CHARGE – Fairfield City 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.

FUNDING AGREEMENT – This states the purpose of the funding, the amount of funds provided and the conditions of funding as well as the rights and responsibilities of either party to the agreement.

GRANTS – this is cash or in-kind support provided to successful applicants to achieve their stated outcomes identified in their funding application and agreed to in their funding agreement.

GROUP – two or more persons bound by a common purpose for the benefit of the community. The applicant group may be required to demonstrate previous group activities. Evidence may include but not restricted to previous event promotion, meeting minutes or relevant material.

INCORPORATION – Community organisations seek incorporation to provide themselves with a legal protection for members in legal transactions. You can find out more about Incorporation for community organisations [here](#). Some organisations may incorporate as an association, or a company or as a cooperative. Council will only enter into funding agreements with an organisation that has a legal status.

NOT-FOR-PROFIT ORGANISATION – A community organisation which is not operating for profit or gain of its members. Any profit or surplus it does make is used by the organisation to further its objectives.

SMARTYGRANTS – This is Council’s online grant application system. It is where you lodge your application and acquittal report. More information on SmartyGrants is available [here](#).

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 amount 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.

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.

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.

WHAT IF I HAVE SOUGHT OTHER SOURCES OF FUNDING?

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, if your organisation is registered for GST at the time of payment, Council will add the 10% GST to your application.

USEFUL LINKS

[FAIRFIELD CITY SMARTYGRANTS](#)

[FAIRFIELD CITY PROFILE ID](#)

[FAIRFIELD CITY SOCIAL ATLAS](#)

[FAIRFIELD CITY PLAN 2022-32](#)

[FAIRFIELD CITY DONATIONS PROGRAM](#)

[FAIRFIELD CITY CLUBGRANTS](#)

[FAIRFIELD CONVERSATIONS](#)

For more information about other grant programs

OTHER COUNCILS

See below links to grant programs in nearby Council areas.

[City of Canterbury Bankstown](#)

[Blacktown City Council](#)

[Cumberland City Council](#)

[Liverpool City Council](#)

[Penrith City Council](#)

OTHER FUNDING SOURCES

[The Grants Hub](#) – NB there are subscription costs associated with this.

[The Funding Network](#)

[Funding Centre](#) – NB there are subscription costs associated with this.

[Create NSW's Arts and Cultural Funding Program](#)

[Screen NSW](#)



Developed by Fairfield City Council
Social Planning and Community
Development Division
Grants Team
grants@fairfieldcity.nsw.gov.au | 9725 0222