Woollahra Council Grants & Outgoing Sponsorship Programs 2025/26

Webinar: 11 March 2025

WOOLLAHRA MUNICIPAL COUNCIL

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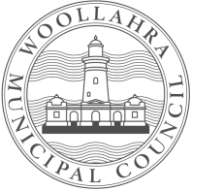
All participants will be sent a copy of the PowerPoint after the workshop.

Webinar session:

- Please **mute** your audio and **turn off** your camera as this webinar will be recorded.

- If you have any questions, please submit them in the **chat box**.

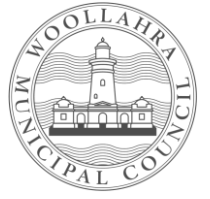- Questions will be answered in the chat or at the end of the session.

Acknowledgement of Country

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

Introductions

Community Grants – Emma Rodgers-Wilson

Cultural Grants – Sep Pourbozorgi

Environmental Grants – Michelle Rose

Placemaking Grants – James Granter

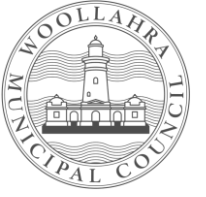**Business Sector Support Grants –** James Granter

Outgoing Sponsorship Program – Emma Rodgers-Wilson, Maya Jankovic & Vicki Munro

Woollahra Events Strategy – Linda Caporusso

SmartySearch – Grant Finder Portal – Stefanie Ball

Agenda

Part A

- Launch of Smarty Search Portal
- Overview of Grants Program Streams
- Overview of Outgoing Sponsorship Program
- Policy and Guidelines
- Application Form and Process
- Tips - Writing a Good Application
- Council Fees and Charges
- Budgets
- What makes a successful application
- Information and Resources & Key Dates
- Woollahra Events Strategy
- Questions

Part B

Breakout Rooms - Woollahra Council Grants Streams:

- Community and Cultural Grants
- Environmental Grants
- Placemaking Grants & Business Sector Support Grants
- Outgoing Sponsorship Program

Our Community Vision & Mission

Rose Bay beach clean up

Our Vision

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

Our Mission

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

Smarty Search Portal

- Online grants finder portal

- Located on Woollahra Council Grants Page

- A great way to find funding that best suits your project.

GRANT FINDER

Grants Finder

Grant Finder is a handy tool that allows you to search for available grant and funding opportunities across the Woollahra Council Area and beyond.
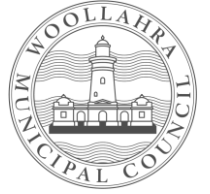
Woollahra Events Strategy

- Approved by FCS on 10 March. Awaiting final Council approval 24 March.

- 4-year strategy and action plans

- 80% of the 2024 grants program were event related

- WMC support a wide range of events through the annual grants programs, donations and sponsorships, and in-kind support

- Online events planning page

- We are committed to supporting inclusive and accessible events which meet child safety and diversity standards

- Continuously improve the customer experience we offer individuals or organisations we partner with on events.

Events Strategy and actions 2024–2028
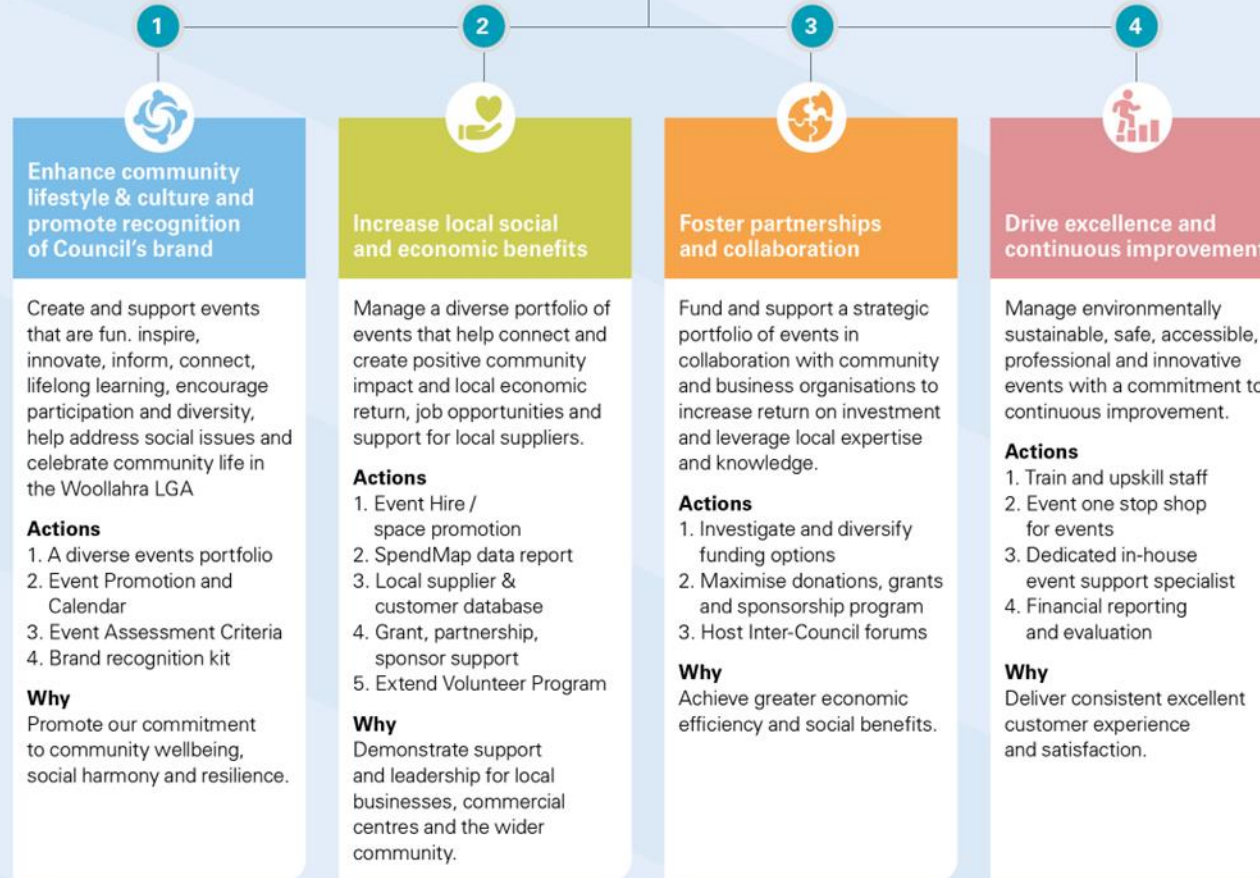
Our Vision

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

Our local events create social connection, celebrate community lifestyle, promote lifelong learning and information sharing, support the local economy and develop partnerships.

Our Mission

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

Our 4 Pillars

1 Enhance community lifestyle & culture and promote recognition of Council's brand

Create and support events that are fun. inspire, innovate, inform, connect, lifelong learning, encourage participation and diversity, help address social issues and celebrate community life in the Woollahra LGA

Actions
1. A diverse events portfolio
2. Event Promotion and Calendar
3. Event Assessment Criteria
4. Brand recognition kit

Why
Promote our commitment to community wellbeing, social harmony and resilience.

2 Increase local social and economic benefits

Manage a diverse portfolio of events that help connect and create positive community impact and local economic return, job opportunities and support for local suppliers.

Actions
1. Event Hire / space promotion
2. SpendMap data report
3. Local supplier & customer database
4. Grant, partnership, sponsor support
5. Extend Volunteer Program

Why
Demonstrate support and leadership for local businesses, commercial centres and the wider community.

3 Foster partnerships and collaboration

Fund and support a strategic portfolio of events in collaboration with community and business organisations to increase return on investment and leverage local expertise and knowledge.

Actions
1. Investigate and diversify funding options
2. Maximise donations, grants and sponsorship program
3. Host Inter-Council forums

Why
Achieve greater economic efficiency and social benefits.

4 Drive excellence and continuous improvement

Manage environmentally sustainable, safe, accessible, professional and innovative events with a commitment to continuous improvement.

Actions
1. Train and upskill staff
2. Event one stop shop for events
3. Dedicated in-house event support specialist
4. Financial reporting and evaluation

Why
Deliver consistent excellent customer experience and satisfaction.

Principles of the Grants Program:

- Alignment with one or more of Council's Goals and Strategies.

- Be of benefit to people living, working and /or studying in the Woollahra Municipality.

- Be accessible (open and inclusive) to the target audience.

- Local needs and aspirations are addressed.

- There is opportunity for community participation, community engagement or skills development for people of Woollahra Municipality.

- Alignment with the annual theme (Placemaking and Community & Culture grant streams)

Tip – make sure you describe

these things in your application

Grant Program Funding Streams

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

Outgoing Sponsorship Program
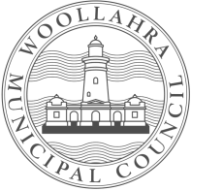
Outgoing Sponsorship Program

A program to support the community, cultural and sporting activities (including performing arts) and other long-standing initiatives that collectively harness the social capital of Woollahra

Up to $20,000 per submission.
Total budget $50,000.

How is a Sponsorship different to a Grant?

Funding is for:

- Larger scale projects
- Benefits the broader community
- Open and accessible widely to the community
- Aligns with Council Strategic Plan and Delivery program.
- Support to long standing initiatives.

Funding is not for:

- Recurring projects of a primarily social nature organised by not-for-profit groups
- Individuals and private endeavours (for example: an individual artist seeking funding for their personal creative project or an athlete pursuing their sporting goals).
- Operating expenses eg rent, salaries or capital expenditure.

![Woollahra Municipal Council logo] **Outgoing Sponsorship Guidelines**

Updated: June 2024
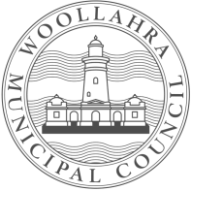
Objectives of the outgoing sponsorship program

The main purpose of the Outgoing Sponsorship Program is to provide a formal mechanism for Council to support new and long-standing initiatives and proven events and programs beyond those that the community are applying for through Council's annual Grants program.

The main objectives of the program are to:
a) Support the Community Strategic Plan and Delivery Program.
b) Assist in building a diverse and economically strong community.
c) Support a more connected and more prosperous community.
d) Reduce isolation and improve physical and mental health.
e) Support cultural and artistic initiatives and organisations that have proven programs and demonstrated history that enable Woollahra to thrive.
f) Support long-standing initiatives that collectively harness the social capital of Woollahra.

Definitions

|	
Sponsorship	Sponsorship is a commercial and formalised arrangement in which a sponsor provides a contribution in money or in-kind to support an activity in return for certain specified benefits.
	Sponsorship can be provided:
	• By the corporate sector or private individuals, in support of a Council activity, service, resource, asset or event.
	• By Council in support of related and worthwhile private or public sector activities.
	Sponsorship **does not** include:
	• the selling of advertising space
	• joint ventures
	• consultancies
	• grants (in regard to received sponsorship)
	• unconditional gifts, donations, bequests or endowments.
	Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.
	Source: *Sponsorship in the Public Sector – ICAC Publication*

Acceptable activities for Outgoing Sponsorship Projects

- Programs that celebrate local culture and the visual and performing arts

- Programs and initiatives that help stimulate our local economy

- Cultural and/or community festivals and events

- Competitions

- Educational programs

- Awards

- Research and publications

- Support to long standing initiatives that have enabled the growth of social capital and delivered community building outcomes.
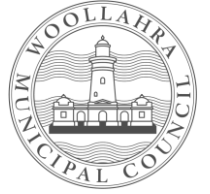
Outgoing Sponsorship Criteria for the 2025/ 2026 round
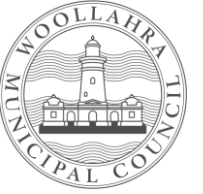
Priority criteria is identified annually to respond to specific community needs and intended outcomes.

• Projects that celebrate local culture and the visual and performing arts;

• Projects and initiatives that help stimulate our local economy;

• Cultural and/or community festivals and events; and

• Long standing initiatives that have enabled the growth of social capital and delivered community building outcomes.

Outgoing Sponsorship - How is the Expression of Interest (EOI) assessed?

- How well does the project align to the specified criteria for the round?

- Has it demonstrated your skills and expertise to deliver the project?

- How well does the project enhance opportunities for community participation?

- How many people will benefit?

- Has the project got a suitable promotion plan?

- How accessible and Inclusive will the project be?

- Are there success indicators and a plan for evaluation?

- Is it cost-effective with a clearly outlined budget including

  necessary quotes?

Grants Policy and Guidelines

Grants Policy

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

Grants Guidelines

Adopted: 26 June 2023

Application Process

1. Read this document carefully and decide which type of grant is suitable for your project.

2. Contact Council to discuss your ideas for a project before applying
   - email: grants@woollahra.nsw.gov.au or call: (02) 9391 7000

3. For examples of previous successful applications, please see Council's website.

4. Grant applications must be made online – application forms are on Council's website
   - Check the application form thoroughly and ensure all sections are completed.
   - In the budget section of the application, attach your quotations and ensure that all Council's fees and charges are listed as these fees will be included in the total grant consideration if successful. No additional waiving of fees or charges will be given to successful grant applications post the allocation of the grant.
   - The closing date and other key dates for Grant rounds will be posted on the Council website. No late applications will be considered.

5. To register for updates on future grants - email: grants@woollahra.nsw.gov.au

6. Assessment of applications will be by a selection committee comprised of relevant staff. Each application will be assessed against how well the proposed project meets the selection criteria and conditions below, as well as the merit of the project in relation to other applications, and its eligibility for funding from other sources. Meeting all requirements does not give any guarantee of the outcome of any application.

7. To ensure appropriate probity in respect to grant approvals, grant applicants are not to lobby Councillors or Council staff in respect to their applications.

8. Following assessment against the selection criteria and determination of merit, a report will be presented to a Committee of Council showcasing the applications and proposing a list of successful projects.

9. Grants will only be awarded following adoption by Council after which:
   i. Successful grant recipients will be invited to a Grant Awards presentation that will be held either face-to-face or online.
   ii. Successful grant recipients will be required to list Woollahra Council as a funding partner on their website / all promotional material and comply with the Council's logo use guidelines.
   iii. If an event, program or activity is delivered through the Grant Program then appropriate signage which recognises the contribution of Woollahra must be present at the event or activity for participants to see.

Policy, Guidelines, Eligibility

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

  Tip: read with a highlighter

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

  Tip: understand the stream that best suits your project

- Have you got questions?

  Tip: ask before starting your application

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

  Tip: Start early and be organised

Application Form and Process

- Download the Application PDF form from SmartyGrants)

- Read carefully through the questions

- Tip: use a word document to draft answers (cut and paste into the form)

- Fill in the form in SmartyGrants

- Save as you go

- Don't submit until you are happy and ready!

- We are preparing an easier to complete application form.

Tips - Writing a Good Application

- Use bullet points, line spacing and headings.

- Avoid copying and pasting responses from one grant application to another – one size does not fit all!

- Demonstrate a need for your project (how will you project benefit the community)

- Check you have enough detail – have you actually answered the question?

- Ensure you have included all necessary attachments – quotes, letter of support (if applicable), images etc.

- Refer to selection criteria – this is what assessors are marking you on.

- Build into your project design a well thought out evaluation process.

- Don't guess your expenses or make your expenses just under the quote threshold.

- Be clear and concise. Show the 'big picture' of your project.

Council Fees & Charges

- Council fees will vary based on your project/event. Eg venue & park hire, waste collection, licences & permissions.

- Note: ensure you have the correct fees to budget accordingly. Contact Grants team if you need clarification.

- Fees and Charges are on Council's Website

- https://www.woollahra.nsw.gov.au/Council/fees-and-charges

- Must include as a Council expense and will not be treated as 'in-kind' support.

- Please send your estimated fees to grants@woollahra.nsw.gov.au before 30 April for feedback.

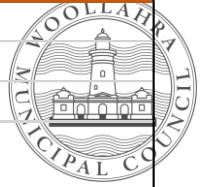| Fee / Charge	Pricing Policy Ref.	2023/24 Fee / Charge excl. GST	2023/24 GST	2023/24 Fee / Charge incl. GST	2024/25 Fee / Charge excl. GST	2024/25 GST	2024/25 Fee / Charge incl. GST	Fee Unit Rate	Supplementary Information
									51m2 - 100m2 the fee applies. Marquees over 100m2 will not be permitted. Park hire fee additional.
Bond		100.00	Exempt	100.00	100.00	Exempt	100.00	per use	Refundable in full after inspection or any damage paid for.
Sports Fields Bookings									Applications to be made in writing. Seasonal hire - 50% of total amount to be paid prior to the commencement of the season. Balance to be paid in full by mid-season. All Schools within the Council area are not charged for use of fields within school hours.
Cricket (Turf)									
Cricket (Turf) Summer Hire Trumper Oval and Woollahra 2 and 3	FCR	1,240.00	124.00	1,364.00	1,296.36	129.64	1,426.00	per day hire	Available Sunday only.
Seasons Cricket (Turf) - Summer Season only	FCR	649.09	64.91	714.00	679.09	67.91	747.00	per day hire	Minimum 10 bookings per annum to qualify as a seasonal hirer. Applications to be made in writing. Seasonal hire - 50% of total amount to be paid prior to the commencement of the ...

Budgets - (poor/inadequate)

What does a poor budget look like?

- Have you considered other sources of income? e.g. participant fees, other grants.

- No Council fees included (these fees are <u>not</u> waived by Council)

- No detail in budget expenses.
  - What do you really need the Council grant to pay for?
  - Who is paying for the extra catering?

- Budget does not balance.

Budget - not adequate			
** All amounts are ex GST and the applicant can claim GST on expenses through the BAS			
Total Amount Requested:		$ 3,000	
Total Project/Program Cost:		$ 3,000	
Expense Description			
Council Fees and Services	Funding source	Expense Amount	Notes
Other Expenses	Funding source	Expense Amount	Notes
event costs	Council Grant	$ 3,000	this grant
extra catering	?	$ 500	
Sub-total		$ 3,500	
Total Expenses ex GST		$ 3,500	
Budget Income	Funding Status	Income Amount	Notes
Woollahra Council Grant	unconfirmed	$ 3,000	
Total Income		$ 3,000	
Total Income minus Total Expenses		-$ 500	should equal Zero

# Budgets - Good (Registered for GST)

What does a good budget look like?

- Confirm your GST status - budgets will be slightly different for those not registered for GST.

- The form will automatically calculate for you.

- Check any relevant Council fees e.g. hall hire, event waste removal.

- Detail other expenses you need to cover.

- Make sure the amounts you quote do not include the GST component.

- Outline the different sources of income.
    - Will all funds come from this grant?
    - What portion is self-funded?

- Check income equals expenses – if it doesn't then there is something wrong.

Sample Budget - Applicants **Registered for GST**

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

Total Amount Requested:		$ 2,700	Only expenses this grant is paying for
Total Project/Program Cost:		$ 4,100	Total expenses including those covered by other funding sources eg by your organisation or another grant

Expense Description			
Council Fees and Services	**Funding source**	**Expense Amount**	**Notes**
1. Hall hire	Council Grant	$ 1,000	this grant
2. Cleaning / Event waste	Council Grant	$ 100	this grant
Sub-total		$ 1,100	

Other Expenses	**Funding source**	**Expense Amount**	**Notes**
Catering	Council Grant	$ 500	this grant
Speaker payments x 3	Council Grant	$ 600	this grant
Promotion	Council Grant	$ 500	this grant
Musicians	Our funds	$ 600	Our Community Organisation
Workshop facilitators	Our funds	$ 800	Our Community Organisation
Sub-total		$ 3,000	

Total Expenses ex GST		$ 4,100	

Budget Income	**Funding Status**	**Income Amount**	**Notes**
Woollahra Council Grant	unconfirmed	$ 2,700	
Our Community Organisation	confirmed	$ 1,400	

Total Income		$ 4,100	

Total Income minus Total Expenses		$ -	should equal Zero

Budgets - Good
(Not registered for GST)

What does a good budget look like?

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

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

What makes a successful Application?

- Proposal **objectives that align** with Council's goals and strategies

- Proposal is **well written** or easy to understand

- Proposal's **budget is realistic**, clear & includes relevant Council Fees and Services

- The project gives **value for money**

- Proposal addresses a **local priority/ need** in the Woollahra Municipality

- Proposal is likely to have an **impact**

- Applicant has **completed reporting requirements** (acquittal) for previously funded grants

- **Supporting documentation is** provided i.e. letter from auspicing organisation, quotes

- Is not competing with similar projects that already exist
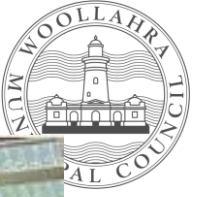
A word about operational & capital expenses….

Our grants do not fund operational or capital investment costs.

- **Operational costs include** items such as: insurance, rent, utility bills, building maintenance, vehicle leasing and payroll.

- **Capital investment includes:** the design and construction of buildings, structures, infrastructure and major equipment.

Are minor capital infrastructure projects fundable in the Environmental Grants stream?

Yes. Minor capital items are fundable under environmental grants only. These may be items that reduce carbon emissions, reduce waste to landfill, reduce potable water use or improve biodiversity. Examples of minor capital items that are fundable includes solar panels and LED lighting upgrades.

Can we pay staff who work on the project with grant funding?

Staff salaries are **not fundable.** However, **contractor's fees may be funded** as they are being contracted to work on the project and are not in a salaried position within organisation.

An example of what **is** fundable:

Cultural project - Example:

- a Community group apply for a grant to put on a public music performance.

- The contracted musicians will be paid via an individual ABN invoice. These are contractors and not staff and therefore these fees can funded.

Community project - Example:

- A Sole Trader (Yoga Instructor) applies for a small grant to run Yoga Workshops in a Council Venue

- As the Yoga Instructor is salaried in this business, grant funding cannot pay for their wage to run the workshops. **The Venue Hire fee is fundable** however.

- The applicant charges a fee of $10 per class to participants to cover the cost of their time.

Acquittal is done in SmartyGrants
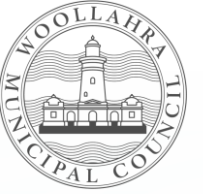
What is required?

- A description of the project outcomes

- An uploaded evaluation (if available)

- A description of challenges faced during the project

- How many people participate

- The benefits for people living, working, studying in Woollahra

- Your learnings

- Uploaded promotional materials eg flyer

- Photos

- Income and Expenses (receipts) – your project will not be acquitted without these!

What is expected if you are successful?
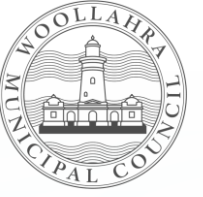
- A Council staff member will be your key contact

- We want to stay in touch with you and understand the progress of your project

- We want to help publicise your project

- Council's logo should appear on flyers etc

- Council should be acknowledged when communicating about your project

- Your project rolled out as described in your application

- If you wish to change something, you will need written approval from Council

- Expenses should closely match your expenses described in your application

- Your project will be completed by the end of June 2026

- Unspent funds are returned to Council

- Risks are mitigated

Dates:

- The round will be open from Monday 31 March to Sunday 11 May 2025

- We will notify you of the outcome by late June 2025

- Projects can run from July 2025 to June 2026

Our top tip!

Start early! Contact us early!

Building Community Projects in Woollahra
In person workshop - 20 March FREE
Lunch provided!
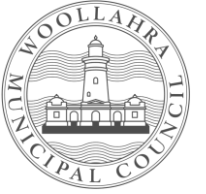
Part 1 - 11am to 12.30pm

1. Maintaining the Momentum

2. Succession Planning

3. Using Your Community Strengths

4. Developing & Sustaining Partnerships

5. Making Local Connections

Part 2 - 1.00pm to 2.30pm

6. Identifying Collaborative Opportunities

7. Funding Opportunities

8. Volunteer Management

9. Effective Community Leadership

Book one or both sessions via Eventbrite!

Resources

See our website for program specific resources & guides:

Woollahra.nsw.gov.au/grants

- Grants Guidelines
- Grants Policy
- 2032 Community Strategic Plan
- Woollahra Arts and Culture Strategy and Action Plan 2024-2028
- Woollahra Children, Youth and Families Strategy and Action Plan 2024 – 2027
- Events Strategy 2025 - 2028
- Previously funded projects
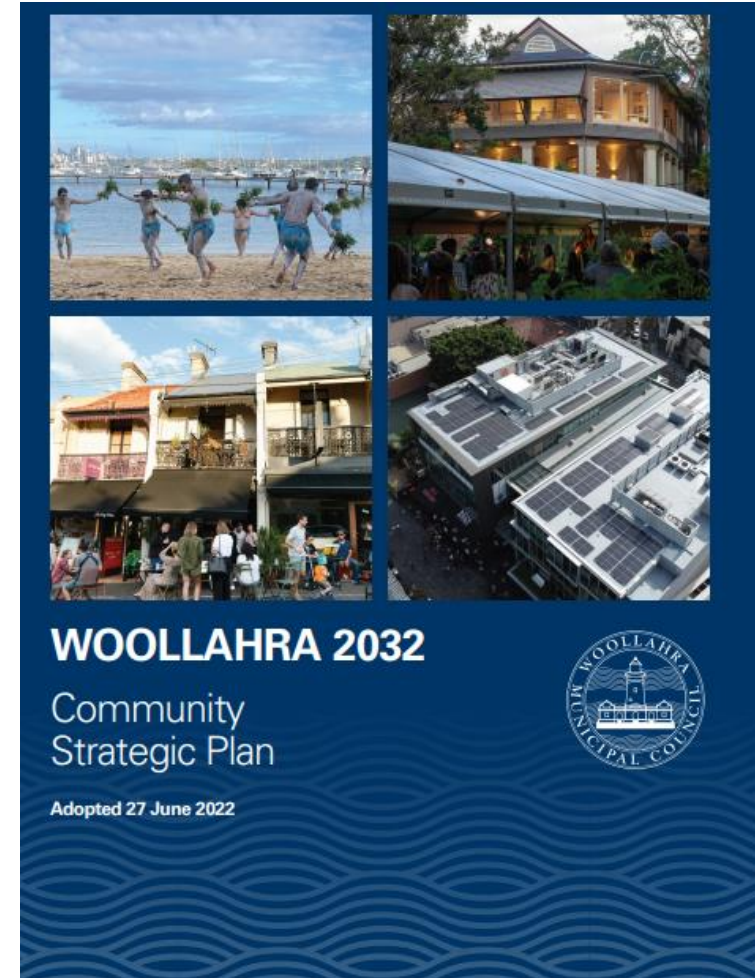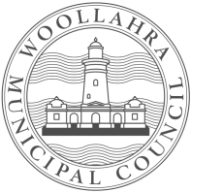
WOOLLAHRA 2032

Community Strategic Plan

Adopted 27 June 2022

Contact Details

Grants@woollahra.nsw.gov.au

02 9391 7112

Woollahra Municipal Council

536 New South Head Road, Double Bay NSW 2028

www.woollahra.nsw.gov.au

Questions

ENTER BREAKOUT ROOMS

Room 1 – Community & Cultural Grants
Room 2 – Environmental Grants
Room 3 – Placemaking Grants & Business Sector Support Grants
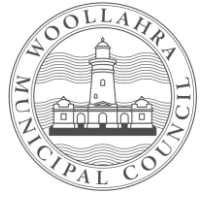Room 4 – Outgoing Sponsorship Program

Breakout Rooms
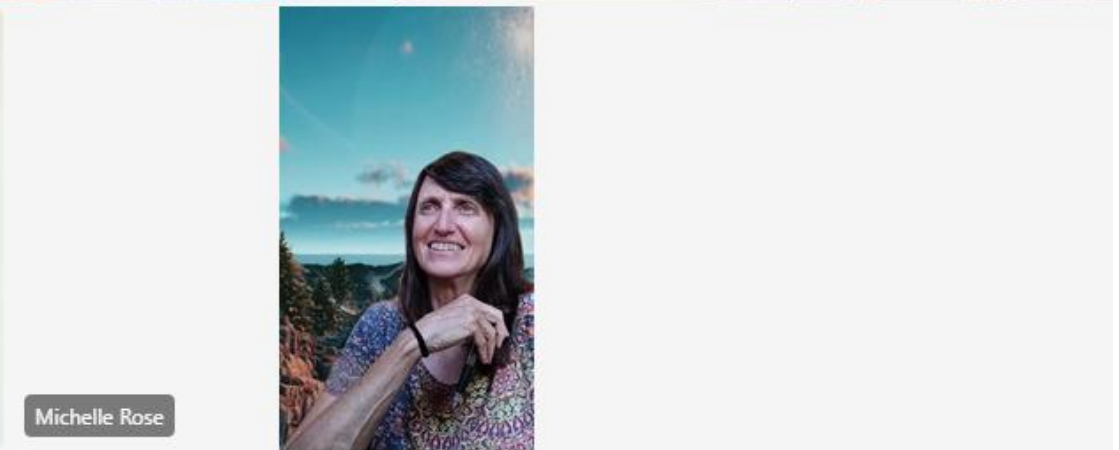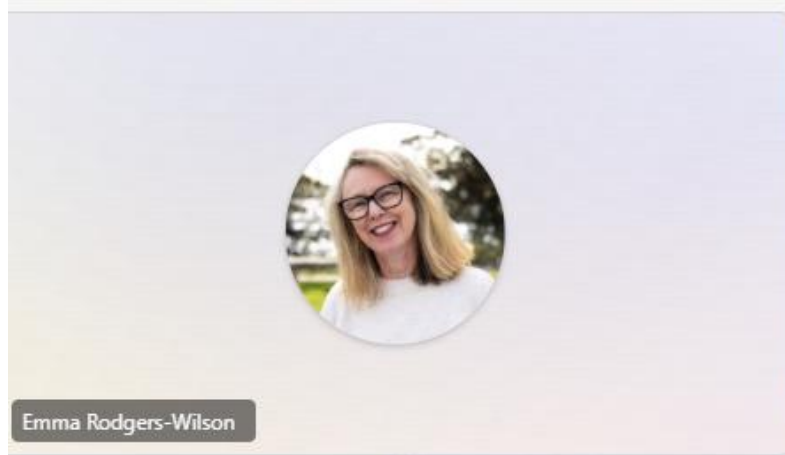
End of Part A

Part B

Part B – Environmental Grants

Environmental Grants

Purpose: support for projects that protect or enhance our local environment.

Who can apply?
- local schools (in our LGA only)
- non-profit early learning centres
- school-associated organisations like Parents and Citizens Associations
- non-profit community organisations (incorporated or similar)

Who can't apply?
- businesses
- individuals
- informal groups

Available Funds: $50,000
- Small grants of up to $3,000 per project.
- Large grants of $3,001 to $7,500 per project.

Environmental projects

Grants are only available to fund 'on the ground' projects, with real outcomes that protect or improve the environment in some way. They might…

- Save energy

- Audit and create an action plan to reduce carbon emissions

- Increase recycling and reduce waste to landfill

- Improve composting facilities

- Present community workshops to reduce emissions

- Create greener, cooler spaces in schools

- Create habitat for native wildlife

- Save water

- Regenerate bushland

- Support active transport e.g. installing bike racks for student use

Recently funded environmental projects

- Solar panels for clubs
- LED lighting upgrades at a church
- Mature trees for schools
- Recycling equipment for a non-profit early learning centre
- Composting caddies for a school
- Support for local non-profits to run education sessions e.g. 'how to install solar' and 'EV charging in apartments'.
- Habitat garden, pond, native beehive in schools
- Support for a non-profit re-homing used baby products.

Tips for environmental grant applicants

Focus on the following in your application:

- A well-planned project – not thrown together at the last minute.

- How will the project protect and/or enhance the local environment?

- How will the project develop skills, knowledge or attitudes aimed at protecting the environment?

- Provide examples of your capacity to deliver the project.

- Provide a detailed budget that includes quotes and considers key project elements e.g. soil for a garden, not just plants.

- Can the project inspire others to do something similar – model or case study?

How will you evaluate the project? How will the environmental benefits be shown?

Design A School Garden STEM Project

Vivify

VivifySTEM.com

Tips for running your project and acquittal

Project flow

- Check what you promised to do.

- Get started early and plan the timing to work with holidays, seasons etc

- Make sure other key staff members/volunteers know your reporting and delivery obligations.

- Communicate! If you're struggling with an aspect of your project we can help you:
    - Understand what can and can't be changed
    - Provide advice, tips or contacts that may support your project.

- Asking for help early is better than dealing with delays in your project delivery.

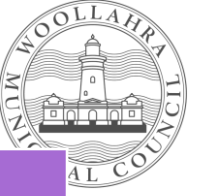**Acquittal - keep these records as you go:**

- Check what you promised to do.

- Before and after photos of your site or photos of your activity/event.

Copies of your invoices when you place your orders.

Copies of your promotions or newsletter items
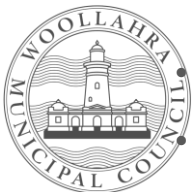
Part B - Placemaking Grants Program

Support projects, activities and events that activate and enhance public spaces, publicly accessible spaces, commercial centres and suburbs within the Woollahra LGA.

- **Category 1 – Events:** Community events within public spaces within the Woollahra LGA. Can also cover the purchasing of event infrastructure or equipment to be used in recurring events and support to develop partners and sponsorship opportunities to deliver on the event.

- **Category 2 - Place activation:** to support activation of public spaces, business areas and neighbourhoods to enliven and improve access, liveability and activity.

Available Funds: $65,000

Small Grants of up to $3,000 are available to businesses, sole traders, community and business sector support organisations including community groups, business chambers, resident associations and individuals.

Large Grants of between $3,001 and $7,500 are available to businesses, community and business sector support organisations including community groups, business chambers and resident associations. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

A maximum of $7,500 can be given to any group/organisation per the annual grants round.

Placemaking Grants Ideas

- An art, food or fashion week hosted by a collaboration of local businesses

- Host a community event or workshop in a Council Park or Venue (new or recurring).

- Support activation of public spaces to enliven and improve accessibility

- A community street fair in a local business hub or community precinct

- Marketing campaign to promote shopping and commercial areas

- Rejuvenate footpath displays, trading and dining

- Activate/rejuvenate vacant shop fronts

- Community competition or awards day in a public park

TIP

This years theme (for Events stream) is

COLLABORATION:

- Employ local artists or talent?

- Approach local business for participation?

- Talk to local schools, charities or community centres for participation?

Recently Funded – Placemaking

- Hot Jazz Picnic (by Caroline Kemp)

- Yoga at Gap Park (by Sophie Hattch)

- Chanukah @ The Bay (Chabad Double Bay)

- Walking Woollahra's Heritage Walking Tours (Historic Houses Association)

- Pound Paws Day at the Sheaf (Pound Paws)

- Watsons Bay Spring Markets (Cambridge Markets)

- QSWWA's Community Christmas Carols

Part B - Business Sector Support Grants Program

- Support organisations (including business chambers) that have an ABN and carry out activities to promote and support local businesses and economic development in the Woollahra LGA.

- Grants up to $10,000 per Business Sector Support organisation.

- Funding will be influenced by proposed economic benefits of intended activities.

- Available Funds: $30,000

Business Sector Support Ideas

- Support local businesses and economic development in the Woollahra LGA

- Market and promote local businesses in the Woollahra LGA.

- Facilitate educational workshops and seminars, information sharing, business training, and regular networking opportunities.

- Attract trade, talent, new businesses and investment into Woollahra LGA.

- Host events and community activities that support multiple local businesses and/or a business precinct.

- Foster collaboration in the business community.

- Attract trade, talent, new businesses and investment into Woollahra LGA.

Recently Funded – Business Sector Support

- Promoting and Connecting Paddington Activations (Paddington Chamber of Commerce)

- Street Art, Performances, Markets, Lights and Activations in Double Bay (Bay Street Initiative)

- Paddo Live Music Week (Paddo Collective)

Tips for grant applicants

- A well planned project – not thrown together at the last minute.

- How will the project connect people to place (placemaking) or support multiple businesses?

- Provide examples of your capacity to deliver the project.

- Provide a detailed budget that includes quotes and considers key project elements e.g.

- Can the project inspire others to do something similar – model or case study?
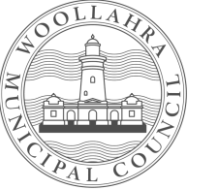
- How will you evaluate the project? How will the benefits be shown?

Part B
Community and Cultural Grants Stream

Community and Cultural Grants
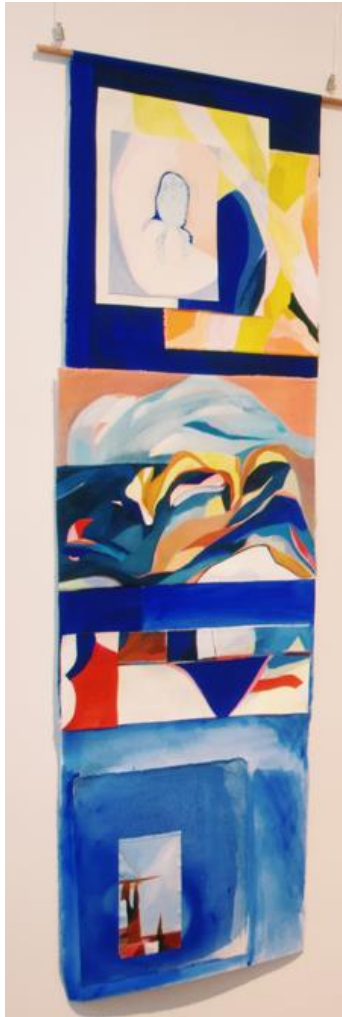
Available Funds: **$115,000** (competitive process)

Small grants – up to $3,000 available to non-profit community based organisations, groups or individuals.

Large grants – up to $7,500 available to non-profit community based organisations or groups. Individuals can apply if under the auspices of a not for profit organization.

Projects may have a 'community', 'culture' or 'art' focus.

Community Themes for 2025/26
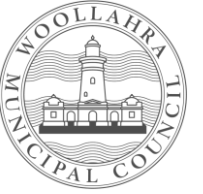
• Projects that activate places and spaces so that children, youth and families have safe and accessible places to meet, connect, celebrate and feel they belong.

• Projects that deliver high quality, relevant services and programs to meet the needs of children, youth and families. Projects that involve young people (12-24 years must provide evidence that they have been co-designed with young people.

• Projects that that support mental health and positive wellbeing.

Cultural Themes for 2025/26

- Projects, embedded in Woollahra, led by First Nations organisations or individuals which foster engagement, representation and positive relationships within the Woollahra community. Projects should focus on storytelling about culture, language and history which encourage truthtelling

- Projects that foster harmony and celebrate cultural diversity, strengthening social cohesion within the community.

- Projects that feature performing arts and live music (with an emphasis on outdoor experiences).

Community and Cultural Projects Might
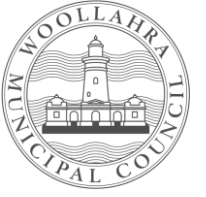
- Support vulnerable members of our community

- Promote positive mental health

- Help to overcome social isolation

- Support the creativity and vibrancy of our community

- Create an opportunity for community members to come together

- Educate our community

- Preserve local history

- Create public art projects

- Initiate and support local artists and cultural development

- Promote inclusion and accessibility for all members or our community

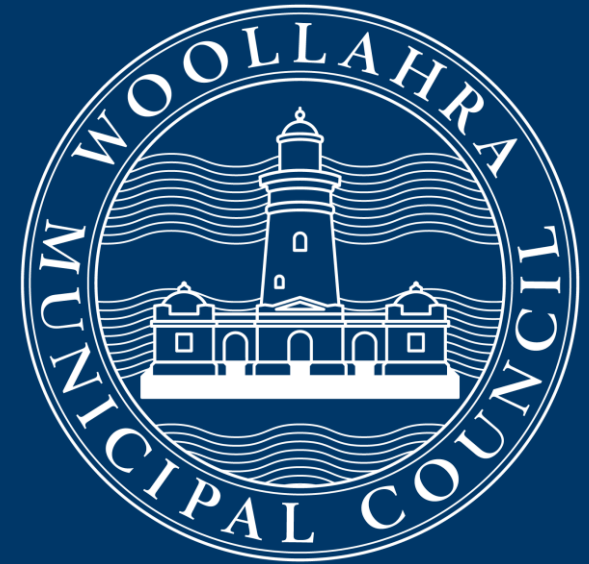(Look at our website for recently funded projects)
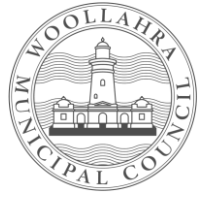
How is the application assessed?

- How the project aligns to one or more of Council's Goals and Strategies?

- How the project will foster a connected, liveable, vibrant and creative community in Woollahra?

- Has it demonstrated your skills and expertise to deliver the project?

- Has it demonstrated one of the annual themes?

- Is it cost-effective with a clearly outlined budget including necessary quotes?

- Does it show the benefits/ value associated with the project?

- Does it show how the project will deliver the desired outcomes?

- Does it include an evaluation process that will measures outcomes?

  (so you can report on success)

- Is it new or innovative project?

  (Remember it is a competitive process. Some projects may be stronger than others)

Questions about Community & Cultural Grants?

Contact Details

Grants@woollahra.nsw.gov.au

02 9391 7112

Woollahra Municipal Council

536 New South Head Road, Double Bay NSW 2028

www.woollahra.nsw.gov.au

Part B

Outgoing Sponsorship Program

Contact Details

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