

A GUIDE TO GRANTS



LIVERPOOL
CITY
COUNCIL



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CEO MESSAGE

The City of Liverpool is experiencing significant change and will continue to do so into the future. It is the regional city for South Western Sydney but plans are already in place to further develop a high-quality, attractive regional city with a full range of business, government, retail, cultural, entertainment and recreational activities. I'm incredibly excited about all the potential that there is in Liverpool – from both economic and social perspectives – and the very real role that Council can play in helping to drive it.



Liverpool City Council proudly supports a wide range of initiatives and projects that make our diverse city a welcoming and wonderful place to live, work and visit. Over the past five years Council has awarded over \$1 million in grants through both cash and in-kind contributions to support innovative and exciting projects developed by individuals and community groups.

Our grants programs aim to help increase social participation and reduce disadvantage. We are seeking to develop sustainable local communities and build the capabilities of our residents to achieve greater self-determination. These goals, however, are not able to be achieved without individuals and community groups coming together in partnership with Council for delivery to the residents of Liverpool. It is through these grants programs that we hope to make this a reality.

I encourage you to read through this guide to learn about the Liverpool City Council grants and donations program. It will help you get a clear understanding of how to align your idea with Council's vision, learn what makes a good grant application, and discover what projects have previously received funding.

A stylized, handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Kiersten Fishburn
Chief Executive Officer
Liverpool City Council

ABOUT THIS DOCUMENT

This document is intended to be used to complement the Liverpool City Council's Grants and Donations Policy. It should not be interpreted as a standalone document. This guide provides a quick, easy to understand overview of the grant and donation programs available for application through Liverpool City Council. A comprehensive explanation of each grant, its funding priorities, and the assessment criteria used by Council to make grant decisions under its Grants and Donations Policy can be found at liverpool.nsw.gov.au/community/grants-and-donations

Council seeks to enhance the use of public funds through well-managed grant processes. Grant programs are linked to the Council's goals and provide an integrated approach to growing Liverpool socially, culturally, economically and environmentally.



INTRODUCTION

CREATING CONNECTION

Liverpool is a socially, culturally, and economically diverse community. Our diversity and multiculturalism are two of our key strengths and defining features. There are more than 140 languages spoken in Liverpool by people from more than 150 countries. We are a city of young people and families with almost 40 per cent of the population aged under 25.

As a healthy and inclusive city, we will be a community where our distinct skills, characteristics and cultures are valued and used to build a connected, friendly, safe, and vibrant lifestyle for all. We support the development of a strong not-for-profit sector and deliver programs and initiatives which are founded on best practice. Equity and inclusion will underpin all of our service delivery as we strive to build community strength and ensure social inclusion.



GRANTS AND DONATIONS

GRANT TIMING

PROGRAM	FREQUENCY
Kick-Starter Grants	Open
Small Grants	Open
Liverpool Young Achiever Awards	Open
Community Grants	Two rounds per year
Sustainable Environment Grants	Two rounds per year
Sporting Grants	One round per year
Sporting Donations	Open
Matching Grants	Two rounds per year
Community Fee Reduction Programs	Open
Corporate Sponsorship	Open

DID YOU KNOW?

1.5% of the Liverpool LGA population identifies as Indigenous



WHAT COUNCIL SEEKS FROM ITS GRANTS:

COMMUNITY STRATEGIC PLAN

Grants programs should align with Council's Community Strategic Plan, and other social, economic and environmental policies and plans.

PARTNERSHIPS AND COLLABORATION

Develop and maintain partnerships between Council and the community to achieve Council's strategic directions.

CAPACITY BUILDING

Support community groups and organisations to function positively, develop skills and increase participation.

SOCIAL INCLUSION

Liverpool is a diverse community and our grant programs will encourage directing resources to the needs of disadvantaged groups.

LEVERAGING VALUE

Council seeks to leverage community expertise, capacity, networks and resources to provide the best suite of grant programs.

GOOD GOVERNANCE

Council will ensure that grant processes are transparent and fair. It will demonstrate integrity, professionalism and transparency in our decision-making and have strong supporting governance structures in place.

REFLECTION AND LEARNING

As part of its commitment to continuous improvement, Council will ensure there are evaluation mechanisms in place and opportunities for feedback on grant processes.

WHAT MAKES YOU ELIGIBLE?

- Be a resident or organisation located in the Liverpool local government area and/or principally providing services to the residents of Liverpool;
- Report on previous successful Council grants and donations and have no outstanding debts to Council; and
- Include all required supporting documentation with your application.

WHAT MAKES YOU INELIGIBLE?

- Duplicating Council services or programs;
- Breaching existing Council policy;
- Not meeting the identified priority needs of the Liverpool local government area (refer to *Community Strategic Plan: Our Home, Liverpool 2027*);
- Applications from government departments, for-profit businesses, or political parties;
- Applications from charities for general donations;
- Applications for fundraising, operational expenditure (e.g. admin, insurance), shortfalls in funding from other government departments or completed projects; and
- Projects that rely on repeated funding from Council.



WHAT CAN HELP YOUR APPLICATION?

- Council values and recognises the importance of an applicant's financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably;
- Provide statistics or evidence of the need or value of your project. Engage with your intended audience and gather its views to support your application;
- Outline the target goal/s in the *Community Strategic Plan: Our Home, Liverpool 2027* document your project aims to deliver against;
- Identify achievable outcomes and determine who will be responsible for these;
- Register for Council's online grants system and complete the application in full including providing quotes or additional documents to support your application;
- Identify and engage community partners that may be able to help you deliver your project;
- Speak to Council's Community Development Team; and
- Ensure your application is clear and understandable.

Liverpool LGA has higher primary and secondary school attendance than Greater Sydney



THE APPLICATION PROCESS



APPLICATION

Application completed through the online grants system by closing date.

Council will not accept any hard copy/emailed submissions or any submissions after a closing date or time.



ASSESSMENT

All applications correctly received will be reviewed by an internal working group.

Recommendations for funding will be made to Council for endorsement[^].



NEXT STEP

You will be notified of the outcome of your application.

Successful applicants must complete a Funding Agreement.

Successful applicants must report on and acquit their project.

Unsuccessful applicants are encouraged to seek feedback[~].

[^] Endorsement is in accordance with Section 356 of the *Local Government Act 1993*.

[~] Grant programs are highly competitive and while an application meets the criteria, it may not be competitive against other applications.

GLOSSARY

Acquittal of funds	Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance and where funding was spent.
Auspice	An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.
Capacity building	Supports community groups and organisations to function positively, develop skills and increase community participation.
Delivering Our Home, Liverpool 2027	All grants and donations are aligned with <i>Our Home, Liverpool 2027</i> , and its key policies and strategies such as Social Justice, Ageing, Youth, Disability, Multicultural and Economic Development.
Governance	A clear process by which decisions can be made.
Incorporated Association	A legal entity (organisation) that provides legal protection to its members in legal transactions.
Matched contribution	A financial or in-kind contribution made to match an equal financial or in-kind contribution up to a certain value.
Grant system	Council's online grant and donation application system.
Young people	Individuals aged between 12 and 24 years.





GRANTS AND DONATIONS: THE PROGRAMS

KICK-STARTER GRANTS



PRIORITY

Improve connections and social networks within the community.

Increase participation in community activities.

Improve social and physical wellbeing of residents.



Open all year.



Applicants can apply for one grant up to \$500, once only.

Kick-Starter Grants support **individuals or unincorporated community groups to establish a social enterprise aimed at addressing Council's Strategic Priorities.**

SMALL GRANTS

PRIORITY

Develop community capacity-building programs or facilitate community awareness events.

Increase individuals' engagement in academic, cultural and environmental fields.

Improve relative equality, resilience and adaptive capacity of diverse communities.

Enhance social, cultural or sustainability outcomes for local communities.



Open all year.



Applicants can apply for one grant up to \$1,000, once per financial year.

Small Grants support **small-scale initiatives** for local residents or organisations.

WHAT TYPE OF PROJECTS HAVE BEEN FUNDED THROUGH THIS PROGRAM?

Headspace Liverpool

In partnership with local organisations (The Junction Works, South West Sydney Local Area Health, Core Community Services, STARTTS, Liverpool and Green Valley Police), established a support and education group for

young people (16 to 25 years) who identify as Lesbian, Gay, Bisexual, Transsexual and Intersex, running monthly workshops alternating between life skills and personal development including mental health and sexual health.

CORPORATE SPONSORSHIP

Council may provide up to **\$10,000** to organisations, groups or individuals for programs that can build or enhance Council's reputation, including branding and cross-promotional opportunities for Council's services or facilities.

PRIORITY

Provide economic, social, environmental and/or cultural benefits to Council and the Liverpool LGA.

Provide opportunities for the community to participate and contribute in activities/events in the Liverpool LGA.

Create a valuable strategic alliance for Council.

Provide extensive coverage and promotional/publicity opportunities across a range of media outlets.

Promote Liverpool's reputation as a great place to live, visit, work, and invest.



Open all year.



Financial contributions of up to \$10,000.

ELIGIBILITY

Applicants must:

Be incorporated or auspiced by an incorporated organisation and hold a current ABN.

Be a non-profit community service organisation or group providing programs/services to Liverpool residents.

Have public liability insurance of at least \$10 million.

Supply a copy of their most recent annual report and/or financial statements.

Must apply for sponsorship towards an event or activity in

the Liverpool LGA that attracts a significantly high level of attendance from the community and provides direct benefits for Liverpool organisations and/or residents.

Must ensure that attendance and participation is free where sponsorship is sought for a community event.

Must be registered with the Australian Charities and Not-for-profits Commission if an application is for a local charity event.

LIVERPOOL YOUNG ACHIEVERS AWARDS



The Liverpool Young Achievers Awards are **given as a prize to a student who has excelled in citizenship, academic studies, artistic endeavours or sporting proficiency.**



Applications are accepted from the beginning of Term 1 until the end of Term 3.

A presentation ceremony will be held during Term 4.



Prize money is awarded in these categories:

Citizenship:

1 x \$1000 (high school student),
1 x \$500 (primary school student).

Artistic endeavours:

1 x \$1000 (high school student),
1 x \$500 (primary school student).

Academic studies:

1 x \$1000 (high school student),
1 x \$500 (primary school student).

Sporting proficiency:

1 x \$1000 (high school student),
1 x \$500 (primary school student).

All eligible nominees not selected for a major prize will be awarded a \$200 student donation.

ELIGIBILITY

Applicants must:

Be a high school or primary school in the Liverpool Local Government Area (LGA);

Be nominating a student at a high school or primary school in the Liverpool LGA;

Supply a letter of support from the principal of the applying school; and

Submit only one student nomination per year.

COMMUNITY GRANTS

The Community Grants Program provides **financial assistance to incorporated or auspiced, non-profit community groups, organisations and services in developing pilot or trialling innovative services or programs that address the needs of residents, workers and visitors.**

PRIORITY

Address social disadvantage, build community connections and capacity, facilitate education/employment opportunities.



Two rounds per year.



Applicants can apply for one grant up to \$5,000, once per financial year.

WHAT TYPE OF PROJECTS HAVE BEEN FUNDED THROUGH THIS PROGRAM?

CITY OF LIVERPOOL MEALS ON WHEELS INC.	A grant enabled the purchase of food items for Christmas hampers delivered by volunteers to all clients, supplemented by donations of cakes, puddings, hams etc. from clubs and suppliers. Bags were donated by a local firm and volunteers purchased and packed each one.
THE CITY OF LIVERPOOL & DISTRICT HISTORICAL SOCIETY	Tours were run by The City of Liverpool and District Historical Society of the historic centre of Liverpool. The tours followed in the footsteps of the city's founding father, Thomas Moore. They featured surviving buildings and monuments such as Liverpool TAFE, St Luke's, the Milestone and headstones at Pioneer's Park.
THE SHEPHERD CENTRE FOR DEAF CHILDREN	Replaced the sunshades in the centre's outdoor area and purchased new play equipment for outside.

SUSTAINABLE ENVIRONMENT GRANTS



PRIORITY

Help schools and community groups to improve environmental outcomes.

Improve health of local vegetation, waterways and ecosystems.

Raise awareness of sustainable living.



Two rounds per year.



Applicants can apply for one grant up to \$5,000, once per financial year.

The Sustainable Environment Grants supports **schools and community groups** to play an active role in reducing their impact on the environment.

SPORTING DONATIONS & GRANTS

Photo by Cameron Markin
at Carnes Hill Skate Plaza

DONATIONS

PRIORITY

Increase participation in representative sporting events.



Open all year, assessments completed quarterly.



Small donations range from \$100-\$500 depending on level of activity.

The Sporting Donations Program enables council to **provide small amounts of funding to assist community members in their efforts to achieve excellence.**

GRANTS

PRIORITY

Increase participation in sport and recreation.

Improve sporting equipment.

Raise awareness of sports trends.

Improve health through physical activity.



One round per year.



Grants up to \$5,000.

The Sporting Grants Program offers funding to sporting clubs and junior disability sporting clubs to assist with the development of young people and encourage participation of the broader community in local sporting and recreational activities.

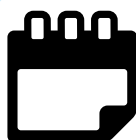


MATCHING GRANTS

$$\begin{array}{c} \text{1} \\ \text{YOUR} \\ \text{DOLLAR} \end{array} + \begin{array}{c} \text{1} \\ \text{MATCHING} \\ \text{DOLLAR} \end{array} = \begin{array}{c} \text{2} \\ \text{TWICE} \\ \text{THE IMPACT} \end{array}$$

PRIORITY

Projects focused on:
Arts, Community Capacity Building, Youth Engagement, Accessibility, Environment, Community Safety and Sports Development.



The Community Matching Grants program is designed to provide financial support to projects and activities that build or strengthen communities within Liverpool.



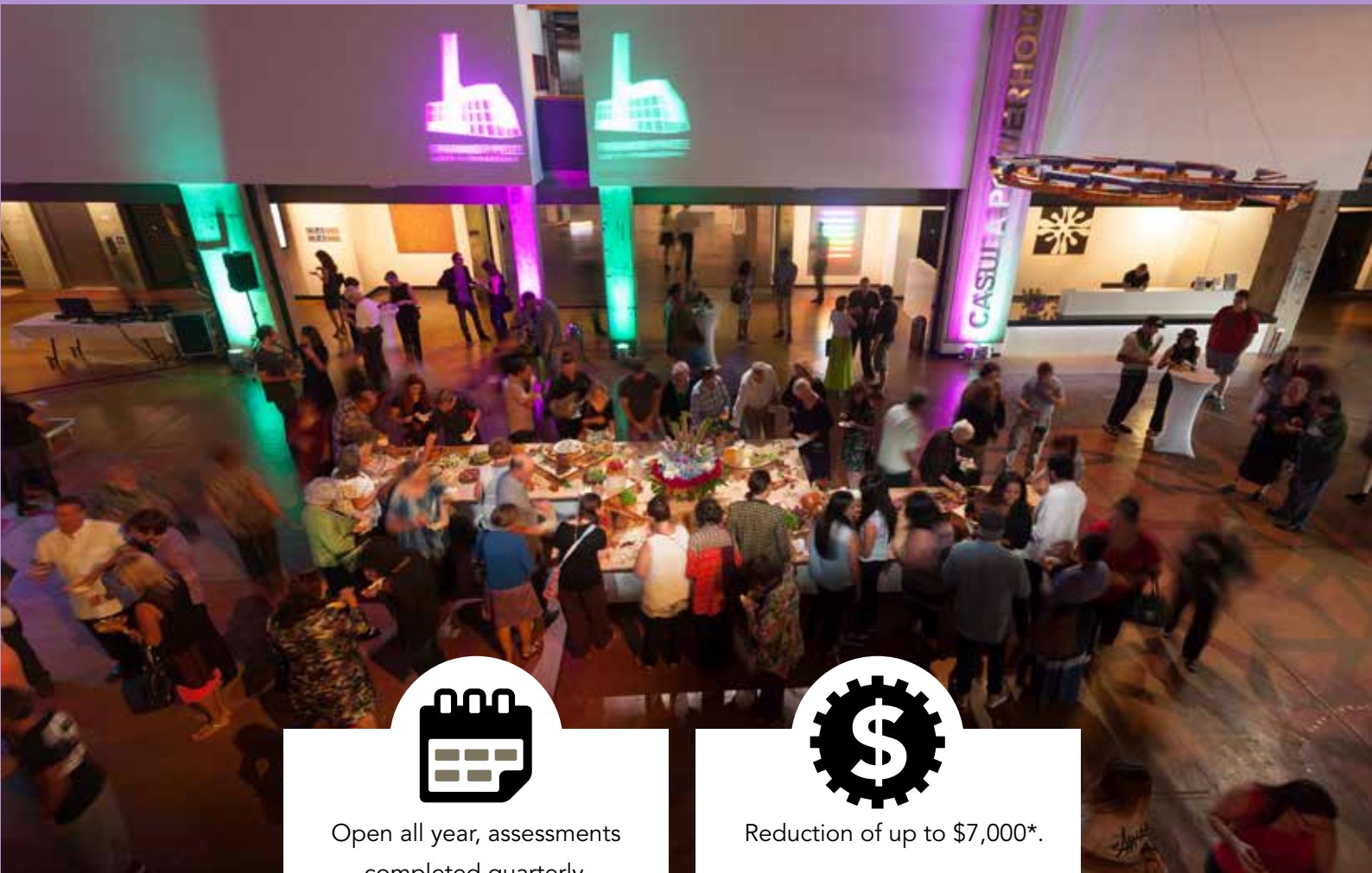
The program recognises any community contribution* towards a project and can offer up to \$15,000 support to match this contribution.

WHAT TYPE OF PROJECTS HAVE BEEN FUNDED THROUGH THIS PROGRAM?

Liverpool Migrant Resource Centre	Community HeART, a collaborative local arts project, brought together three local artists to design and execute a public mural conveying a message of 'Welcome' to new arrival refugees and migrants to the area.
Mark Grundy Oesophageal Cancer Awareness Group Incorporated	Education about oesophageal cancer targeted oesophageal cancer research, and support to the community for those diagnosed with oesophageal cancer and their families.
Guntawang Aboriginal Resources Incorporated	Coordinated art and craft activities for Non-Indigenous and Indigenous people in Liverpool. These activities provided an opportunity for the wider community to engage with the Indigenous population, create networks, and establish friendships.

* Other than cash, contributions can consist of either in-kind (such as design, professional, or trade services, donated supplies, materials or venues, etc) or volunteer services. Volunteer time is calculated at \$20 per hour for general volunteering or \$75 per hour for professional volunteer services.

COMMUNITY FEE REDUCTION PROGRAMS



Open all year, assessments
completed quarterly.



Reduction of up to \$7,000*.

Council owns a number of community facilities available for the community to hire. These include community centres, meeting rooms, event/function venues, buses, parks, and sports fields. The program provides assistance by reducing the hiring costs of Council's facilities.

* Amount reduced is subject to further application criteria, please refer to Liverpool City Council's Policy for further information.



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MAGNESIUM
BATH AND BODY PRODUCTS

100%
NATURAL INGREDIENTS
NO COLOURS
NO FRAGRANCES
NO CHEMICALS
NO ARTIFICIAL SUBSTANCES
MADE IN AUSTRALIA

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100%
NATURAL INGREDIENTS
NO COLOURS
NO FRAGRANCES
NO CHEMICALS
NO ARTIFICIAL SUBSTANCES
MADE IN AUSTRALIA

MUSCLE AND JOINT RELIEF
ACHES AND PAINS
HEADACHES AND MIGRAINES
RELAXATION AND RESTFUL SLEEP
SKIN HEALTH
CALMING AND BALANCING OF NERVES
STRESS RELIEF
UPLIFTING MOOD AND SPIRIT



FREQUENTLY ASKED QUESTIONS

WHAT COUNCIL WON'T PROVIDE

Council will not provide:

- in-house design, printing, or distribution services;
- cleaning and waste services for events;
- support to overtly political activities or activities that could be perceived as benefiting a political party or political campaign; or
- support to overtly religious activities that could be perceived as divisive within the community.

WHAT COUNCIL WON'T SUPPORT

Council will not support activities that:

- pollute land, air or water;
- destroy or waste non-recurring resources;
- market, promote or advertise products or services in a misleading or deceitful manner;
- produce, promote or distribute products or services likely to be harmful to the community;
- acquire land or commodities primarily for the purpose of speculative gain;
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments;
- entice people into financial over-commitment;
- exploit people through the payment of below award wages or poor working conditions;
- discriminate by way of race, religion or sex in employment, marketing or advertising practices; and
- contribute to the inhibition of human rights generally.

USEFUL LINKS

Community Strategic Plan: Our Home, Liverpool 2027

http://liverpool.infocouncil.biz/Open/2017/04/CO_20170426_AGN_323_AT_Attachment_4240_2.htm

Liverpool City Council Grants and Donations webpage

www.liverpool.nsw.gov.au/community/grants-and-sponsorship

Liverpool City Council Online Grants Page

www.liverpool.nsw.gov.au/community/grants-and-sponsorship

Online Grant Writing Guide

www.fundingcentre.com.au/grant/help

ClubGRANTS

www.clubsnsnsw.com.au/community/clubgrants/for-applicants

Liverpool LGA Community Profile

profile.id.com.au/liverpool

Liverpool LGA Social Atlas

atlas.id.com.au/Liverpool





YOUR SUBMISSION CHECKLIST

GIVE YOURSELF TIME:

- ☐ Do you have enough time to write or rewrite this before the deadline?
If not, think about waiting till the next round. You don't want to submit an underdone application.
- ☐ Will you have time to proof-read? Will someone else?

PLAN:

- ☐ Does this project fit into your organisation's strategic plan?
- ☐ Have you checked the project with everyone who needs to be involved?
- ☐ Why is the grant needed, what will it be used for, and how much is being requested?
- ☐ Does the proposal contain a detailed budget?
- ☐ Does the application ask for attachments or require them?
- ☐ Does the proposal specify objectives that are realistic, achievable, and measurable?
- ☐ Do you have a back-up plan if you are granted only part of the funding you want?
- ☐ Is the proposal tailored to the goals of the grant-maker?
- ☐ Does the proposal show why this project is different from existing programs?
- ☐ Is the project sustainable after funding is finished?

REVIEW:

- ☐ Has the proposal been checked and rechecked for typos and misspellings?
- ☐ Are acronyms spelled out in full at first use (e.g. Deductible Gift Recipient [DGR])
- ☐ Is the language concise, and clear? Does it contain any jargon?
- ☐ Is the language tentative (It seems that it is possible) or positive (We will)?
- ☐ Is the proposal written in short, simple sentences?

CONSIDERATIONS:

- ☐ Does the proposal address every single criteria in the guidelines?
- ☐ Is the project title neutral (such as Proposal to Request Funding) or a positive statement (Reducing Juvenile Violence by Involving Young People in Community Sports)?
- ☐ Does the submission disclose any funding you have received from other agencies?
- ☐ Does the proposal demonstrate your organisation has the ability to deliver the project?
- ☐ Does the budget contain a contribution (in money, in kind, or in volunteer time) from your own organisation to demonstrate your belief in and commitment to the project?
- ☐ Does the proposal commit your organisation to some work in this area even if you don't get the grant (that is, does it show you really think the project is vital)?
- ☐ Does your project require a Council Development Application (DA) or any consent from authorities?



**LIVERPOOL
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LIVERPOOL CITY COUNCIL



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NRS 133 677 (for hearing and
speech impaired callers only)