

2024/25 Woollahra Grants Program

Form Preview

Application Form: 2024/25 Woollahra Council Grants Program(s)

* indicates a required field

Key Dates

- Applications open - Monday 1 April 2024
- Applications close - Sunday 5 May 2024 (midnight)
- Grants announced - June 2024

Before you start: Important information to read and understand

Welcome to Woollahra Municipal Council's online grant application process. [Woollahra Municipal Council](#) (WMC) has a range of annually distributed grants available to enable the community to develop projects to address local needs. These include [Community and Cultural](#), [Environmental](#), [Placemaking](#) and, [Business Sector Support](#) streams

Before completing this form, please read and review the:

- [Woollahra Grants Policy and Guidelines](#)
- [Woollahra Council Child Safe Policy and Code of Conduct](#)
- [Woollahra 2032 Community Strategic Plan \(CSP\)](#) - (Goals and Strategies sections). This is a 10-year plan that sets our long term vision and objectives. It identifies Council's main priorities and aspirations for the future and strategies for achieving these goals, which is supported through Council's Grants Programs.

Helpful Tips

Do you need more help to use this form?

Download the [Help Guide for Applicants](#), check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

What information should I prepare?

To complete your application, you will need to upload the following documents:

- Evidence of pricing or quotes for expected expenditure of over \$500
- Supporting documentation for any project partnerships or collaborations where applicable.
- 'Preview' the application form before commencing, then prepare the information that will be needed to answer each question.

How do I work on my application over a number of days?

Please ensure you save as you go so you can return to the form and keep editing. Remember to submit by the close date.

How much detail do I include?

Council encourages applicants to write concisely and clearly. Please do not duplicate answers across multiple questions. It is acceptable for answers to be below word limits.

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Can I get an extension and submit my application after the closure date?

No. Incomplete and/or late applications will not be considered.

If I am successful, how long does my funding last?

Each grant is awarded for one funding period only, beginning on 1 July 2024, ending on 30 June 2025. There is no guarantee of future funding.

Acquittal Information:

Acquittal's must be submitted no later than 60 days following the delivery of the project or before the end of June 2025, whichever comes first. Forms can be accessed through the My Submissions tab on your SmartyGrants account.

Do you have another question?

Email: grants@woollahra.nsw.gov.au

Phone: (02) 9391 7000

Outcomes and available funding for Grant Stream 1. Community and Cultural Grants

Outcomes: to support local projects which foster a connected, liveable, vibrant and creative community. Projects must foster inclusion and be open to the community.

1.a. Community projects may support, but are not limited to, local families, children and young people, seniors, Aboriginal and Torres Strait Islander peoples and reconciliation, social isolation and loneliness, mental health, cultural diversity, people with disability, community safety, domestic violence, LGBTQIA+ people or building community partnerships and networks.

Community Themes:

- Projects that provide opportunities for people to socialise and participate in the community or active ageing that results in supported emotional wellbeing and reduces social isolation.
- Projects that support community participation and/or mental health or suicide prevention with an emphasis on young people.

1.b. Cultural projects may include but are not limited to performing and visual arts and crafts, literature, film, design, history and heritage and their expression through public debate, festivals, exhibitions, performances, creative space, competitions and public celebrations of importance to communities.

Cultural Themes:

- Projects with an emphasis on performing arts.
- Projects that are interdisciplinary by incorporating different mediums to highlight community topics of interest with a focus on the environment, inclusion and diversity through collaborative works.

Funding available:

- Small Grants of up to \$3,000 are available to community organisations, community groups or individuals
- Large Grants of between \$3,001 and \$7,500 are available to community organisations or community groups. *Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.*

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Outcomes and available funding for Grant Stream 2. Environmental Grants

Outcomes: to support local environmental improvement projects. They are open to community organisations, local schools and non-profit early learning centres for projects that protect or enhance our local environment. Environmental projects have real outcomes that protect or improve the environment in some way.

Funding available:

- Small Grants of up to \$3,000
- Large Grants of between \$3,001 and \$7,500.

Outcomes and available Funding for Grant Stream 3. Placemaking Grants

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

Funding available:

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

There are two categories under this stream:

Category 1 - Events: Delivery of new and/or recurring community events within public spaces or publicly accessible spaces within the Woollahra Local Government Area.

Theme for Events:

- Events and activations that create vibrant, liveable and connected places.

Projects may include but are not limited to markets, health and wellbeing activities, food truck events, workshops, live performance, family fun days.

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

Projects may include but are not limited to diversification of offerings within a precinct, start up hubs, small business incubators and innovations that incentivise investment and visitation to a precinct.

Outcomes and available Funding for Grant Stream 4. Business Sector Support Grants

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Outcomes: to support projects by organisations (including business chambers) that have an ABN to carry out projects and programs to promote and support local business and economic development in the Woollahra LGA.

Funding available:

- Grants of up to \$10,000 per Business Sector Support organisation are available.

Confirmation of Eligibility

I confirm that the applicant ... *

- ☐ has read, understands and adheres to the WMC Grants Policy and Guidelines
- ☐ has read, understands and adheres to the WMC Child Safe Policy
- ☐ is able to demonstrate that their project addresses and meets WMC's selection criteria
- ☐ is located in, and/or services or targets the Woollahra Municipality
- ☐ has the appropriate type and level of insurance for the activities that are the subject of this grant (or will purchase if successful)
- ☐ is not seeking funding for staff positions that require recurrent funding, or for projects which have already commenced or been completed
- ☐ is not a political party
- ☐ is not seeking funding for fundraising activities or a project that promotes and delivers overtly religious activities
- ☐ has acquitted any previous funding or agrees to acquit funding for the 2023/ 2024 round by 30 June 2024 (or been granted a written extension)
- ☐ Is submitting no more than one application per grant stream

You must tick each box to confirm all statements are true and correct. If not, you are not eligible to apply for this grant.

Contact Details

* indicates a required field

Applicant Details

Primary contact person: *

Title First Name Last Name

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This is the person we will correspond with about this grant

Organisation name:

Organisation Name

--

Please use your organisation's full name. If you are applying as an individual, this may not be applicable.

Position held in organisation:

--

e.g. Manager, Board Member, Fundraising Coordinator

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Address: *

Address

Postal Address:

Address

Website:

Must be a URL

Social Media (eg Facebook; X; TikTok; LinkedIn):

Primary phone number: *

Primary contact person's email address: *

This is the address we will use to correspond with you about this grant.

Secondary Contact Details

Applicant Project Contact

First Name

Last Name

A secondary contact is helpful if the details for the main contact changes part way through the funded period.

Secondary Contact Phone Number

Must be an Australian phone number.

Must be a different

Secondary Contact Email

Must be an email address.

Applicant Type

What type of applicant are you applying as? *

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- ☐ Individual (representing a group or themselves who may or may not hold an ABN or be a sole trader) ☐ Business (profit making organisations including sole traders)
- ☐ Community Group (people acting together for a shared interest. Not required to be incorporated) ☐ Sole Trader (individual running a business)
- ☐ Community Organisation (Includes: not-for-profit; charity registered with the Australian Charities and Not-for-Profits Commission; incorporated community groups) ☐ Business Sector Support (Includes business chambers. Organisations have an ABN)
- ☐ Education Facility (Includes: schools; tertiary institutions; non-profit early learning centres; school associated organisations like Parents & Citizens Associations and out of school hours care groups)

For further information refer to the definitions in the Grants Policy.

ABN Details (if applicable)

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

- ☐ I do not have an ABN

If you are applying as an organisation, are you incorporated? *

- ☐ Yes
☐ No

If you are not applying as an organisation, select 'No'.

If your organisation is incorporated, please provide evidence:

Attach a file:

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Are you auspiced by another organisation for the purpose of this grant? *

☐ Yes

☐ No

If you are an individual or community group (not incorporated) and wish to apply for a large grant, please complete the section below.

Auspice Details

Name of auspicing organisation: *

Organisation Name

Auspice organisation postal address: *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Auspice organisation primary email: *

Primary contact person at auspice organisation: *

We may contact this person to verify that this auspicing arrangement is valid and current.

Contact person's primary phone number: *

If this project is an auspiced project, a letter from the organisation providing auspice needs to be included, indicating support for the project and willingness to take on responsibility for the grant. Please upload this letter of support here: *

Attach a file:

Bank Details

Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

This information is required so that we can provide successful applicants with their funds.

Project Details

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* indicates a required field

Project title: *

Word count:

Must be no more than 40 words.

Provide a name for your project. Your title should be short but descriptive.

Anticipated start date: *

Must be a date and between 1/7/2024 and 30/6/2025.

If unknown, please provide an estimate.

Anticipated end date: *

If unknown, please provide an estimate.

Tell us about your project

Project summary: *

Must be no more than 100 words.

Include a short summary of what the project is, who will benefit and what the project will deliver.

If applying for a Community and Cultural grant, choose Council's Goals and Strategies that your project aligns with.

- ☐ Goal 1 : A connected, harmonious and engaged community for all ages and abilities. Strategy 1.1: Provide, promote and facilitate a range of community projects, programs and events that support an inclusive, thriving and sustainable community.
- ☐ Goal 2: A supported, enabled and resilient community Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.
- ☐ Goal 3 : A creative and vibrant community Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

See pages 4-5 of the Grants Policy.

If applying for an Environmental grant, choose Council's Goals and Strategies that your project aligns with.

- ☐ Goal 7: Protecting our environment Strategy 7.1: Protect trees, streetscapes, natural landscapes and biodiversity including the protection and restoration of bushland areas.
- ☐ Goal 8: Sustainable use of resources Strategy 8.2 Provide support to the community to reduce their environmental impact.
- ☐ Goal 8: Sustainable use of resources Strategy 8.4 Encourage and assist our community to be leaders in waste

If applying for a Placemaking grant, choose Council's Goals and Strategies that your project aligns with.

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- ☐ Goal 4 : Well planned neighbourhoods Strategy 4.4 Facilitate safe and active local centres which increase local activity, balance tourism demands with the impact on the community and are in line with local character.
- ☐ Goal 9: Community focused economic development. Strategy 9.1 Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment and community activities.

If applying for a Business Sector support grant, choose Council's Goals and Strategies that your project aligns with.

- ☐ Goal 1: A connected, harmonious and engaged community for all ages and abilities. Strategy 1.1: Provide, promote and facilitate a range of community projects, programs and events that support an inclusive, thriving and sustainable community.
- ☐ Goal 3: A creative and vibrant community: Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.
- ☐ Goal 9: Community focused economic development Strategy 9.1: Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment and community activities.

Describe the project outcomes that align to the chosen goals and strategies. *

Word count:

Must be no more than 200 words.

Identify the primary beneficiaries, the community needs or aspirations that the project will aim to meet and the benefits that will result from the implementation. Refer to Council's 2032 Community Strategic Plan (CSP) for further information on Council's Goals and Strategies. For Education Facilities applying for an Environmental Grant, please outline how your project complements your teaching program and/or environmental management and/or sustainability plans.

How will you measure and evaluate these outcomes? *

Word count:

Must be no more than 150 words.

Where will your project be delivered? *

Word count:

Must be no more than 100 words.

Provide the primary project location details and address.

Please describe your experience and capacity to manage and deliver similar projects: *

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Word count:

Must be no more than 150 words.

Describe the target audience/s of the project (choose up to three options).

- ☐ Children (0-11)
- ☐ Youth (12 - 24)
- ☐ Adults
- ☐ Seniors
- ☐ People with a disability
- ☐ First Nations Peoples
- ☐ Multi generational people
- ☐ Students
- ☐ Shoppers
- ☐ Art and culture lovers
- ☐ People experiencing social isolation
- ☐ People experiencing mental health challenges
- ☐ Culturally diverse peoples
- ☐ People impacted by domestic violence
- ☐ LGBTQIA+ community
- ☐ Performing arts lovers
- ☐ People who enjoy art and craft making
- ☐ Literature lovers
- ☐ Film lovers
- ☐ History and Heritage lovers
- ☐ People who enjoy attending festivals
- ☐ People interested in attending culturally specific celebrations
- ☐ Environment lovers
- ☐ People who enjoy using public spaces
- ☐ People who use commercial centres
- ☐ Other (see next question)

Other target audience.

Describe the reasoning behind your project or the consultation that has been done with project beneficiaries, to ensure the project meets their needs and aspirations and is inclusive and accessible. *

Word count:

Must be no more than 150 words.

Accessibility means that this project is open to all members of the public, where relevant (noting projects in schools are closed to school communities) and/ or accessible to ensure people with access needs are able to participate. Inclusion means that all groups in society are valued and respected.

How will you promote your project to reach the target audiences? *

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Word count:

Must be no more than 150 words.

How will your project actively engage with people living, working and /or studying in the Woollahra Municipality. Include an estimate of the number of people you expect to actively engage in the project. *

Word count:

Must be no more than 150 words.

Engagement is more interactional than promotion. For example engagement usually involves meaningful communication such as listening and gathering feedback to improve your project. Include those who benefit (eg workshop participants, event attendees etc). This does not include the numbers of people who may see advertising information. Please provide a number or range of numbers. This number is for background purposes only and does not affect funding amounts/grant success.

Grant Specific Information

Select the grant stream you are applying for: *

Community and Cultural Grants Selection Criteria

Which Community and Cultural Theme does your project align to?

- ☐ Community Theme: Projects that provide opportunities for people to socialise and participate in the community or active ageing that results in supported emotional wellbeing and reduces social isolation.
- ☐ Community Theme: Projects that support community participation and/or mental health or suicide prevention with an emphasis on young people.
- ☐ Cultural Theme: Projects with an emphasis on performing arts.
- ☐ Cultural Theme: Projects that are interdisciplinary by incorporating different mediums to highlight community topics of interest with a focus on the environment, inclusion and diversity through collaborative works.
- ☐ This project demonstrates other community needs (describe below).

Choose the theme that best aligns with your project.

Describe how your project aligns to the chosen theme?

Word count:

Must be no more than 200 words.

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Cultural projects with a visual arts emphasis may upload image-based supporting evidence here.

Attach a file:

Environmental Grants Selection Criteria

How will your project protect and/or enhance the environment in Woollahra Local Government Area? *

Word count:

Must be no more than 200 words.

How does your project foster the development of skills, knowledge and awareness in the community to encourage action to protect and enhance the environment? *

Word count:

Must be no more than 200 words.

Placemaking Grants Categories

There are two categories under this Grant's Program stream, which are you applying for? *

- ☐ Category 1 - Events
- ☐ Category 2 - Place activation

Placemaking Grants Selection Criteria

How does your project promote and raise awareness of multiple businesses or a business precinct rather than one single business? *

Word count:

Must be no more than 200 words.

Why have you decided on this location and how is the scale of the project appropriate for this location? *

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Word count:
Must be no more than 200 words.

Category 1: Placemaking Grants Selection Criteria - Events

Category 1: List the external event partners and how they are involved. *

Word count:
Must be no more than 200 words.

What is your plan to leverage your partners and engage with them to build sustainability of the event?

Word count:
Must be no more than 200 words.
For example you have a partner who has offered use of their 10x3 branded shade for your event. This saves you a cost and increases the sustainability by reducing the total event cost.

Category 1: How will your project address the Theme: Events and activations that create vibrant, liveable and connected places? *

Word count:
Must be no more than 200 words.
All Grant applications are welcomed. Priority will be given to projects addressing the 2023/24 theme.

Category 2: Placemaking Grants Selection Criteria - Place Activation

Category 2: How will your project activate and enhance public spaces or business areas in the community? *

Must be no more than 200 words.

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Business Sector Support Grants Selection Criteria

How will your project promote awareness around multiple businesses? *

Word count:
Must be no more than 200 words.

How does your project focus on innovative business ideas and opportunities that advance and support business in the community? *

Word count:
Must be no more than 200 words.

How will you ensure equitable distribution of services, events and activities for project beneficiaries? *

Word count:
Must be no more than 200 words.

Budget

* indicates a required field

Budget Notes

- If you are registered for GST your budget should be GST exclusive
- If you are not registered for GST, you should include GST in your budget
- Use the 'Notes' column to provide relevant additional information.
- Your budget must balance (total income amount = total expenditure amount).
- This project should be cost-effective, a clearly outlined grant budget including quotes should be provided.
- Evidence of pricing or quotes are required for all items expected to be \$500 and above. eg a quote with the suppliers name; printed webpage of the item showing supplier name and price.
- Include all Council fees and charges in the budget template below.
- The grant is an appropriation by Council; there is no taxable supply to Council and no GST is payable on the grant paid by Council.
- The grant by Council is GST Exempt.
- **It is compulsory for all applications to complete the Budget Expenses section of this form.**

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- Please see the [WMC Website](#) grants page for a Budget Example (scroll to the bottom of the page).

Council's Fees

- Council's Fees and services are added to other budget expenses to form the total project cost. These fees are therefore included in the grant budget of all grant submissions (where applicable).
- Council does not provide free services or fee waivers. Services such as cleansing and waste, development applications fees, temporary road closure, in-house design or printing and venues / sports ground hire fees etc, need to be included in this section of the application budget.
- Please see [Council's Fees and Charges](#) listed on WMC Website.

Description of Council Fee	\$
	\$
	\$
	\$

Council's Fees Total

Total amount Council Fees:

\$

This number/amount is calculated.
(Auto calculated)

Budget Expenses

Please note:

- If your application is successful, any variances in use of Council funds for expenses identified in this application must be pre-approved.
- Do not include Council's Fees and Services in this section, which have already been costed above.
- **If you are registered for GST:** Items should be GST exclusive.
- **If you are not registered for GST:** Items should include GST.

Expenditure Description	Supplier name	Expenditure Amount (\$)	Notes	Please attach evidence or pricing or quotes for expenditure (cost) items over \$500
		\$		
		\$		
		\$		
		\$		

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Budget Expenses Total (not including Council's fees)

Total amount

\$

This number/amount is calculated.

Budget Income

Please note:

Examples of income includes:

- Grants funds requested in this application.
- Donations and financial sponsorships.
- Participation fees from attendees.

Income Source	Funding Status	Income Amount (\$)	Notes:
Income source examples: Council Grant, ticket sales, other grant funding.			
		\$	
		\$	
		\$	
		\$	
		\$	

Budget Totals

Total Income Amount

\$

This number/amount is calculated.
(Auto calculated) Includes requested grant funds from Council and other income sources.

Total Amount Expenditure and Council fees

This number/amount is calculated.
(Auto calculated) Includes Council's fees (if applicable) and other expenses.

Income minus Expenditure/ Council fees *

\$

This amount is auto calculated and should equal zero.

Funding requested

Total Amount Requested: *

\$

Must be a dollar amount and no more than \$3,000 for individuals and soletraders, no more than \$7,500 for other applicants or no more than \$10 000 if applying for a Business Sector Support Grant.

Total Project Cost (Total Expenditure + Council fees):

\$

This number/amount is calculated.

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(Auto calculated). What is the total budgeted cost of your project?

Would you accept partial funding *

☐ Yes ☐ No

Have you/your project previously received grant funding from Woollahra Council? *

☐ Yes ☐ No

Please indicate previous grant funding received.

- ☐ No
- ☐ 2023/24 funding round
- ☐ 2022/23 funding round
- ☐ 2021/22 funding round
- ☐ 2020 or prior funding rounds
- ☐ Unknown

Have you explored other available grant programs to assist with your project delivery? Please provide details: *

Must be no more than 100 words.

Partners/Sponsors Support

Have you secured or are you working towards partnering with other businesses, groups, sponsors or funding agencies? *

- ☐ Yes
- ☐ No

Please list any other in-kind contributions from other businesses, groups or sponsors. *

Must be no more than 150 words.

Please provide a letter of support for any secured partners here:

Attach a file:

Certification and Feedback

* indicates a required field

Certification

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I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if I am approved for this grant, I will be required to accept the terms and conditions of the grant as outlined in the letter of approval, including acknowledging the funding provided by Woollahra Council in all promotional material. I also understand that if I am applying on behalf of an organisation, I have sought and can confirm approval from an appropriately authorised person in the organisation.

I agree *

☐ Yes

☐ No

Name *

Title

First Name

Last Name

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find out about our grants program? *

Word count:

Must be no more than 100 words.

Did you find this application easy or difficult to complete? Please provide reasons in your answer: *

Must be no more than 100 words.

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider:

Word count:

Must be no more than 150 words.