



CITY OF RYDE

Community Grants Guidelines 2024



Aim of City of Ryde grants

The City of Ryde Community Grants provide opportunities for not-for-profit organisations, community groups and in some instances individuals to receive funding for projects which align to Council's plans and benefit the community.

What Council is looking for from Grant Applications

- Projects which align closely with City of Ryde Plans including the Social Plan, Creativity Strategy, Events Plan, Live Music Plan, Reconciliation Action Plan, Disability Inclusion Action Plan and the Community Strategic Plan
- Collaboration with others to deliver your project
- Evidence the project will increase your capacity to provide benefits to people in the City of Ryde
- Projects that are not reliant on ongoing Council funding
- Projects that are inclusive of all members of the City of Ryde community.

If you are considering applying it is recommended that you

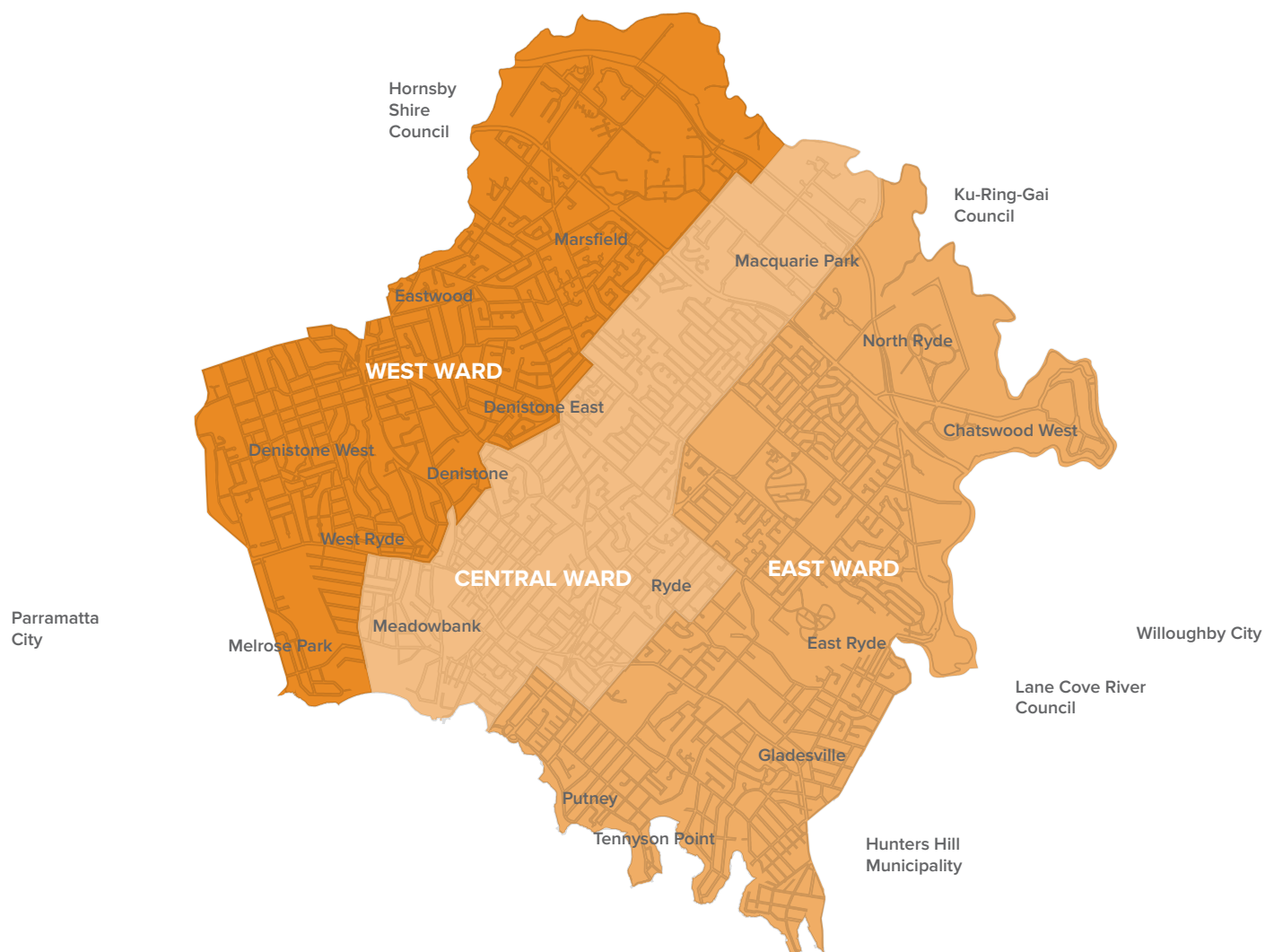
- Thoroughly read the guidelines
- Discuss your project plan with the Community Grants Team Ph: 9952 8222 or email: commgrants@ryde.nsw.gov.au
- Attend a grant writing information session www.ryde.nsw.gov.au/Grants

**See specific category eligibility criteria for further information.*

Grant rounds and categories

Two grant rounds are available each year.

Grant category	Amount per applicant	Recommended funding pool
Community Wellbeing (Major, Medium, Minor)	Up to \$15,000 matched contribution*	\$160,000
Events (Major, Medium, Minor)	Up to \$20,000 matched contribution*	\$130,000
Arts and Creativity	Up to \$5,000	\$50,000
Community Facilities and Equipment	Up to \$5,000	\$25,000
Sport and Recreation	Up to \$5,000	\$25,000



General eligibility criteria

- Project must be located in Ryde or primarily service Ryde residents
- Project must be open to the general public, inclusive and not discriminatory
- Project must comply with the City of Ryde Waste Wise Guidelines
- Applicant must have acquitted previous City of Ryde grant funding and have no outstanding debts to the City of Ryde
- Project must commence after the grant round has been awarded. Grants cannot provide retrospective, recurrent or ongoing funding
- Applicants must have suitable public liability insurance or demonstrate that they can obtain this (generally \$20 million public liability)
- Applicants can submit one grant application per round
- Organisations can submit one grant application and auspice up to one application per round.

Ineligibility

- Projects that duplicate existing programs
- Projects where grant funded activities are already funded from another source
- For-profit activities (sole-traders are only able to apply in the Arts and Creativity category for projects that directly benefit the community)
- Fundraising, sponsorship or projects seeking prize money or gifts for attendees
- Religious activities that promote a single faith
- Political parties, schools (including P&C activities that benefit a particular school), tertiary institutions or government organisations
- Attendance at conferences or academic courses
- Funding for ongoing operational expenses (includes ongoing staff wages, standard office equipment, rental of premises, annual insurance etc). Promotion or development of websites can be included
- Applicants that have not complied with the Waste Wise Guidelines
- Applicants that have already been funded for the same project within the previous 12 months.

Process overview

1. Visit website for round opening dates
www.ryde.nsw.gov.au/Grants
2. Apply online prior to grant closing date.
(An interpreter or assistance with computer is available on request)
3. Applications are assessed – note this can take up to four months
4. Applicants are notified of the outcome
 - a. Successful applicants will be asked to complete a funding agreement
 - b. Unsuccessful applicants are encouraged to seek feedback
5. Acquittal is due within 12 months of receiving the grant funding.



Acquittal requirements

- Acquittals must be completed within 12 months of the grant commencement date
- Applicants must publicly acknowledge the City of Ryde’s funding contribution.

Grant amount	Acquittal/Evaluation requirements
For grants below \$7,500	<ul style="list-style-type: none"> • City of Ryde Grant acquittal form • Proof of project (e.g. photographs, promotional flyers, survey data) • Receipts and proof of budget expenditure • Proof of acknowledgement of City of Ryde support (e.g. Supported by City of Ryde logo on promotional material).
For grants between \$7,500 and \$14,999	<ul style="list-style-type: none"> • City of Ryde grant acquittal form • Report against City of Ryde outcomes listed in the grant acquittal form • Proof of project (e.g. photographs, promotional flyers, survey data) • Receipts and proof of budget expenditure, including a financial report (does not need to be audited) • Proof of acknowledgement of City of Ryde support (e.g. Supported by City of Ryde logo on promotional material) • Activities that include fundraising require proof of donation.
For grants \$15,000 and over	<ul style="list-style-type: none"> • City of Ryde grant acquittal form • Report against City of Ryde outcomes listed in the grant acquittal form • Proof of project (e.g. photographs, promotional flyers, survey data) • Provide an audited financial report as proof of budget expenditure and provide receipts or other expenditure proof • Proof of acknowledgement of City of Ryde support (e.g. Supported by City of Ryde logo on promotional material) • Activities that include fundraising require proof of donation.



Photographer – Luke Torrevillas

GRANT CATEGORIES

COMMUNITY WELLBEING GRANTS	7
EVENTS GRANTS	9
ARTS AND CREATIVITY GRANTS	13
COMMUNITY FACILITIES AND EQUIPMENT GRANTS	15
SPORT AND RECREATION GRANTS	17



COMMUNITY WELLBEING GRANTS

- 2 rounds per year
- Up to \$15,000* per applicant

**See specific eligibility criteria.*

Community Wellbeing Grants are designed to develop a connected and inclusive community and to support activities that promote health, community safety, accessibility and liveability in the area.

Aims

- Maximise participation, connections and a sense of belonging
- Promote inclusion and accessibility for a diverse range of community members
- Increase the capacity of the community to address issues related to community safety, health and wellbeing
- Increase physical, social or employment access
- Maximise access to services
- Create partnerships between community members and organisations to address needs
- Maximise the broader communities understanding of access and inclusion.

Relevant Council documents

Projects should align with at least one of the following:

Social Plan, Disability Inclusion Action Plan, Reconciliation Action Plan, Resilience Plan and Community Strategic Plan

Suggested outcomes

- Number of participants
- Number of new members
- Increased diversity of participants
- Number of partnerships between individuals, groups and organisations
- Feedback regarding people's access to services
- Feedback regarding people's sense of safety, wellbeing or connection to their community.

Eligibility criteria

(Also refer to general eligibility/ineligibility criteria on page 4)

- Must be an incorporated not-for-profit community organisation
- Unincorporated groups can apply if they have an incorporated organisation acting as an auspice
- Projects must align with areas of identified need including health, community safety, accessibility and inclusion
- Funding for small scale equipment must demonstrate how it is related to the project (the grant cannot solely fund equipment)
- Venue hire can be considered where there is a demonstrated community benefit.

Sub-categories

1. Major Projects – Up to \$15,000

Matched contribution is required (for every dollar of grant funding the organisation must contribute at least one-dollar of funding or in-kind support)

Your Project may be Major if it:

- Clearly demonstrates that it can build the capacity of the sector
- Demonstrates that it is sustainable beyond the grant funding period
- Demonstrates how it will address disadvantage. This should include supporting data/research
- Provides clear measurable outcomes for the project
- Clearly demonstrates confirmed matched contribution (this includes funding, sponsorship or in-kind support)
- Engages one or more partner organisations
- The project has not already received funding in the Community Wellbeing – Major Projects category.

2. Medium Projects – Up to \$7,500

Your Project may be Medium if it:

- Can demonstrate that it builds the capacity of the sector
- Provides evidence of community need
- Provides clear measurable outcomes for the project
- Demonstrates collaboration with other organisations, community groups.

3. Minor Projects – Up to \$2,500

Your Project may be Minor if it:

- Primarily run by volunteers
- Provides informal evidence of community need
- Provides minimal evidence of sustainability and could require additional funding in the future
- Provides support to a specific cohort – generally less than 200 people per year
- Is an initial pilot or trial program.

Ineligibility criteria

- Funding for capital works is not eligible
- Funding for catering cannot exceed 25 percent of total grant budget
- Equipment or IT infrastructure which is considered part of the ongoing day to day operation of the organisation is not eligible
- Ongoing venue hire which is not part of a community wellbeing project.

Assessment criteria

- 1. Evidence of a clear project which addresses City of Ryde's vision – 25 percent**
 - a. Aligns with relevant Council documents and the objectives of the Community Wellbeing Grant category
 - b. Clearly defined project with aims, activities and timeframes listed
 - c. Evidence of the impact and benefit of the project for the local community is provided.
- 2. Outcomes – 25 percent**
 - a. Evidence of measurable, achievable outcomes
 - b. The project includes evidence of how the outcomes will be evaluated
 - c. There is demonstrated evidence of how the benefit to the community will be measured.
- 3. Capacity building – 15 percent**
 - a. Evidence of increased capacity and growth within the sector/community.
- 4. Budget – 20 percent**
 - a. Evidence of a well-researched and realistic budget
 - b. Evidence of costing for all items required to deliver the project
 - c. The budget is realistic and represents value for money.
- 5. Capacity to manage project – 25 percent**
 - a. Evidence of an organisation's ability to manage a project is demonstrated. This includes a listing of the applicant's prior project experience
 - b. Evidence of support for the project is included e.g. partnerships, volunteer engagement, in-kind and other funding contributing to project.



EVENTS GRANTS

- 2 rounds per year
- Up to \$20,000* per applicant

**See specific eligibility criteria.*

Event grants support not-for-profit organisations to deliver community-based events and festivals which showcase the diversity and rich culture of the City of Ryde. The events should provide a community, cultural, creative and/or economic benefit to the area. Events should activate public areas, connect people to place and promote community celebration.

Aims

- Enhance community identity
- Maximise community participation in the City of Ryde
- Promote a sense of identity, belonging and connection to place for people in the City of Ryde
- Promote inclusion and accessibility for a diverse range of community members
- Showcase the diversity and cultural aspects of the area
- Strengthen local businesses and local organisations.

Suggested outcomes

- Number of people attending,
- Diversity of attendees,
- Feedback regarding people's sense of connection and engagement in the community,
- Feedback regarding people's sense of being able to share their culture,
- Number of partnerships between individuals, groups and organisations,
- Evidence that the event is accessible and open to the public.

Relevant Council documents

Events Plan, Social Plan, Creativity Strategy, Disability Inclusion Action Plan, Resilience Strategy, Reconciliation Action Plan and Community Strategic Plan.

There are three sub-categories of event grants.

1. Major Event category – Up to \$20,000 (Matched contribution is required)

2. Medium Events category – Up to \$7,500

3. Minor Events category – Up to \$2,500

Specific eligibility criteria

(Also refer to general eligibility/ineligibility criteria on page 4)

- Incorporated not-for-profit community organisation,
- Unincorporated groups can apply if they have an incorporated not-for-profit organisation acting as an auspice
- A detailed budget must be submitted containing evidence of the “Eligible Budget Items” (see list below). Grant funding is for specified budget costs only
- Applicants must provide a risk assessment and other required documentation
- Events must be free or require participants to pay no more than a nominal fee to attend. Where there are ticketed components of an event a significant proportion of the event must be free or have a nominal fee to attend.
- Waste removal, security, advertising, venue/park hire, road closures will not be provided in-kind by Council. Applicants must include these activities as part of their budget costs. They can be applied for as part of the grant.
- For Major Events, City of Ryde can contribute 50 percent of the total budget to a maximum of \$20,000. At least 50 percent of the matched contribution must be funding. Up to 50 percent (no more than \$10,000) of the matched contribution can be in-kind support as per items listed in the “Sponsorship and In-Kind Donations” section.
- For any Major size Event the applicant/event organiser must engage a suitably qualified and experienced professional events manager to provide safety and risk advice in the planning stages of the event and to assist the applicant/event organiser to manage the event site from a safety perspective on event day(s).

- For any Major or Medium size Event requiring road closures, the applicant/event organiser must engage a suitably qualified and experienced, professional to coordinate the application process and manage the road closure(s) before, during and after event.

Eligible budget items

- Venue or park hire costs
- Equipment hire for running event (eg. stage, stalls)
- On-costs including waste management, traffic control, security, cleaning, first aid etc.
- Publicity
- Performers/entertainers (Up to 25 percent of overall grant budget)
- Catering (Up to 25 percent of overall budget)
- Decorations.

Sponsorship and in-kind donations

Quotes or written evidence of sponsorship is required.

Cash sponsorships are encouraged. Eligible in-kind donation items are listed below.

- Venue hire
- Advertising/promotion (up to the value of \$2,500)
- Hire of equipment
- Staging related expenses.

Volunteer hours and performance fees cannot be included as an in-kind expense in this category.

1. Major Event – Up to \$20,000

Matched contribution is required (for every dollar of grant funding the organisation must contribute at least one-dollar of funding or in-kind support).

Your event may be Major if it is similar to the conditions below:

- An event targeted to the broader City of Ryde community
- Held in a large outdoor area such as a park
- Is open to the public
- An event partnering with several businesses and/or community groups
- An event celebrating a day of cultural significance
- Involves significant event infrastructure such as staging and stalls, road closures
- Likely to have over 3,000 people attend
- Clearly demonstrates confirmed matched funding/contribution (at least 50 percent of the matched contribution must be in the form of funding. The remainder of the matched contribution can be provided as in-kind or sponsorship contribution)
- Any sponsorship or in-kind contribution must be directly related to the running of the event. Refer to the list of eligible in-kind donations.

2. Medium Event – Up to \$7,500

Your event may be Medium if it is similar to the below conditions:

- An event targeted to a Major segment of the community
- Held in a large outdoor area such as a park
- Open to the public
- Likely to have between 1,000 and 3,000 attendees
- Partners with several businesses or community groups
- Involves some event infrastructure such as staging and stalls.



3. Minor Event – Up to \$2,500

Your event may be Minor if it is similar to the below conditions:

- An event targeted to a specific or niche demographic of the community
- Held in a hall, indoor venue or small park/reserve
- An event including a complimentary sit-down meal or finger food
- Likely to have less than 1,000 attendees.

Specific ineligibility criteria

- Events held outside City of Ryde
- Events that do not comply with the Waste Wise Guidelines
- Applicants must demonstrate that they can manage and provide traffic management plans, first aid management plans, risk assessments, bin hire confirmation and venue hire confirmation as required for their event. Funding won't be provided until these elements have been approved.

Assessment criteria

1. **Evidence of a clear project which addresses City of Ryde's vision – 25 percent**
 - a. Aligns with Community Strategic Plan, Social Plan and the objectives of the Events grant category
 - b. Clearly defined event with aims, activities and timeframes listed
 - c. Evidence of the impact and benefit for the community is provided.
2. **Outcomes – 25 percent**
 - a. Evidence of measurable, achievable outcomes
 - b. The project includes evidence of how the outcomes will be evaluated
 - c. There is demonstrated evidence of how the benefit to the community will be measured.
3. **Capacity building – 10 percent**
 - a. Evidence of increased capacity and growth within the community.



4. Budget – 20 percent

- a. Evidence of a well-researched and realistic budget
- b. Evidence of costing for all eligible items required to deliver the event over \$500
- c. The budget is realistic and represents value for money
- d. Budget clearly includes a listing of other income streams to support the project
- e. Budget clearly shows income vs expenditure with \$0 profit.

5. Capacity to manage project – 20 percent

- a. Evidence of the applicant's ability to manage the project is demonstrated. This includes a listing of the applicant's prior project experience
- b. Evidence of support for the project is included e.g. partnerships, volunteer engagement, in-kind and other funding contributing to project.





ARTS AND CREATIVITY GRANTS

- 2 rounds per year
- Up to \$5,000 per applicant

The Arts and Creativity Grants are designed to support community-led programs and projects, to stimulate creative and cultural expression within the City of Ryde. The grants support individual artists, artistic collectives and not-for-profit organisations in creative outcomes that benefit the community.

Aims

- To empower our community to implement their creative ideas and initiatives
- To support creative projects and programs that celebrate the diverse people and places that make up our City, and foster cross-cultural connection and exchange
- To provide affordable and accessible opportunities for creative participation
- To support and showcase local creatives
- To support creative projects and programs that foster a sense of connection and community cohesion in our City
- To activate Ryde's public spaces through art and creativity.

Relevant Council documents

Creativity Strategy, Live Music Plan, Community Strategic Plan.



Suggested outcomes

- Number of audience members or participants in creative activities
- Number of partnerships between local creatives
- Number of local creatives that can showcase their activities
- Feedback measuring people's sense of connection with their community.



Eligibility criteria

(Also refer to general eligibility/ineligibility criteria on page 4)

- Incorporated not-for-profit community organisations
- Unincorporated groups can apply if they have an incorporated organisation acting as an auspice
- Individuals over 18 years of age (informal art groups/collectives can apply via a lead individual)
- Sole-traders can apply for activities that demonstrate clear community benefit and are not directly supporting the sole-trader's core or existing creative business
- Creative projects must occur within the City of Ryde
- Venue hire is eligible where there is a demonstrated community benefit
- Activities must be free or require participants to pay no more than a nominal fee to attend.

Ineligibility criteria

- Capital purchase of artwork, musical instruments or equipment (e.g. laptops, cameras or technical equipment)
- Capital works
- Activities that directly support a business or educational requirements of a program/course.

Assessment criteria

- 1. Evidence of a clear project which addresses City of Ryde's vision – 25 percent**
 - a. Aligns with Community Strategic Plan, Creativity Strategy and the objectives of the Arts and Creativity grant category
 - b. Clearly defined project with aims, activities and timeframes listed
 - c. Evidence of the impact and benefit of the project for the local community is provided.
- 2. Outcomes – 25 percent**
 - a. Evidence of measurable, achievable outcomes
 - b. The project includes evidence of how the outcomes will be evaluated
 - c. There is demonstrated evidence of how the benefit to the community will be measured.
- 3. Capacity building – 10 percent**
 - a. Evidence of increased capacity and growth within the sector.
- 4. Budget – 20 percent**
 - a. Evidence of a well-researched and realistic budget
 - b. Evidence of costing for all items required to deliver the project
 - c. The budget is realistic and represents value for money.
- 5. Capacity to manage project – 20 percent**
 - a. Evidence of an individual's or organisation's ability to manage a project is demonstrated. This includes a listing of the applicant's prior creative project experience.
 - b. Evidence of support for the project is included e.g. Collective approaches and partnerships, volunteer engagement, in-kind and other funding contributing to project.

COMMUNITY FACILITIES AND EQUIPMENT GRANTS

- 2 rounds per year
- Up to \$5,000 per applicant

Community Facilities and Equipment grants are designed to provide funding for local, small capital works and equipment. The projects are to maintain, refurbish or improve a community facility or provide equipment to improve inclusion, access or safety. Projects must demonstrate a benefit to the community.

Aims

- Improve community engagement and use of local facilities and programs
- Promote inclusion and accessibility for a diverse range of community members
- Increase the capacity of groups to provide activities that improve community wellbeing
- Maximise access to facilities and activities that create liveable communities
- Improve community safety and the community's perception of safety.

Relevant Council documents

Social Plan, Disability Inclusion Action Plan, Reconciliation Action Plan, Resilience Plan, Creativity Strategy, Community Strategic Plan.

Suggested outcomes

- Number of people utilising the venue/equipment
- Number of new people participating
- Number of people from diverse backgrounds participating
- Feedback measuring participants' sense of safety
- Feedback measuring participants' sense of wellbeing.



Eligibility criteria

(Also refer to general eligibility/ineligibility criteria on page 4)

- Incorporated not-for-profit community organisations
- Unincorporated groups can apply if they have an incorporated group acting as an auspice
- One-off funding
- Capital works must be undertaken on community facilities (cannot be undertaken on Council owned or privately owned facilities)
- Evidence of owner's consent or planning approval must be provided for capital works
- Facilities must be located within the City of Ryde
- Equipment must be used for activities that primarily take place in the City of Ryde.

Ineligibility criteria

- Capital works on Council owned or privately owned facilities is not eligible
- Regular equipment for existing sporting activities is not eligible.



- Musical instruments are not eligible
- Office equipment (e.g. computers, office furniture) for ongoing operational requirements is not eligible
- Equipment for use by a specific individual is not eligible.

Assessment criteria

- 1. Evidence of a clear project which addresses City of Ryde's vision – 25 percent**
 - a. Aligns with Community Strategic Plan, Social Plan and the objectives of the Community Facilities and Equipment grant category
 - b. Clearly defined project with aims, activities and timeframes listed
 - c. Evidence of the impact and benefit of the project for the local community is provided.
- 2. Outcomes – 25 percent**
 - a. Evidence of measurable, achievable outcomes
 - b. The project includes evidence of how the outcomes will be evaluated
 - c. There is demonstrated evidence of how the benefit to the community will be measured.
- 3. Capacity building – 10 percent**
 - a. Evidence of increased capacity and growth within the sector/community.
- 4. Budget – 20 percent**
 - a. Evidence of a well-researched and realistic budget
 - b. Evidence of costing for all items required to deliver the project
 - c. The budget is realistic and represents value for money.
- 5. Capacity to manage project – 20 percent**
 - a. Evidence of an organisation's ability to manage a project is demonstrated. This includes a listing of the applicant's prior project experience.
 - b. Evidence of support for the project is included e.g. partnerships, volunteer engagement, in-kind and other funding contributing to project.



SPORT & RECREATION GRANTS

- 2 rounds per year
- Up to \$5,000 per applicant

Sport and Recreation Grants are designed to increase participation in sporting and recreational activities primarily at a “grass roots” or community level. Projects should support inclusive opportunities and address the diverse needs of the community.

Aims

- Maximise participation in sport and recreational activities, primarily for new participants
- Promote inclusion and accessibility for a diverse range of community members
- Increase the capacity of sporting and recreational groups to promote community awareness and build sustainable programs
- Create partnerships with community members, groups and organisations to improve inclusion and participation.

Relevant Council documents

Social Plan, Disability Inclusion Action Plan, Reconciliation Action Plan, Community Strategic Plan.

Suggested outcomes

- Number of new people participating
- Number of new people from a diverse background participating
- Feedback measuring participant’s sense of wellbeing and connection with the community
- Number of volunteers/retention of volunteers
- Number of partnerships between individuals, groups and organisations.

Eligibility criteria

(Also refer to general eligibility/ineligibility criteria on page 4)

- Incorporated not-for-profit community organisations
- Unincorporated groups can apply if they have an incorporated not-for-profit group acting as an auspice
- Project can demonstrate how it maximises inclusion and accessibility of sporting or recreational activity
- Small scale equipment which is a demonstrated requirement of the project is eligible (the grant cannot solely fund equipment).

Ineligibility criteria

- Funding for capital works
- Funding for ongoing operational costs including hire of sporting fields or venues, waiving of general club registration fees, regular equipment for existing sporting programs, costs of individuals' uniforms.
- Sponsorship of individuals or teams.



Assessment criteria

- 1. Evidence of a clear project which addresses City of Ryde's vision – 25 percent**
 - a. Aligns with Community Strategic Plan, Social Plan, Disability Inclusion Action Plan or Sport and Recreational Strategy and the objectives of the Sport and Recreation grant category
 - b. Clearly defined project with aims, activities and timeframes listed
 - c. Evidence of the impact and benefit of the project for the local community is provided.
- 2. Outcomes – 25 percent**
 - a. Evidence of measurable, achievable outcomes e.g. Number of people participating
 - b. The project includes evidence of how the outcomes will be evaluated
 - c. There is demonstrated evidence of how the benefit to the community will be measured.
- 3. Capacity building – 10 percent**
 - a. Priority will be given to new projects i.e. Those that have been funded for 3 years or less
 - b. Evidence of increased capacity and growth within the sport or recreation club/ community.
- 4. Budget – 20 percent**
 - a. Evidence of a well-researched and realistic budget
 - b. Evidence of costing for all items required to deliver the project
 - c. The budget is realistic and represents value for money.
- 5. Capacity to manage project – 20 percent**
 - a. Evidence of an organisation's ability to manage a project is demonstrated. This includes a listing of the applicant's prior project experience
 - b. Evidence of support for the project is included e.g. partnerships, volunteer engagement, in-kind and other funding contributing to project.



GLOSSARY

Acquittal – A report to be completed at the completion of your project as outlined in your funding agreement. This should include financial details plus evidence and evaluation of your project.

Auspice – This is an agreement where an incorporated organisation applies for funding on behalf of an unincorporated group. The auspice organisation is legally responsible for the funding and grant agreement.

Funding agreement – This is an agreement which successful applicants must sign, which outlines the conditions of the grant. This is a legal document and once signed there is a legal obligation to comply with the conditions.

Insurance – Insurance protects a community organisation against its legal liability to pay damages. Council requires organisations to have \$20 million public liability insurance for use of all Council venues and if holding public events or activities.

Waste Wise Guidelines – Guidelines approved by City of Ryde Council. It includes no single-use plastics at Council supported events.

