



Frequently Asked Questions

The Frequently Asked Questions clarify matters that have been raised by organisations intending to make a grant funding submission. It will continue to be updated in response to inquiries. All potential applicants are encouraged to regularly review the Frequently Asked Questions on this website to ensure that their application addresses the relevant requirements.

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Grant Program General Information

What is the 2011 Community Building Partnership program?

- The 2011 Community Building Partnership program aims to provide vital community infrastructure for the benefit of all citizens and local communities throughout the State.
- \$300,000 will be available in each electoral district with an additional \$100,000 for those electorates with relatively greater social disadvantage.
- Applicants should demonstrate how their project will benefit their local community through the building or improvement of facilities that deliver positive social, recreation or environmental outcomes for the community.

What are the objectives of the 2011 Community Building Partnership program?

The objectives of the NSW 2011 Community Building Partnership program are to:

1. Improve local community participation and cohesion through the delivery of social, environmental or recreational services or activities by enhancement of community infrastructure.
2. Improve opportunities for people from disadvantaged or otherwise isolated groups to be included in community activities.

What funding is available?

Will all applications receive funding?

- **No** – The application process is competitive. It is anticipated that there will be multiple competing applications for the limited funding available within each electorate.



- Successful applications will be those which best meet the Project Assessment Criteria in meeting community needs through development of local infrastructure (see section 9 of the Guidance Notes).

Is there a limit on the level of funding for an application?

- There is a limit of funding available for each State electoral district. The competitive assessment of applications for the available funds within each electorate will consider the potential benefits to the community offered by the project against the Project Assessment Criteria (See Guidance Notes).
- There is limited funding available and requests for large amounts of funding may limit the distribution of funds more widely throughout the electorate. Effectively, the amount of funding sought by an individual project may be a consideration in assessing community need relative to other projects competing for the available funding.

Will a successful project application receive all funding requested?

- Not necessarily. Partial funding may be offered to a range of projects to enable a wider and more equitable distribution of funds across a number of competing projects within each electoral district. If partial funding is offered an organisation will need to assess whether the project remains viable or whether it needs to be modified due to the reduced funding. Alternatively, the balance of funds could be provided from other sources.

How much of the project cost can be requested as a grant?

- Applications by local councils (and their Section 355 Committees) will be required, as a minimum, to provide matching funding for at least 50 per cent of the total project cost. Matching contributions from Councils (and their Section 355 Committees) must be in the form of cash and can be provided from council sources or from other external funding sources.
- Not-for-profit organisations are eligible to seek the entire project cost as a grant.
- Favourable consideration will be given to those projects with a funding contribution (cash or in-kind) from their own or from other sources.

Can funding be sought for a project that has already commenced?

- **No** – The program is designed to provide new or improved community infrastructure. Applications therefore need to be for new projects that will commence after 31 October 2011. Determination of successful grants is expected in March 2012 and works commenced prior to that date should not rely on an expectation that the grant request will be successful.

Who is eligible to apply for a grant?

Who can apply?

- Organisations that are an incorporated not-for-profit organisation (eg: organisations incorporated under legislation such as the *Associations Incorporations Act 1984* or the



Cooperatives Act 1992 and organisations limited by guarantee under the *Corporations Act 2001*).

- Incorporation may arise under a number of legal frameworks and legislation, for example, churches and some other organisations are established under specific legislation; other bodies are created under the operation of provisions within legislation, such as reserve trusts under the *Crown Lands Act 1989*.
- Local Councils (and their Section 355 Committees) established under the operation of the *Local Government Act 1993*.

Who cannot apply?

- Individuals, groups of individuals.
- Unincorporated Organisations.
- For-profit commercial organisations.
- State and Federal Government agencies.

Can not-for-profit groups make a joint application?

- An application needs to be made by a single organisation which will accept responsibility if the application is successful.
- However, the involvement of other supporting organisations in the project may enhance the opportunity for success.
- For example, the application may identify co-contributions offered by agreement with potential partners, or it may demonstrate a response to a wider community need and benefit additional to that of the applicant organisation. It is not, however, a requirement that other organisations are a party to the application.

Our organisation is not incorporated, is there any way we can apply for funding?

- **No** – You need to become incorporated. Dial 1800 502 042 for the Registry of Co-operatives and Associations at the Office of Fair Trading to assist you to become incorporated.

What type of expenditure is eligible for grant funding?

Can applications be made for projects to fund an organisation's operation costs (such as staffing positions, consultants, advertising or training)?

- **No** – Funding through the Community Building Partnership program is for projects that will provide new or improved community infrastructure through:
 - construction of new capital works;
 - refurbishment, repairs and maintenance to existing capital facilities; or
 - the purchase of capital equipment that enables the delivery of new or enhanced community services.

Can funding be sought for development application costs?



- Grant funding may be provided towards the costs of securing development consent. This will only be provided as a reimbursement of expenses incurred and will be subject to development consent being secured for the approved project.
- Hence, our contracted grant offer to you will only become valid upon you providing evidence of the development consent for your approved project.

Capital Equipment – what type of capital equipment can we apply for?

Unlike capital works, capital equipment must be:

- Essential to delivery of the core activity of the organisation
- Have a life expectancy of 15+ years; and
- Be essential for the delivery of new or enhanced community services.

What will not be funded?

- Non capital equipment (e.g. computers, IT equipment, sports equipment etc).
- Projects that have commenced prior to 31 October 2011.
- Projects that involve the development of private or commercial ventures including licensed areas of registered clubs.
- Projects that seek funding for the organisation's operating recurrent expenses (eg: staff, consumables etc).
- Projects that seek funding to stage events, exhibit a display or for filming.
- Projects to undertake studies or investigations.
- Purchase of land or buildings is generally not appropriate.

What is the online application process?

Step 1: Registering an organisation

Each organisation wishing to apply for a grant must first be registered.

If the organisation is already registered, how do I proceed?

- Organisations only need to register once. If you are unsure whether your organisation has previously registered or not, you can search for it in the 'organisation search' block. Once found you can register a project, there is no need to login to the organisation to do this.
- Once an organisation is registered you are unable to amend the details directly. If you require any changes in detail of the organisation and/or contacts please notify us on 1300 707 155.

I want to register an organisation – what information will I need?

To register an organisation you will need to provide the following:

- Name and address of the organisation.
- The organisation's email address if one is available.
- Name and contact details for a contact person for the organisation (including an email address).



- The names of at least two other contact officers for the organisation (preferably one will be the Public Officer for the organisation).
- The type of Incorporated body (this identifies the legal status of the organisation, ie., Incorporation, Company Limited by Guarantee, Local Government Authority etc).
- The organisation's Incorporation number or ACN and/or ABN number.
- Whether your organisation is registered for GST.
- The type of organisation (ie, Community Sport, Community Health, Local Council etc).
- Insurance coverage details (ie which policies the organisation has in place including Public Liability Insurance cover of at least \$5m).
- Information on the aims and activities which the organisation undertakes.

Ideally the CEO, General Manager, Chairperson or Public Contact officer for the organisation should register the organisation. If this is not the case, you should inform the appropriate officer/s that you have registered the organisation.

Will my application be ineligible if I do not have an ABN?

- **No** – However, in order to receive grant payments successful applicants will require an ABN or provide a Statement by a Supplier form.
- To apply for an ABN contact the Australian Taxation Office on 132866 or visit www.business.gov.au.
- Statement by a Supplier forms and eligibility for their use is available online from the Australian Taxation Office at www.ato.gov.au.

How does my organisation lodge the application?

- Applications can only be made online using the online application process.

If you are having difficulties submitting your application please contact the Government's CBP Client Service Centre on 1300 707 155 Monday to Friday between 9.00am and 5.00pm.

Step 2: Preparing a project application

General

I want to register a project – what information will I need?

A project must be registered on behalf of a registered organisation (see Step 1).

You will need to provide the following information in order to register a project:

- A title that briefly describes the project.
- A contact person's first and surname.
- A valid email address for the contact person.
- A password for the project.

Once you have registered the project, you will gain access to the online application form to complete the details for your project.



Can I confirm that my project has been submitted?

- Yes - Once you have completed a project application please ensure that you click the submit button on the declaration page.
- Once you click the submit button on the declaration page you will receive a confirmation email which will also contain a PDF copy of your application.
- Check to ensure that you have received this email and please retain it as a record of your application.
- If you do not receive this email you should contact the client service centre on 1300 707 155.

Can more than one proposal be submitted?

- Not-for-profit organisations may submit multiple applications.
- Generally only one project proposal for each local council within an electorate will be considered in the electorate area. Councils may submit a project proposal for a location in each electorate within their Local Government Area.
- Not-for-profit organisation applications made with the support of local councils are treated as submitted by the not-for-profit organisation.
- Section 355 Committees of Council can only submit an application under the registration of their local council.

Can a Council proposal be for activities over more than one site?

- **Yes** – provided that they are within the one electorate and are for the same type of works.
- Council applications will compete with all other applications for the available funding within the electoral district.
- Generally councils will be limited to only one grant in any electoral district.

What criteria apply for project funding?

- The criteria comprise two parts.
 - (i) The Eligibility Criteria must be satisfied in order for your application to be assessed. Eligibility refers to both the organisation type and the nature of the project, and both must conform to the conditions of the program.
 - (ii) The Project Assessment Criteria, against which eligible projects will be assessed individually and compared against other projects in the Electoral District to determine their ranking for funding priority.
- The Application Form will seek information from applicants that will be used to apply the Project Assessment Criteria. The Project Assessment Criteria are listed in the Guidance Notes (Section 9) document available on this Community Building Partnership website.

Does my organisation need to identify in which State Electoral District the project is based?

- **Yes** – Projects will compete with each other for funding from the allocation made available for each electoral district.
- If you are unsure which electoral district your project is based in, visit the Electoral Office website www.elections.nsw.gov.au.



- The application process will prompt you to identify the electorate in which the project will be implemented.

Can I register a project as a component stage within a larger project?

- **Yes** – providing:
 - the work on the component stage within a larger project is a new project proposal that does not commence prior to 31 October 2011.

How long do we have to start and complete the project?

- You should be ready to commence or seek planning approval by early 2012.
- If planning approval is required and has not been obtained, the Development Consent should be secured by 30 September 2012.
- The project must be completed before 31 March 2013.

What other information should be included in my application?

- The online application will prompt you to upload the attachments required. These include quotes, project budgets, financial information about your organisation and relevant consents.
- If you are having difficulties uploading the required attachments please contact the CBP assistance line on 1300 707 155.

Do we need to provide quotes for the project?

- At least one quote should be uploaded to substantiate the funds sought.
- Quotes should align with and substantiate information provided in the project budget.
- The project budget should be presented by major line item and in enough detail for assessors to consider it within the competitive assessment process.
- Should you encounter difficulty obtaining a quote please contact us on 1300 707 155.

Can value-in-kind be considered as funding contributed by a not-for-profit organisation?

- **Yes** – Voluntary labour and donated materials are allowed as part of the not-for-profit organisation's contribution to the project funding. Voluntary labour and donated materials are GST exempt. Voluntary labour and donated materials including estimated value are to be provided in the project budget.
- Council applications are required to provide matching cash funding for projects they submit. Value in-kind contributions can be included in the project's budget but will not be counted as part of the Council's matching contribution.

Should the quote from my contractor or supplier include an amount for GST?

- If the contractor or suppliers quote does not include GST or quotes "ex-GST" you should increase the amount of the grant you request to include the GST payment you will need to pay to your supplier or contractor.



- For example, if the cost of your project is based on a contractors quote for \$6000 (excluding GST), you will need to include in your project budget an amount of \$6600. This will enable you to meet the GST liability that will be charged to you by the contractor in their tax invoices to you.

Should my grant request be increased to cover GST on the grant amount?

- **No** – For successful grant recipients that are:
 - registered for GST we will pay the approved amount of the grant plus 10% of this amount.
 - not registered for GST we will pay the approved amount of the grant only.

Application Process

Where can application forms be accessed?

- Applications can only be made online through the www.communitybuildingpartnership.nsw.gov.au website.
- If you have difficulties with internet access contact us on 1300 707 155 or contact your local Member of Parliament who may be able to assist.

What happens after I have submitted my application?

- Firstly, you will receive email confirmation that your application has been submitted and will be assessed for its eligibility. If you do not receive confirmation you should contact us on 1300 707 155 to ensure that your application has been successfully submitted.
- If further information is required you will be asked to provide this information.
- Eligible applications will then be included in the assessment process.
- After applications have closed they will be provided to Members of Parliament and independent review panels for their assessment.
- Recommendations on projects will be prepared on the basis of these assessments and comments.
- The Premier will review recommendations and determine successful submissions and advise Members of Parliament of the successful project applicants.
- Applicants will be notified in March 2012 if their application has been successful or unsuccessful.
- Successful project applications will be published on the CBP website.

What if my application is unsuccessful?

- The assessment and recommendation of projects is through a merit selection process.
- It is acknowledged that many worthwhile projects will be submitted. However, funding is limited and not all projects will be able to receive funding. Unsuccessful applicants will be notified via the email address registered for the organisation. There are no appeals under the program.

Will late applications be accepted?



- **No** – The online system will not accept applications submitted after the advertised closing date.
- If you are having problems submitting your application you should contact the help line on **1300 707 155** well in advance of the closing date and in time to seek assistance.

What authorisation from the land owner/s must I obtain?

- You are responsible for obtaining approval for the proposed project from the appropriate land owner/s.
- You are required to indicate whether you have secured approval from the land owner prior to submitting your project.
- To execute the contract with us, you will be required to provide evidence of the land owners consent for the approved project.

Must I have applied for planning approval before registering the project?

- **No** – However, if your funding request is successful you will need to:
 - Commence discussion with your local council and be ready to lodge your development approval.
 - Secure the Development Consent by 30 September 2012.
 - Payment of the grant will be conditional upon the consent being secured and the grant contract executed.
 - If you have not secured the necessary consent by 30 September 2012 the grant offer may be withdrawn.

What happens if my application is successful?

- If your application is successful, you will receive a Letter of Offer via the email address registered for your organisation.
- To receive your grant you will need to fill out the Letter of Offer and return it to us.
- Please ensure that if your organisation's contact details change, or the project contact person changes, that you inform us (1300 707 155) as soon as possible so that the contracting and payment process occurs as smoothly as possible.
- Grant recipients will be required to provide:
 - progress reports (fill in a template provided),
 - evidence of project commencement and progress (photos, statements from tradesperson),
 - a completion report (fill in a template provided) and
 - upon project completion, to submit a completion report and acquittal statement with supporting evidence. Grants equal to or greater than \$50,000 will be required to provide an audited financial statement for the project as part of the Project's completion documents.