

Community Building Partnership 2023



Program Guidelines



Applications open: **Monday 2 October 2023**

Applications close: **Friday 27 October 2023 (5 pm AEST)**

Apply at nsw.gov.au/cbp

September 2023

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Grant program details

Applications open	2 October 2023
Applications close	27 October 2023 at 5 pm AEST
Application outcome date	May 2024
Project completion date (for successful applications)	31 August 2025
Submit online Funding Deed and EFT Banking Details form	27 September 2024
Submit online Completion Report	30 September 2025
Evaluation	<p>Successful applicants may be required to participate in a program evaluation after the project has commenced.</p> <p>The evaluation may require applicants to provide evidence of how the project has resulted in measurable benefits consistent with the objectives of the program.</p>
Decision-maker	Premier
NSW Government agency	Premier's Department Department of Communities and Justice
Type of grant opportunity	Open, competitive
Grant value	<p>Total funding</p> <ul style="list-style-type: none">• \$27.9 million• Up to \$300,000 for each NSW electorate <p>Individual grant amounts</p> <ul style="list-style-type: none">• \$5,000 to \$150,000
Enquiries	<p>Email: CBP2023@dcj.nsw.gov.au</p> <p>Phone: 02 8753 8144</p>

The Premier's Department reserves the right to amend any of these dates during the program, at its absolute discretion.

1

Overview of grant program

1. Overview of grant program

The NSW Government is investing in infrastructure projects that deliver positive social, environmental and recreational outcomes, while also promoting community participation, inclusion and cohesion.

Since 2009, the Community Building Partnership (CBP) program has awarded more than \$436 million to over 19,700 projects.

In 2023, there is a maximum of \$300,000 to allocate in each electorate. Incorporated not-for-profit community organisations and local councils are eligible to apply for grants of between \$5,000 and \$150,000. The average grant awarded is around \$20,000.

Projects with contributions from their own or other sources will be considered favourably. Local councils, including their section 355 committees, are required to provide matched funding to the CBP grant amount awarded.

As total funding will be divided equally among the state electorates of NSW, applications will be assessed against other proposed projects within the same electorate.

1.1 Purpose and objectives

CBP awards grants for community infrastructure projects that deliver positive social, environmental and recreational outcomes.

These guidelines set out the funding rules for the Community Building Partnership program for applicants, including eligibility and the process for assessing and allocating funding to the successful grant applicants.

Applicants must read this document before filling out an application.

1.2 Grant value

- In 2023, the total value of the CBP program is \$27.9 million.
- There is a maximum of \$300,000 to allocate in each electorate.
- Incorporated not-for-profit community organisations and local councils are eligible to apply for grants of between \$5,000 and \$150,000. The average grant awarded is around \$20,000.
- Projects with contributions from their own or other sources will be considered favourably.
- Local councils, including their section 355 committees, are required to provide matched funding to the CBP grant amount awarded.
- As total funding will be divided equally among the state electorates of NSW, applications will be assessed against other proposed projects within the same electorate.

2

Selection criteria

2.1 Eligibility criteria

2.1.1 Who can apply?

To be considered eligible, the project must be submitted through the online system SmartyGrants.

To be eligible to apply for funding:

- Applicants must be one of the following:
 - NSW association or non-distributing co-operatives registered with NSW Fair Trading
 - Local Aboriginal Land Councils or Indigenous corporations registered with the Office of the Registrar of Indigenous Corporations
 - NSW local councils and their section 355 committees operating under the *Local Government Act 1993*. Local councils and their section 355 committees are required to provide matched funding to the CBP grant amount awarded
 - Not-for-profit entities incorporated under an Act of Parliament
 - Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
 - Public companies limited by guarantee.
- Applicants must have acquitted CBP2019, CBP2020 and CBP2021 projects by 27 October 2023, unless they have an active and approved extension in place to complete the project.
- Organisations listed on the ACNC Register must have a current and up-to-date record. Any organisation that has not met ongoing obligations to the ACNC will have funding withheld if the project is successful. Any outstanding issues must be resolved before the CBP project completion deadline, or the grant offer may be withdrawn.
- Organisations eligible to apply for funding must apply under its own legal name and ABN (if applicable).

2.1.2 Examples of eligible and ineligible applicants

The below table provides examples of applicants that are eligible and ineligible for CBP funding. This is not an exhaustive list of eligible and ineligible applicants. It is designed to give applicants an idea of the type of applicants that are eligible or ineligible to apply for CBP funding.

Examples of applicants	Eligible/ineligible
Community group incorporated as a NSW Association – e.g. sporting body, multicultural group, community shed	Eligible
Community group registered as a NSW Co-operative – e.g. country club, childcare co-op, golf club	Eligible
Parents and Citizens Association (P&C Association) incorporated with the Federation of P&C Associations of NSW under the <i>Parents & Citizens Association Act of 1976</i> No 50	Eligible
Aboriginal organisation registered by the Office of the Registrar of Indigenous Corporations (ORIC) – e.g. preschool, health and welfare corporation	Eligible
Public companies limited by guarantee	Eligible
Propriety companies and companies limited by shares	Ineligible

Examples of applicants	Eligible/ineligible
Individuals or groups of individuals	Ineligible
Unincorporated organisations	Ineligible
For-profit commercial organisations	Ineligible
Organisations with unacquitted CBP2019, CBP2020 or CBP2021 projects by 27 October 2023, unless they have an active and approved extension in place to complete the project	Ineligible
NSW Government or Australian Government agencies and their entities (including NSW Government schools, local health districts, and public hospitals). These organisations should consider whether there is an incorporated not-for-profit body, such as a P&C Association, hospital auxiliary or incorporated entity that uses Crown Land facilities that may be eligible to apply for funding	Ineligible
An eligible organisation applying on behalf of another eligible organisation	Ineligible

2.1.3 What projects can you apply for?

CBP will consider funding requests between \$5,000 and \$150,000 for:

- Projects in NSW involving:
 - capital works including construction of new community infrastructure as well as refurbishment, repair and maintenance of existing community infrastructure. Capital works are: *improvements to the land or building, or freestanding equipment that will be fixed or installed to the land or building*
 - the purchase of freestanding equipment
 - the purchase of vehicle(s) such as cars, buses, trucks, trailers, motorised rescue vehicles including boats and any modifications to existing vehicles (**refer to [question 7.2.1](#)** in section 7 ‘Frequently asked questions’).
- Projects that can be completed by 31 August 2025.
- Projects with one project location per application only (**refer to [questions 7.2.4](#) and [7.3.3](#)** in **section 7 ‘Frequently asked questions’**).
- An application involving a vehicle must be made separately to a capital works and/or equipment purchase. Your application may be deemed ineligible if you fail to do so.
- Applications must include all required documentation such as but not limited to:
 - For applications that seek to build, upgrade or repair facilities, where a Development Application (DA) approval is required:
 - current valid Notice of Determination.
 - Detailed and itemised project budget for full requested amount.
 - For applications that request \$30,001 or above:
 - quotes to verify project expenditure, which align to the information provided in your project budget.
 - Quotes for applications that request \$30,000 or less are preferred but not mandatory.
 - All supporting documentation referenced above must be provided as part of your application.
 - Before funding is released, successful applicants will be required to provide other necessary documentation (**refer to [section 5 ‘Successful grant applications’](#)**).

2.1.4 Examples of eligible and ineligible projects

The below table provides examples of projects that are eligible and ineligible for CBP funding. This is not an exhaustive list of eligible and ineligible projects. It is designed to give applicants an idea of the type of projects that are eligible or ineligible to apply for CBP funding.

Examples of project types	Eligible/ineligible
Resurfacing of sporting courts – e.g. tennis, netball and basketball court upgrades, drainage, playground equipment installation	Eligible
Installation of shade structures – e.g. covered outdoor learning area or refurbishment to courtyard to make an ‘all weather’ area (<i>development consent or exemption may be required</i>)	Eligible
Restoration of building – e.g. restoration of stained-glass windows, roof repair, solar panel installation (<i>owner’s consent for Crown Land, development consent and heritage requirements may apply</i>)	Eligible
Accessibility improvement – e.g. amenities, kerb ramp	Eligible
Kitchen upgrade – e.g. clubhouse kitchen renovation, plumbing, electrical works, purchase of appliances	Eligible
Public announcement system – e.g. purchase of sound equipment, electrical works and installation	Eligible
Projects that have commenced works prior to the grant round closing date (27 October 2023)	Ineligible
Projects located outside of NSW	Ineligible
Projects that seek funding to: <ul style="list-style-type: none"> • run workshops, training or facilitation • stage events or exhibit displays • undertake filming or recording • cover operating costs or recurrent expenses such as staff costs, insurance, leases, bills, clothing, consumables and disposables • deliver programs or services • undertake studies or investigations • purchase land or buildings (fixed assets) 	Ineligible
Projects that involve the development of private or commercial ventures, including upgrades/works in licensed areas of registered clubs such as liquor and/or gaming areas	Ineligible
Projects receiving funding from other grant programs for the same scope of works	Ineligible
Projects that should be funded as a core responsibility from another source, such as a local government, the NSW Government or Australian Government	Ineligible
Project works or costs that have been or will be covered by insurance claims (e.g. repairs following weather events)	Ineligible
Applications submitted after the application closing date	Ineligible
Joint application or application submitted on behalf of an auspice organisation	Ineligible

Examples of project types	Eligible/ineligible
Projects seeking funding exclusively for costs associated with planning, or a development consent application (refer to question 7.2.3 in 'Frequently asked questions')	Ineligible
Applications without DA approval, where required	Ineligible
Applications that request \$30,001 or above without quotation	Ineligible
Applications without a detailed and itemised project budget for full requested amount	Ineligible

2.2 Assessment criteria

The relevant State Member of Parliament (MP) will assess the eligible applications in their electorate on how they address 4 equally weighted Assessment Criteria:

Criteria	Specific information and evidence required	Weighting
<p>Criterion 1:</p> <p>Enhancing facilities: the project develops a sustainable and inclusive community through the enhancement or construction of community infrastructure.</p>	<p>You should demonstrate this through identifying how the project will deliver positive social, environmental or recreational outcomes.</p> <p>Describe the current situation in your community. (What is there now?)</p> <p>Describe how your project will contribute and improve the current situation in your community. (What will be different? What will be built?)</p>	25%
<p>Criterion 2:</p> <p>Meeting community needs and increasing community participation: the project supports activities and services needed by local communities and encourages community participation.</p>	<p>You should demonstrate this through identifying why the project is a priority need, why funding is important, and how the project will promote community participation, inclusion and cohesion.</p> <p>Describe how your project will encourage more members of the community to participate in activities and/or services.</p> <p>Describe how your project will promote more inclusive activities and/or services. (Include who and how many people will be affected.)</p> <p>Tell us how you know that the community needs your project as a matter of priority. (Include any surveys, statistics and research, if available.)</p>	25%

Criteria	Specific information and evidence required	Weighting
<p>Criterion 3: The organisation's capacity: the applicant has the capacity to deliver the project on time and within scope.</p>	<p>You should demonstrate this through identifying how you are able to deliver the project within your organisation's resources.</p> <p>Provide a detailed project plan with key tasks and milestones.</p> <p>Demonstrate that your organisation can deliver the project on time by including all relevant documentation in your application.</p> <p>Describe your organisation's experience in delivering similar projects. (For example, have you been successful in receiving grant funding previously and did you deliver the project on time?)</p> <p>Describe the resources and skills your organisation has that will help it to successfully deliver the project on time and within budget.</p>	25%
<p>Criterion 4: Demonstrating value for money: the project delivers value for money when assessing its lifetime benefits against its lifetime costs</p>	<p>You should demonstrate this through identifying how the project delivers value for money when comparing the project's lifetime economic, cultural and environmental benefits, including non-monetary benefits, with its lifetime costs.</p> <p>Detail and itemise all the costs associated with the project and how they will be covered.</p> <p>Provide quotations, price comparisons and advice from professionals to show that the costs are reasonable.</p> <p>Provide letters confirming other sources of financial support.</p>	25%

3

Application process

3. Application process

3.1 How to apply

Step 1 – Check your eligibility

Before you start your application, read the Program Guidelines and Frequently asked questions, and go through the 2023 checklist on nsw.gov.au/cbp to make sure to make sure you understand all the relevant requirements for this grant round. Check that your organisation and project are eligible and that you can have your project completed by 31 August 2025.

Step 2 – Prepare your application

Applying for the CBP2023 round is simple. Once you have confirmed that both your project and organisation are eligible, go to the SmartyGrants platform at communitybuildingpartnership.smartygrants.com.au/applicant/login and start your application.

You can also download a copy of the application form from the SmartyGrants website prior to starting your application, which will help you to prepare.

Step 3 – Submit your application

Read through and complete the application form, making sure to fill in each section. Remember to save your application regularly. Upload all the required supporting documentation and submit your application by Friday 27 October 2023 (5 pm AEST sharp). Applications can be submitted at any time before this. Applications will not be accepted after the deadline.

Important notes

- Your application must be accurate and complete upon submission.
- Applications should identify whether the project may not proceed if the full grant amount requested is not received. Applicants are strongly encouraged to include a partial funding amount and outline a modified project scope that could be implemented within the program timeframe if the partial funding amount was awarded. You may not be awarded partial funding if you do not nominate a partial funding amount.
- Submission of an application does not guarantee funding.
- The cost of preparing an application is the responsibility of the applicant.
- The declaration section of the application must be authorised:
 - by a member of the executive or committee as deemed under your organisation’s constitution
 - by the General Manager or delegated officer of the local council submitting the application.

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Assessment process

4. Assessment process

4.1 Assessment of grant applications

The assessment process is competitive and funds are limited. Applications are assessed for eligibility and against merit selection criteria.

4.1.1 Stage 1: Eligibility assessment

The CBP administration team (CBP team) will conduct an initial assessment to determine that:

- the applicant **organisation is eligible** to apply under these guidelines
- the **project type is eligible** for CBP funding under these guidelines
- the **application meets program requirements** for commencement, completion and amount of funding requested
- the application is in the right NSW electorate and is assessed in the correct NSW electorate based on project location information
- the application is accurate and complete upon submission.

Only the information submitted as part of the online application is considered during Stage 1. The CBP team will not contact applicants to seek clarification or further information. Therefore, you must ensure the information is both accurate and complete.

An Eligibility Review Panel composed of NSW Government representatives will meet to endorse the CBP team's recommendations in relation to eligibility and rule on applications where eligibility is unclear.

Only applications deemed eligible will progress to the merit assessment stage.

4.1.2 Stage 2: Merit assessment and funding recommendations

The relevant State Member of Parliament (MP) will assess the eligible applications in their electorate on how they address 4 equally weighted Assessment Criteria:

1. **Enhancing facilities:** the project develops a sustainable and inclusive community through the enhancement or construction of community infrastructure.
2. **Meeting community needs and increasing community participation:** the project supports activities and services needed by local communities and encourages community participation.
3. **The organisation's capacity:** the applicant has the capacity to deliver the project on time and within scope.
4. **Value for money:** the project delivers value for money when assessing its lifetime benefits against its lifetime costs.

MPs will be invited to make funding recommendations for projects for the Premier's consideration.

MPs can only recommend full or partial funding amounts nominated in the application, unless part of the project is ineligible or there are insufficient funds left for partial or full funding of the next ranked project.

MPs clarifying information

MPs may contact the applicants to seek additional relevant information to assist them, for example, to ascertain whether the proposed project remains viable if a funding amount different to the nominated full or partial funding amount is offered. For probity reasons, requests for clarification should not represent an opportunity for applicants to improve the nature of the submitted application and should be documented.

If the MP recommends a funding amount different to the nominated full or partial funding amount due to the above reasons, they must record their reasons for doing so and indicate that they are satisfied that the level of funding recommended would still be sufficient to make the project financially viable.

Considerations MPs may use in assessing and making recommendations

In assessing and making funding recommendations, MPs may give consideration to the geographical spread of recommended projects across the electorate; whether the project has received funding in previous CBP rounds, and how many applications the organisation has submitted within this electorate and funding round.

How projects are assessed if the MP is unavailable, has a conflict of interest that is significant, or has recused themselves

While the intention is that the sitting MP will undertake merit assessments of projects in their electorate and make funding recommendations for the Premier, circumstances may arise where they are unavailable, have a conflict of interest that is significant, or have recused themselves. In such circumstances, the Program Manager will select a NSW Government non-executive/commissioned staff at grade 9/10 or higher (or sworn office equivalent) with grant administration experience and knowledge, and experience in working with community organisations, to undertake the merit assessment of the application(s). The Program Manager will make a funding recommendation.

4.1.3 Stage 3: Independent assurance review

The funding recommendations in each electorate will be subject to an assurance review by an Independent Reviewer (IR) to ensure that the recommended projects meet the assessment criteria and are in the public interest. IRs will be NSW Government non-executive/commissioned staff at grade 7/8 or higher (or sworn officer equivalent) with grant administration experience and knowledge and experience in working with community organisations.

4.1.4 Stage 4: Assessment Review Panel

An Assessment Review Panel (ARP) will be convened to consider the information from MPs provided in response to issues identified by the IR. The ARP will determine whether the issue(s) have been resolved or otherwise addressed and if so, endorse the MP's recommendation for funding.

The ARP comprises the CBP Program Manager, 2 NSW Government executives at Director and Executive Director level and an independent representative from NSW Government nominated by the Premier's Department. Panel membership will be reviewed, and members appointed for each funding round.

Funding recommendations will be submitted to the Premier for consideration as the final decision-maker.

4.1.5 Stage 5: Recommendations submitted for Premier's consideration

The MPs' funding recommendations for projects in each electorate, and the IR's and ARP's advice and recommendations with respect to those projects will be submitted to the Premier for consideration as the final decision-maker.

4.1.6 Probity advice

Independent probity advisers will provide guidance on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment and decision-making process. This will ensure decisions are made with integrity, fairness and accountability, while delivering value for money for NSW.

4.2 Notification of application outcome

Successful and unsuccessful applicants will be notified via email and/or letter. Applicants may be requested to keep the grant confidential for a period until the announcement by the NSW Government.

Successful projects will be published on the NSW Government Grants and Funding Finder website: nsw.gov.au/grants-and-funding, including the name of the recipient organisation, the project title, a brief description of the project, and the grant amount.

4.2.1 Feedback on applications and appeal process

There are no appeals under the CBP program. Any feedback about the program or individual applications should be submitted in writing to CBP2023@dcj.nsw.gov.au.

4.3 Publication of grants information

Successful projects will be published on the NSW Government Grants and Funding Finder website: nsw.gov.au/grants-and-funding, including the name of the recipient organisation, the project title, a brief description of the project, and the grant amount.

5

Successful grant applications

5. Successful grant applications

Successful applicants are required to meet the due dates outlined on page 2 and program requirements.

If your application is successful, you will be required to provide all necessary documentation before 27 September 2024 for funding to be released. If the documentation is not submitted by this date, the funding offer may be rescinded.

Documentation that will be required before funding is released includes but is not limited to:

- Funding Deed
- EFT Banking Details form
- for capital works projects, property/landowner's consent for your works to be undertaken at the project location. Capital works are: *improvements to land or building, or freestanding equipment that will be fixed or installed to the land or building*
- regardless of the project type, a valid and current Certificate of Currency for Public Liability Insurance in the name of the applicant with a minimum cover of \$5 million.

5.1 Grant agreement

Successful applicants will be required to accept the CBP program's terms and conditions, which includes executing a Funding Deed with the Department of Communities and Justice.

Successful applicants need to submit an online Funding Deed before the due date. It is your responsibility to:

- carefully read the terms and conditions of the Funding Deed
- submit the Funding Deed by 27 September 2024. If the Funding Deed is not submitted by this date, the funding offer may be rescinded.

You can see an example of a Funding Deed by visiting nsw.gov.au/CBPFundingDeedExample

The CBP team will review and countersign your Funding Deed. Once approved, we will pay your grant by EFT. If your organisation does not have an ABN, you must submit a signed [ATO Statement by a supplier form](#).

5.2 Grant payment

Successful applicants need to submit an EFT Banking Details form before the due date. It is your responsibility to:

- provide the correct banking details before submitting the online forms. Funds transferred to an incorrect bank account may not be recoverable
- submit the EFT Banking Details form by 27 September 2024. If the EFT Banking Details form is not submitted by this date, the funding offer may be rescinded.

The CBP team will review and countersign your Funding Deed. Once approved, we will pay your grant by EFT. If your organisation does not have an ABN, you must submit a signed [ATO Statement by a supplier form](#).

5.3 Keeping your contact details up to date in SmartyGrants

It's the responsibility of the grant recipient to keep the CBP team up to date with any change in contact information.

If the SmartyGrants user account contact details change, email CBP2023@dcj.nsw.gov.au to update your contact details.

The CBP team is not responsible if your grant offer is withdrawn due to out-of-date contact details in SmartyGrants. Program requirements set out below outline your requirements if successful. Failure to comply may result in the rescission of your grant offer.

5.4 Unspent funds

Successful applicants will be required to pay back unspent funds, or any funds not spent in accordance with the Funding Deed.

5.5 Project variations

Requests for variations or changes to the project will only be considered in limited circumstances.

If you want to vary the approved project scope, location or completion timeframes, you must make a formal request via SmartyGrants. You must make this formal request before any related work takes place. If you do not make a formal variation request via SmartyGrants, your grant offer may be rescinded.

If you would like to discuss a variation request, please call the CBP team on 02 8753 8144 or email CBP2023@dcj.nsw.gov.au. You will be required to provide documents to support your request.

5.6 Indicative reporting and acquittal requirements

5.6.1 Completion Report

All CBP2023 projects must be completed before 31 August 2025. You are required to submit a Completion Report in SmartyGrants no later than 30 September 2025.

Successful applicants should familiarise themselves with the evidence required for CBP grant acquittal. You can find this information by visiting nsw.gov.au/cbp.

It's a program requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for 5 years. If the committee changes, these documents must be forwarded to the new incoming committee.

All applications are assessed on their own merits and each project must be delivered and acquitted in its own right. Waiting for potential future funding for a subsequent stage of works is not an acceptable rationale for delaying submission of progress or completion reporting for projects in previous funding rounds.

5.7 Evaluation

As a condition of the grant, successful applicants may be required to participate in a program evaluation after the project has commenced. The evaluation may require applicants to provide evidence of how projects have resulted in measurable benefits consistent with the objectives of CBP.

6

Additional information
and resources

6. Additional information and resources

6.1 Complaint handling

Any concerns about the program or individual applications should be submitted in writing to CBP2023@dcj.nsw.gov.au

6.2 Access to information

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009* (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
 - encouraging government agencies to release as much other information as possible
 - giving the public an enforceable right to make access applications for government information
 - restricting access to information only when there is an overriding public interest against disclosure.
-

6.3 Ethical conduct

6.3.1 Applicant's declaration

The declaration section of the application must be authorised:

- by a member of the executive or committee as deemed under the constitution of the applicant organisation
- by the General Manager or delegated officer of the local council submitting the application. This means the applicant must:
 - certify that the application is truthful
 - agree that the Premier's Department (or its delegated agents) may disclose information contained in the application to other government agencies, local government authorities, reviewers and staff assisting with the administration or promotion of other state government grant schemes.

6.3.2 Conflict of interest management

All applicants must declare if they, or key members of the organisation, know anything that may cause the relevant MP to have an actual, perceived or potential conflict of interest when deciding whether or not to support your application.

Providing information about grounds for a conflict of interest does not generally affect a project's eligibility to receive grant funding under the CBP program. As MPs are involved in the assessment of CBP applications, it is important that all information about possible conflicts is recorded.

Where a conflict of interest is identified, the Program Manager will be responsible for seeking advice from the Probity Adviser and implementing appropriate management actions.

Examples of actual, perceived or potential conflicts of interest may include:

- financial interests, such as where the MP or a member of the MP's family is a shareholder or member of the applicant's organisation, or is a landlord of the applicant's premises
- where the MP or a member of the MP's family is a member of the applicant's governing board or committee
- where a member of the MP's family is enrolled at the applicant school, or is a member of the applicant sporting club or religious organisation
- where key members of the applicant organisation have worked with the MP on a local political or election campaign
- any other relationship that the applicant or members of the applicant's organisation have with the MP, or have had in the past, that might appear to a bystander to have the capacity to influence the MP's decision.

6.3.3 Confidentiality

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the Department of Communities and Justice and the Premier's Department are subject to the provisions of the *Government Information (Public Access) Act 2009* (NSW).

In order to adequately assess applications for funding and implement the funding program, information contained in the application will be shared with Members of Parliament, delegated officers and other government agencies, should it be deemed appropriate.

Should your application be successful, the Department of Communities and Justice or the Premier's Department will provide certain information to the Members of Parliament and media for promotional purposes. This information may include applicant name, project name, project description, location of the project, location of the grant recipient and amount funded, information provided in the grant application and project completion reports to develop case studies, including photos. The contact details supplied by the person submitting the application may also be provided to Members of Parliament.

After notification of application outcome, applicants may be requested to keep the grant confidential until the announcement by the NSW Government.

7

Frequently asked questions

7. Frequently asked questions

7.1 Frequently asked questions: Eligible applicants

7.1.1 How do I find out whether my organisation is incorporated?

If you are unsure of your incorporation status, call NSW Fair Trading on 1800 502 042. To be eligible for CBP2023 funding, you must be incorporated as of 27 October 2023.

Organisations are required to provide evidence of their incorporation status in the application form. Failure to provide evidence will result in the application being deemed ineligible.

7.1.2 Does my organisation require an ABN?

It's preferable that your organisation holds an ABN and that it links to your organisation's name, trading name or business name.

If your organisation name does not match the details for the ABN, visit abr.gov.au to update your details.

If your organisation does not have an ABN but is incorporated, you can apply for funding. You will be required to provide a signed ATO Statement by a supplier form (please refer to ato.gov.au) to receive payment of the funds if your application is successful.

7.1.3 How do P&C Associations apply for a project on public school grounds?

P&C Association applicants must be incorporated as of 27 October 2023 to be eligible for CBP funding and provide evidence of incorporation. To determine or apply for incorporation status, P&C Association members can contact the P&C Federation's Member Services on 1300 885 982 or by emailing memberservices@pandc.org.au.

P&C Association applicants must consult with the school principal about any proposed projects on public school grounds.

Applicants proposing projects on public school grounds must have completed the relevant Department of Education Asset Management Unit (AMU) form, signed by the school principal.

The school principal's signature on the AMU form does not qualify as approval to proceed with works.

The completed form must be submitted by the school principal to the AMU for formal approval once the CBP application is successful. If the CBP application is successful, funding will only be made available once the approved AMU form has been provided.

Please note that this does not apply to private school applicants. Private schools do not need to submit an AMU form.

7.1.4 What do local councils and their section 355 committees need to do?

Local councils may submit applications for each state government electorate within their local government area.

Councils should submit one application per project location, even if they are seeking funding for several sites within the same electorate. Applications will be assessed against other proposed projects within the same electorate.

Local councils and their section 355 committees are required to provide dollar for dollar matched funding to the CBP grant amount awarded. Matched funding from councils must be in the form of cash and can be provided from council income sources or from other external funding sources.

Local councils and their relevant section 355 committees must provide evidence of agreement on cash matching at the time of application. If successful, you will need to reconfirm this with the submission of your Funding Deed.

In-kind contributions can be included in the project's budget but will not be counted as part of the council's matching cash contribution.

Section 355 committees must submit applications under the relevant local council's name and ABN.

Projects on council land

Where a project is to be managed by a council, but the council is not the applicant, the council will be required to provide owner's consent and indicate the project delivery time frames at the time of application (refer to **questions 7.2.6 and 7.2.7**).

7.2 Frequently asked questions: Eligible projects

7.2.1 Does the CBP support projects involving vehicles?

Yes. The CBP program supports projects involving vehicles such as cars, buses, trucks, trailers, motorised rescue vehicles, including boats, and any modifications to existing vehicles. The vehicle must be registered under the name of the applicant.

When applying, you are required to enter the address where the vehicle will be registered as the project location. You will also be required to nominate and substantiate the electorate that the vehicle will be serving, as this will be the funding electorate.

7.2.2 What happens if a project only receives partial funding?

The assessment process is competitive and funds are limited. Applicants are strongly encouraged to include a partial funding amount and outline a modified project scope that could be implemented within the program timeframe, if the partial funding amount was awarded. You may not be awarded partial funding if you do not nominate a partial funding amount (refer to **4. 'Assessment Process'**).

7.2.3 Can CBP funding be used for planning and development application costs?

A maximum of 5% of grant funding may be allocated towards costs associated with the preparation and management of projects.

These costs will be considered if they are integral to the successful delivery of the project.

7.2.4 Can an organisation submit more than one project location per application?

No. Applications listing more than one project location will be deemed ineligible. You must submit one application per project location. For example, if you are seeking funding to install LED lighting in tennis courts at 3 different locations, you will need to submit 3 separate applications – one for each location.

Each application is assessed against other projects within the electorate.

7.2.5 What if my project serves people in more than one electorate? May I get funding support from more than one state Member of Parliament (MP)?

You need to talk to all MPs involved before putting in an application. Your application will only be assessed in the host electorate by the local MP. If your application is successful, the MPs involved will need to advise the CBP team of the joint funding arrangement.

Your chance of success in getting funded has no direct relationship to the number of MPs involved.

7.2.6 Should I apply for DA approval before submitting an application for funding?

All applicants that seek to build, upgrade or repair facilities, where a DA approval is required, must submit a current valid Notice of Determination at the time of application. You must obtain all planning approvals, including development consent, from local councils, Crown Lands and heritage councils, before applying for CBP funding.

Development and Crown Land approvals can be a lengthy process, taking up to 2 years in some instances. If you do not already have these approvals when applying for CBP funding and do not submit evidence of DA approval at the time of your application, your project will not be eligible for funding.

If you are not sure whether you require planning approval, contact your local council before submitting an application.

7.2.7 Do I need authorisation from the land or property owner?

Yes. You are responsible for obtaining approval for the proposed project from the appropriate property/landowner.

If your project is on council land and the council will be project managing, you must also obtain time frames for delivery of the project at the time of the CBP application. Projects must still be delivered by 31 August 2025.

If you are a leaseholder, you must ensure the length of your lease will enable you to complete your project and provide the public benefit required, if your application is successful as per the Program Guidelines and as agreed in your Funding Deed.

Evidence of length of lease may be required prior to the release of funding.

If your project location is a public school, approval by the Department of Education is required as owner's consent (**refer to [question 7.1.3](#)**).

If your grant is solely for equipment and/or vehicle purchase, owner's consent may not be required. If in doubt, please contact the CBP team to clarify.

7.2.8 When should I apply for land or property owner's consent?

It's preferable that you secure approval from the land or property owner before applying for CBP funding. Please obtain the relevant approval for your project to proceed, or complete the [Property/Landowner's Consent template](#) on our website and submit with your application.

If not yet secured, you should have at least commenced relevant discussions at the time of your application. If your project is successful and the land or property owner's consent is applicable, the release of grant funds will depend on evidence of consent and the time frame for delivery of the project. If this information is not provided by 27 September 2024, the grant offer may be rescinded.

7.2.9 What insurance coverage do I need to provide?

Your organisation is required to provide a valid Certificate of Currency for Public Liability Insurance. This insurance should have a minimum cover of \$5 million and be in the name of the applicant.

Your organisation is responsible for ensuring that it has appropriate insurance coverage in place for the project works, equipment or activities, and its day-to-day operations.

It's recommended, but not a condition of funding, that organisations also have personal accident, professional indemnity, directors' insurance and officers' insurance.

Organisations that employ staff must comply with relevant industrial relations, and workplace health and safety requirements.

7.2.10 Can I submit an application for a component or stage of a larger project?

Yes, provided that the works funded with the CBP grant are a new project stage that does not commence before 27 October 2023. The project must also be completed by 31 August 2025.

If your CBP project is a component or a stage of a larger project, the CBP project must be completed by this date regardless of the timeline for the completion of the full project. If the CBP project forms an integral part of the full project, it is your responsibility to complete the full project by 31 August 2025. Before funding is released, grant recipients are required to clearly indicate what CBP funding will be expended on if the same project received funding from another funding source.

7.3 Frequently asked questions: How to apply

7.3.1 Where can we access the application forms?

You can access the CBP application form via the SmartyGrants website at communitybuildingpartnership.smartygrants.com.au/applicant/login

If you have difficulties with internet access, we suggest you contact your MP, who may be able to assist. You can also visit your local library or seek assistance from your local council.

7.3.2 Will late applications be accepted?

No. The online system will not accept applications submitted after the advertised closing time of 5 pm AEST on Friday 27 October 2023.

If you have problems submitting your application, you should contact the helpline on 02 8753 8144 at least 24 hours before the deadline to seek assistance.

7.3.3 How important is my project location?

This is very important. Each application must accurately identify the project location so that funding is allocated from the correct electorate. All program reporting relates to the specific project location. Any uncertainty may lead to delays in delivering your project.

For more information on how to enter the project location, refer to the hints below the 'project location' question in the CBP application form, contact the CBP team at CBP2023@dcj.nsw.gov.au or call 02 8753 8144.

For projects involving vehicles, **refer to [question 7.2.1](#)**.

7.3.4 Can an applicant organisation submit more than one application?

Organisations may submit multiple applications. There is usually a very high demand for funds in each electorate and applicants should consider which application is the highest priority. The Department of Communities and Justice and the Premier's Department reserve the right to inform assessors about applications submitted by the same applicant or a similar application in multiple electorates.

7.3.5 Do we need to provide a detailed project budget?

All applicants must submit a detailed and itemised project budget for the full requested amount at the time of application.

The project budget should be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process. To support the completion of your grant application project budget, you can view a [completed project budget sample](#).

If you do not submit a detailed and itemised project budget at the time of your application, your project will not be eligible for funding.

7.3.6 Do we need to provide quotes for the budget?

Applicants that request a funding amount of \$30,001 or above must submit quotes to verify project expenditure, which align to the information provided in your project budget.

Applicants must upload at least one quote with their application to substantiate their project budget. Quotes should align and substantiate the main items of work to be funded with your CBP grant application.

If you request a funding amount of \$30,001 or above and you do not submit a quote to verify project expenditure at the time of your application, your project will not be eligible for funding.

Quotes for applications that request \$30,000 or less are preferred but not mandatory.

7.3.7 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 a not-for-profit organisation's contribution to the cost of a project. Voluntary labour and donated materials, including estimated value, should be provided in the project budget.

Council and section 355 applicants cannot match CBP funding with a value-in-kind contribution.

7.3.8 Should my grant application include GST?

Yes. Your funding request should include the GST that you will be charged by your contractors or suppliers as part of the project cost and delivery.

If your application is successful and your organisation ABN is registered for GST, you'll be paid GST on top of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

Local councils and their section 355 committees, as government-related entities, are out of scope for GST. If successful, local councils and their section 355 committees will only be paid the approved grant amount.


7.3.9 Do I need to finish the application in one go?

No. Applications may be saved, revisited and edited before being submitted, but applications must be submitted by Friday 27 October at 5 pm AEST.

7.3.10 How can I confirm that my application has been submitted?

Once you click 'submit', you'll receive a confirmation email. The confirmation email will contain a PDF copy of your application. Please check that you receive the confirmation email and retain it as a record of your application.

If you do not receive a confirmation email, your application may not have been successfully submitted, or the confirmation email may have ended up in your junk mailbox.

You can also log into the online system and click 'My Submissions' to view all submitted and un-submitted applications. Submitted applications are identified by a green tick in a circle. 

7.4 Frequently asked questions: Your obligations

7.4.1 What happens after applications close?

Applications are reviewed for general eligibility and then subject to the assessment process.

Applicants will be formally notified in May 2024 as to whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up to date.

7.4.2 How will applications be assessed?

Applications are assessed for eligibility and against merit selection criteria. **Please refer to '4. Assessment process'** for more detailed information.

7.4.3 What happens if my application is successful?

All applicants will be notified of the outcome of their application in May 2024.

All correspondence with applicants is through the email address registered at the time of application. Please ensure that your contact details are up to date and correct for each application. Contact the CBP team to update your details.

Successful projects will be published on the NSW Government Grants and Funding Finder website: nsw.gov.au/grants-and-funding, including the name of the recipient organisation, the project title, a brief description of the project, and the grant amount.

To receive your grant, you will need to log in to SmartyGrants and fill out and return the online Funding Deed and the EFT Banking Details form, as well as submit all other required documentation.

Once reviewed by the CBP team, a countersigned Funding Deed will be returned to you by email.

Funding will be transferred directly to successful applicants with an ABN number.

Successful applicants without an ABN number will be required to present an invoice to claim the CBP funding. If this is the case, the CBP team will provide you with clear invoicing instructions.

If your organisation's details change, or the project contact person changes, you will need to email the CBP team at CBP2023@dcj.nsw.gov.au as soon as possible to ensure that the Funding Deed and payment process runs smoothly.

The CBP team will conduct a full compliance history check of approved applications. CBP reserves the right to request any information before the release of funding and closure of the project.

If you are awarded funding under the CBP2023 grant round, the program may withhold payment of funds if you have any outstanding or incomplete projects from previous CBP rounds. If you are unable to complete previous projects due to circumstances outside of your control, please advise the CBP team in writing to CBP2023@dcj.nsw.gov.au so that an exemption can be considered.

For more information on project reporting and closures, visit the NSW Government Grants and Funding Finder website: nsw.gov.au/grants-and-funding.

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

You should be ready to commence your project by May 2024.

The project must be completed by 31 August 2025.

If your CBP project is a component or a stage of a larger project, the CBP project must be completed by this date regardless of the timeline for the completion of the full project. If the CBP project forms an integral part of the full project, it is your responsibility to complete the full project by 31 August 2025.

7.4.5 What NSW Government acknowledgement or signage is required for my project?

All recipients of NSW Government funding for infrastructure and capital works must acknowledge the NSW Government. At a minimum, the acknowledgement should be in annual reports, media releases, digital and printed materials, web pages and online documents, advertising, plaques and signs.

For projects that receive grants of more than \$100,000, signs must be displayed acknowledging the NSW Government funding.

To learn more about Funding Acknowledgement Guidelines for Recipients of NSW Government Infrastructure Grants, please visit nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines.

Organisations should also invite the local MP to attend and speak at any launches, openings and media announcements about the CBP-funded project.

7.4.6 Why was my application unsuccessful?

There are around 3,000 applications submitted each year. Many worthwhile applications are submitted; however, funding is limited and not all applications are successful.

Due to the high volume of applications, the CBP team is unable to provide individual feedback on each unsuccessful application.

If your application is not successful, it does not mean your application lacks merit. CBP is a very competitive grant program. Assessment of applications is through a merit selection process.

If you receive a letter of notification indicating that your organisation status or the project scope is ineligible, **refer to '2.1 Eligibility criteria'** for more information.

7.4.7 What information about my project will be disclosed?

The NSW Government may provide certain information for reporting and promotional purposes. This information may include but is not limited to:

- organisation and project name
- project description
- project location
- location of the grant recipient
- electorate
- amount of the approved grant
- organisation contact details
- information provided in the grant application
- information provided in the project completion report.

More information

nsw.gov.au/cbp

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Contact us

T 02 8753 8144

E CBP2022@dcj.nsw.gov.au

Privacy notice

The Department is requesting this information from you so that we can assess your application for the Community Building Partnership Program (the Program) as well as to generally administer the Program. In addition, the information contained in your application may be used for:

- research or marketing purposes
- developing the scope of, and policies and frameworks for, future grant programs
- assessing applications made to other NSW Government grants programs
- administering other NSW Government grants programs.

For these purposes, the Department may provide this information about you to other Government agencies, Members of Parliament and other relevant third parties such as consultants engaged to review or assess applications. Public announcement of successful applications will be made and may include the disclosure of personal information contained in an application.

The person who makes an application that contains personal information is responsible for obtaining the consent of the person whom that information is about and making them aware of the content of this privacy notice.

The Department will not disclose your personal information to anybody else unless we are required to do so by law – for example if the information is needed in an emergency or for a law enforcement purpose. Information you provide may be provided where the Department is authorised or compelled to do so, for example, in response to an access request under the *Government Information (Public Access) Act 2009*.

Providing us with the requested information is not required by law. However, if you choose not to provide us with the requested information, the Department will not be in a position to consider the application further.

Any person may request access to their personal information that is held by the Department at any time. To access or update your personal information, or for more information on our privacy obligations, contact the Department.

The Department will handle and store your personal information in accordance with its Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998* (NSW).