

Community Building Partnership 2022



Program Guidelines



Applications open: **Monday 16 May 2022**

Applications close: **Friday 10 June 2022 (5pm AEST sharp)**

Apply at nsw.gov.au/cbp

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About the Community Building Partnership 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 \$399 million to over 18,000 projects.

In 2022, there is a maximum of \$400,000 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 grants.

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.

Important dates

Applications open: **Monday 16 May 2022**

Applications close: **Friday 10 June 2022 (5pm AEST sharp)**

All projects must be completed by **31 March 2024**.

Due dates for projects

31 March 2023	Submit online EFT Banking Details form
31 March 2023	Submit online Funding Deed not requiring Development Consent
30 June 2023	Submit online Funding Deed requiring Development Consent
30 July 2023	Submit online Progress Report
31 March 2024	Complete project
30 April 2024	Submit online Completion Report

Program requirements

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 the following **before the grant funding will be released**:

- 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.*
- All planning approvals, including development consent, from local councils, Crown Lands and Heritage Councils. Applicants should speak with their local council to clarify if their project will require a development application (DA) before the project can commence. If your project requires a DA you should provide the determination of DA approval with your application, or evidence that you have lodged a DA.
- 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.

How to apply

Step 1 – Check your eligibility

Before you start your application, read the Program Guidelines, [Common questions](#), and go through the [2022 eligibility checklist](#), to make sure you understand all the relevant requirements for this grant round. Check that your **organisation and project are eligible** and can have your project completed by **31 March 2024**.

Step 2 – Prepare your application

Applying for the CBP2022 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 10 June 2022 (5pm AEST sharp)**. Applications can be submitted at any time before this, and no applications will 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.
- 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.

Who can apply?

Applicant	Eligible
NSW association and 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 <i>Local Government Act 1993</i>	✓
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	✓
Propriety companies and companies limited by shares	✗
Individuals or groups of individuals	✗
Unincorporated organisations	✗
For profit commercial organisations	✗
Organisations with unacquitted CBP2018 and CBP2019 projects by 10 June 2022	✗
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 Parents and Citizens Association (P&C Association), hospital auxiliary or incorporated entity that uses Crown Land facilities that may be eligible to apply for funding.	✗
An eligible organisation applying on behalf of another eligible organisation	✗

Please note

- 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.
- Where an organisation is eligible to apply for funding, that organisation must apply under its own legal name and ABN (if applicable).

What projects can you apply for?

CBP will consider funding requests between \$5,000 and \$150,000 for projects 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** with a minimum individual asset value of \$5,000 or more
- the purchase of **vehicle(s)** with a minimum individual asset value of \$5,000 or more (Refer to question 5 in Appendix – Common questions).

Please note

- One project location per application only (**Refer to questions 8 and 17 in Appendix – Common questions**).
- An application for a vehicle purchase must be made separately to a capital works and/or equipment purchase. Your application may be deemed ineligible if you fail to do so.
- For capital works projects, no more than 30% of the total approved funding may be used to purchase equipment with a minimum individual asset value less than \$5,000. For example, for approved funding of \$20,000 to upgrade a kitchen of a community centre, no more than \$6,000 (30%) can be spent on equipment with a minimum individual asset value less than \$5,000.

Ineligible project type

Projects that have commenced works prior to the grant round closing date (10 June 2022)	×
Projects located outside of NSW	×
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) 	×
Projects that involve the development of private or commercial ventures, including licensed areas of registered clubs such as liquor and/or gaming areas	×
Projects receiving funding from other grant programs for the same scope of works	×
Projects that should be funded as a core responsibility from another source, such as a local government, the NSW Government or Australian Government	×
Project works or costs that have been or will be covered by insurance claims (e.g. repairs following weather events)	×
Joint application or application submitted on behalf of an auspice organisation	×
Application from an unincorporated entity	×
Projects seeking funding exclusively for costs associated with planning, or a development consent application (Refer to question 7 in Appendix – Common questions)	×

Assessment process

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

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
- the **project type** is **eligible** for CBP funding
- the application meets **Program requirements** for commencement, completion and amount of funding requested
- the application is assessed in the correct NSW electorate based on project location information
- the application is complete, including quotes or an estimate of the project cost.

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. If an application fails to meet eligibility requirements at a later stage, it may be deemed ineligible at that point.

An Eligibility Review Panel comprised 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.

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 four equally weighted Assessment Criteria:

1. **Enhancing facilities:** the project develops a vibrant, sustainable, and inclusive community through the enhancement or construction of community infrastructure.
2. **Meeting community needs:** the project supports activities and services needed by local communities.
3. **Increasing community participation:** the project encourages participation in activities or services needed by a broad section of the community.
4. **The organisation's capacity:** the applicant has the capacity to deliver the project on time and within scope.

MPs will be invited to make funding recommendations for projects for the Premier's consideration. Partial funding may be recommended for some projects to increase the benefit to be obtained from the funding allocated to each electorate. If the MP recommends partial funding, 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. Reasons for recommending partial funding may include 'High demand for funds'; 'Some project activities not eligible' and 'Applicant advised part of the project can proceed with partial funding'.

MP Clarifying Information – Partial Funding

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

On the basis of this clarification or based on the information provided with the application where only part of the project is eligible, MPs may recommend that a grant be offered which is less than the amount sought on the application form by the applicant. In making such a recommendation to partially fund a project application, MPs must however be satisfied that the level of funding offered would still be sufficient to make the project financially viable.

Considerations MPs may use in assessing and making recommendations

In assessing and in 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

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 or unable to do so. In such circumstances, the MP can nominate an electorate officer or another MP will be selected by the Program Manager to undertake the merit assessment of the application(s) and the Program Manager will make a funding recommendation.

Stage 3: Independent assurance review

The funding recommendations in each electorate will be subject to an assurance review by an Independent Assessor (IA) to ensure that the recommended projects meet the assessment criteria and are in the public interest. IAs 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.

Stage 4: Recommendations submitted for Premier's consideration

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

Next steps if you are successful

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.

Keep 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, call **02 8753 8144** or email CBP2022@facns.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 withdrawal of your grant offer.

Submit Funding Deed and Electronic Funds Transfer (EFT) Banking Details form

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

- carefully read the terms and conditions of the Funding Deed
- provide the correct banking details before submitting the online forms.

Funds transferred to an incorrect bank account may not be recoverable.

- EFT Banking Details form due by **31 March 2023**
- Funding Deed due by **31 March 2023**

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](#).

Contact the CBP team at CBP2022@facns.nsw.gov.au if your project has been completed before the announcement of the successful projects.

Submit a Progress Report

It's a program requirement for all grant recipients to submit a mid-way Progress Report. This is regardless of whether the project is paid and whether development consent is required.

An online Progress Report will be available in SmartyGrants between **17 July and 30 July 2023**.

This is an important part of the reporting cycle, as it helps manage project delivery requirements. If you do not submit the Progress Report your grant offer may be withdrawn.

Seek approval for any variations

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 via SmartyGrants, your grant offer may be withdrawn.

If you would like to discuss a variation request, please call the CBP team on 02 8753 8144 or email CBP2022@facns.nsw.gov.au. You will be required to provide documents to support your request.

Submit the Completion Report

All CBP2022 projects must be completed before **31 March 2024**. You are required to submit a Completion Report in SmartyGrants no later than **30 April 2024**.

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 7 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.

Further information

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 NSW Department of Premier and Cabinet (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.

Conflict of interest

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.

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.

Appendix – Common questions

Common questions: eligible applicants

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 CBP2022 funding, you must be incorporated as of **10 June 2022**.

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.

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 Statement by a supplier form (please refer to ato.gov.au) to receive payment of the funds if your application is successful.

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

P&C Association applicants must be incorporated as of **10 June 2022** 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.

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 grants. 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 10 and 11**).

Common questions: eligible projects

5. 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 including trade-ins. The vehicle must be registered under the name of the applicant. These projects will be considered if they:

- deliver positive social, environmental and recreational outcomes
- promote community participation, inclusion and cohesion.

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

6. 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 any partial funding if you do not nominate a partial funding amount (**Refer to the 'Assessment Process' section of this guidelines document**).

7. 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, including applying for and securing development approval and designs.

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

8. 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.

9. 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.

10. Should I apply for planning approval before submitting an application for funding?

It's preferable you obtain all planning approvals, including development consent, from local councils, Crown Lands and Heritage Councils, before applying for CBP funding.

Applicants are encouraged to provide evidence of **development application (DA) lodgement** at the time of application. This can include:

- a letter from your local council confirming DA lodgement
- an email from a local council officer confirming that your DA has been lodged
- a screenshot from your local council DA tracker page or the NSW Planning Portal clearly showing that your DA had been lodged and the DA number for your project.

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, it is unlikely your project will be completed within the time frame allowed by the CBP program. Failure to deliver a project within the time frame may result in your grant offer being withdrawn.

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

11. 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 March 2024**.

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 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.

12. 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 the 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 31 March 2023, the grant offer may be withdrawn.

13. 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.

14. 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 **10 June 2022** and will be completed by **31 March 2024**.

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.

Common questions: how to apply

15. 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.

16. Will late applications be accepted?

No. The online system will not accept applications submitted after the advertised closing time of **5pm AEST on Friday 10 June 2022.**

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.

17. 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 CBP2022@fac.s.nsw.gov.au or call **02 8753 8144**.

For projects involving vehicles, **refer to question 5.**

18. 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.

19. Do we need to provide quotes for the project?

Applicants are strongly encouraged to 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. 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](#).

20. 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.

21. 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, as government-related entities, are out of scope for GST. If successful, local councils will only be paid the approved grant amount.


22. Do I need to finish the application in one go?

No. Applications may be saved, revisited, and edited before being submitted.

23. 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 has 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 .

Common questions: your obligations

24. What happens after applications close?

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

Applicants will be formally notified in December 2022 as to whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up to date.

25. How will applications be assessed?

Applications are assessed for eligibility and against merit selection criteria. Please refer to the '**Assessment process**' section of this guidelines document for more detailed information.

26. What happens if my application is successful?

All applicants will be notified of the outcome of their application in December 2022.

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 listed on the CBP website. If you'd like to be notified when the list becomes available, you can sign up for alerts about the CBP program at nsw.gov.au/cbp

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.

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 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 CBP2022 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 so that an exemption can be considered. For more information on project reporting and closures, visit nsw.gov.au/cbp

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

You should be ready to commence your project by **November 2022**.

If planning approval is required and has not been obtained, development consent should be secured by **31 July 2023**.

The project should be completed by **31 March 2024**.

28. 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.

29. Why was my application not successful?

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 the '**Eligible projects**' or '**Who can apply?**' section of this guidelines document for more information.

There are no appeals under the CBP program.

30. What information about my project will be disclosed?

The NSW Government may provide certain information for reporting and promotional purposes. This information may include:

- organisation and project name
- project description
- project location
- electorate
- amount of the approved grant
- organisation contact details.

Premier and Cabinet

More information

nsw.gov.au/cbp

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Enquiries

Enquiries relating to this publication or use of material in this publication should be directed to CBP2022@fac.nsw.gov.au or 02 8753 8144.

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).