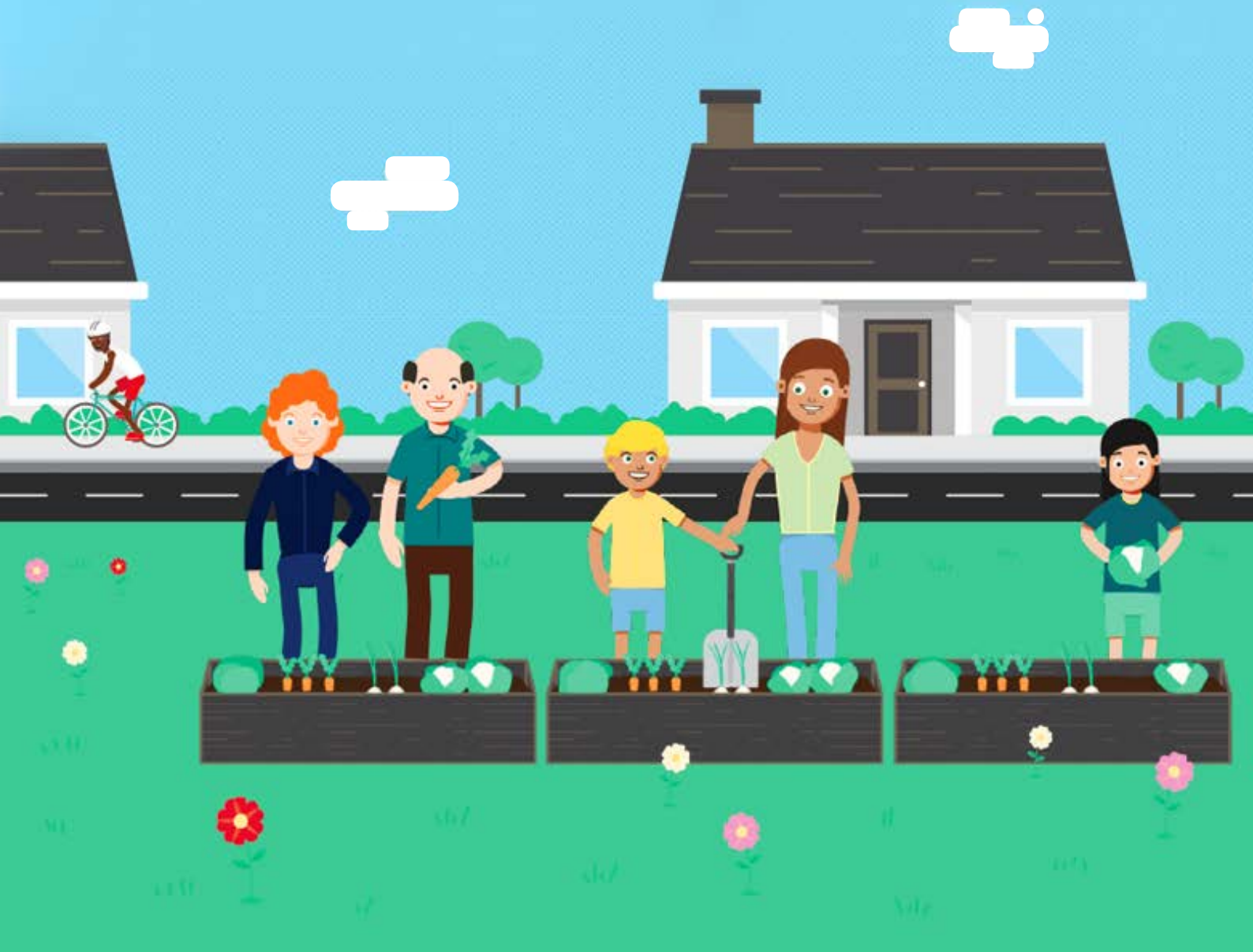




# MY COMMUNITY PROJECT

Made possible by the NSW Generations Fund

## 2019 PROGRAM GUIDELINES





The Hon. Gladys Berejiklian MP  
Premier of New South Wales

## Message from the Premier

I am excited to introduce the NSW Government's newest community grants program, My Community Project, funded by the NSW Generations Fund.

For the first time, anyone aged 16 years or over is invited to share their ideas to help strengthen their local community. And it will be the communities of NSW that decide, by public vote, the projects in their area that will be funded by My Community Project.

It is often the smaller things that make the biggest difference to NSW communities – things like the pathways and access ramps that enable everyone to move about more easily; the fenced and well-lit sports fields that allow safer and extended outdoor play; and the safe and inclusive playgrounds that help all children play more freely. It is also the community gardens, events and festivals, and landscaping that revitalise spaces and improve liveability.

I encourage you to take this opportunity to look around and think about what could make your community a stronger, safer, healthier or more accessible place to live and spend time. Submit your ideas to My Community Project and have a say in the future of your community.



The Hon. Dominic Perrottet MP  
Treasurer and Minister for Industrial Relations

## Message from the Treasurer

My Community Project has been made possible by the NSW Generations Fund, a new intergenerational fund that helps keep debt sustainable in the long term while also delivering for communities today.

While governments take into account many factors when making investment decisions, I believe it is often grassroots communities that know best where investing will make the most difference. I'm delighted this innovative program will not only empower our communities, but make a real difference to people's everyday lives.

So please take your time to consider the unique needs of where you live and I thank you for investing your time and effort to enhance your community.

We welcome your proposal for My Community Project and I look forward to seeing your great ideas to improve your community.

## Overview

My Community Project is a new initiative by the NSW Government to improve the wellbeing of people and communities in NSW.

By having the ability to propose and vote on local projects, the people of NSW are given the opportunity to determine how to strengthen and improve their communities.

My Community Project has been established using the Community Services and Facilities Fund within the NSW Generations Fund.

The NSW Generations Fund is a new sovereign wealth fund for the State of NSW, created by the *NSW Generations Fund Act 2018*. The NSW Generations Fund helps keep the state's debt at

a sustainable level, while sharing the benefit of its returns with the people of NSW by funding community projects.

The My Community Project funding will be distributed equally across all 93 NSW electorates. Applicants can seek between \$20,000 and \$200,000 (including GST, where applicable) for their project.

### For more information

**Email:** [mycommunityproject@dpc.nsw.gov.au](mailto:mycommunityproject@dpc.nsw.gov.au)

**Phone:** 13 77 88

**Website:** [nsw.gov.au/mycommunityproject](http://nsw.gov.au/mycommunityproject)

## Key dates 2019

### 2 April

Applications open at 9am

### 15 May

Applications close at 2pm

### 15 July

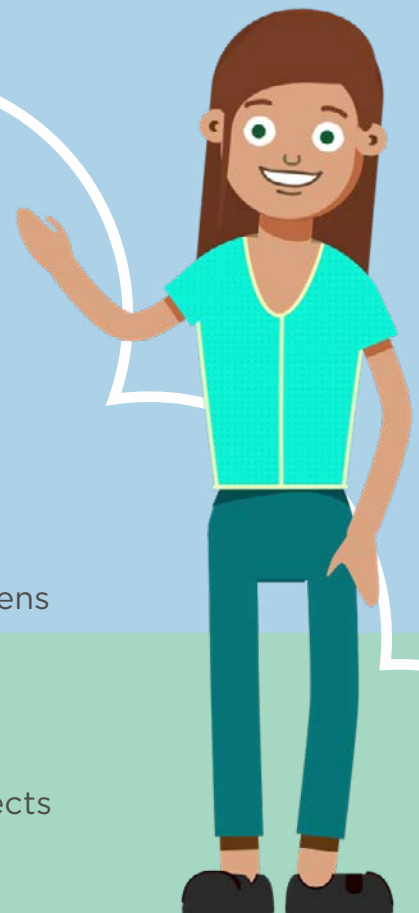
Public vote on eligible projects opens

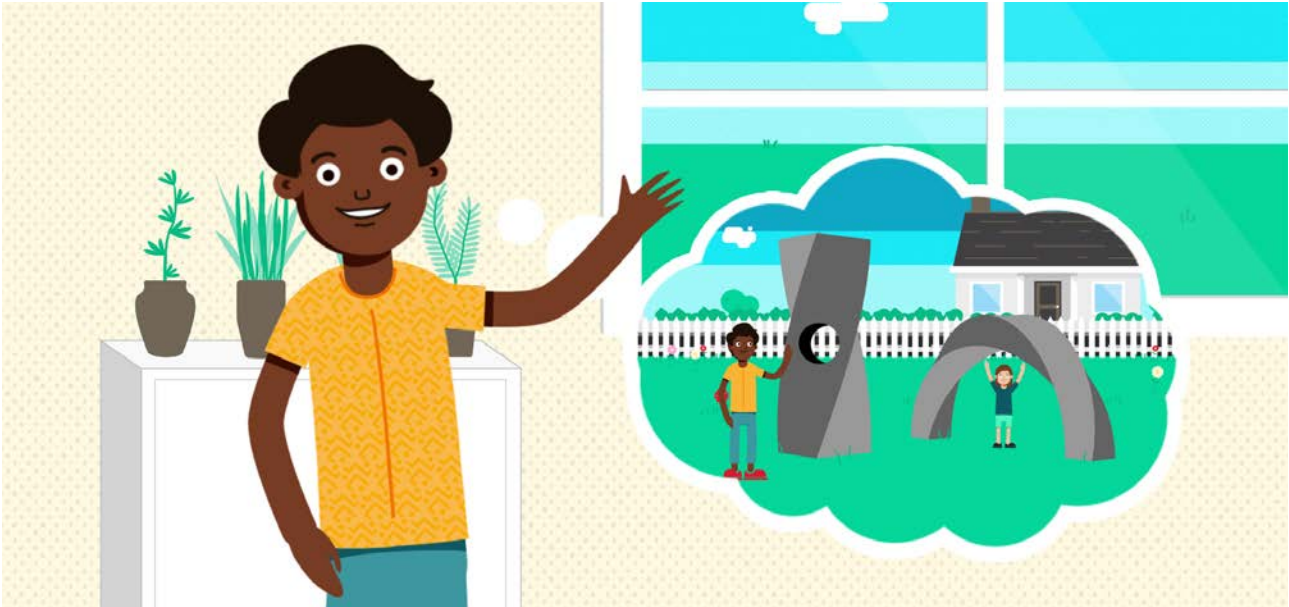
### 15 August

Public vote closes

### From September 2019

Announcement of successful projects





## Getting started

### How can the community get involved?

Anyone aged 16 years or over is encouraged to get involved in My Community Project by:

- **proposing a community project** with the support of a sponsor to deliver the project
- **voting for their preferred projects** in their electorate to make their community an even better place to live.

### Who can submit a project proposal?

Anyone can submit a project proposal, providing they:

- request funding between \$20,000 and \$200,000
- are aged 16 years or older as of 15 May 2019
- have a **residential address** in the **NSW state electorate** where the project is to be delivered
- have identified a **sponsor** who agrees to support and manage the delivery of the project if approved.

### What type of projects can be funded?

Projects must align with one or more of the following program categories:

#### Accessible communities

The project will make everyday life more inclusive for all community members. This aims to increase mobility and accessibility in communities.

#### Cultural communities

The project will add to the cultural and artistic life of the community. This aims to increase opportunities for residents to participate in arts and cultural activities.

#### Healthy communities

The project will support the community's physical and mental wellbeing by enabling healthy and active lifestyles.

#### Liveable communities

The project will improve local amenity and the local environment.

## Revitalising communities

The project will foster stronger community bonds, and encourage social engagement and participation in public programs. This category aims to increase satisfaction with community facilities.

## Safe communities

The project will promote a safe and secure community where people can participate and enjoy the benefits of community life.

While projects may fit within multiple categories, applicants only need to select the category that best represents their project idea.

# Eligibility

## What projects are eligible?

To be eligible for funding, a project must:

- ✓ align with at least one of the six program categories
- ✓ request funding between \$20,000 and \$200,000 (including GST, where applicable)
- ✓ be open, accessible and available to the wider community
- ✓ have any other required funding sources confirmed, if additional funding is required to complete the project
- ✓ be within a NSW state electorate
- ✓ be a legal activity
- ✓ be deemed viable (see 'What projects are considered viable?').

Budgets can include up to 15 per cent of the grant amount requested for administration costs to deliver the project, including contingency.

Applications submitted but unsuccessful under other NSW Government grant programs (e.g. Community Building Partnerships) may be re-submitted through the My Community Project application process if the requirements are met.

## What projects are not eligible?

My Community Project funding will not be granted for projects:

- ✗ submitted without the support of an eligible sponsor
- ✗ outside of NSW
- ✗ located on private land, unless there is a clear public benefit
- ✗ that are existing, already commenced or funded
- ✗ that duplicate existing NSW Government services or responsibilities
- ✗ with existing or future funding
- ✗ that are not aligned with NSW Government policies and guidelines
- ✗ that represent a significant risk to the community.

## What projects are considered viable?

A project proposal will be considered viable if it:

- has a realistic budget based on substantiated quotes or assumptions
- is cost effective and represents value for money
- demonstrates how it will be operated and/or maintained upon completion (where applicable)
- can be delivered within the 12-month program deadline
- has demonstrated access to the necessary expertise and support to deliver the project
- does not require ongoing funding from the NSW Government.

## What project costs are included?

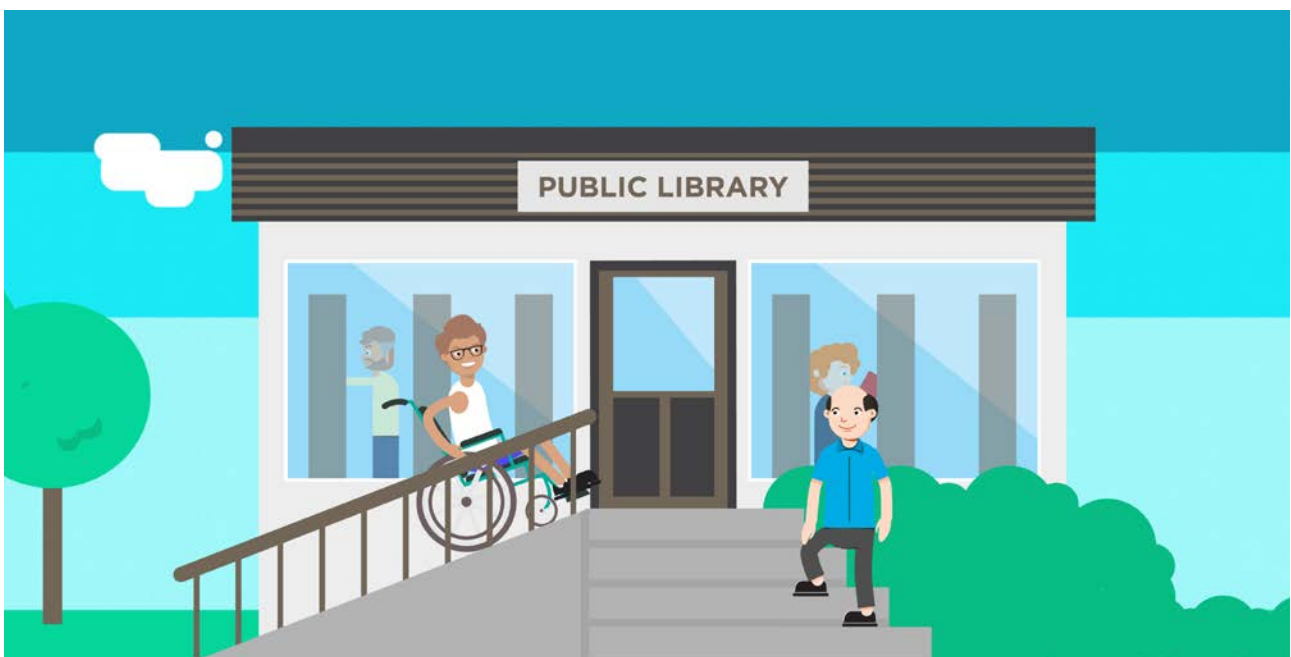
Project costs may include those associated with:

- building local infrastructure
- building a website
- delivering programs or services
- exhibition displays
- hosting an event
- marketing, branding, advertising, or promoting a product
- purchasing and/or fitting out and/or modifying a vehicle
- purchasing equipment
- temporary staff resourcing for the delivery of the project
- undertaking filming or recording
- undertaking studies or investigations.

## What project costs are not included?

Project costs that are not included are:

- any work undertaken by a successful applicant or sponsor prior to the signing of a funding deed for My Community Project
- costs that should be funded as a core responsibility from another source, such as a local government, the NSW Government or the Australian Government
- costs that are covered by insurance claims (e.g. repairs following weather events)
- ongoing staff or operational costs
- costs associated with the preparation of the application, including feasibility studies.



## Do projects require landowner consent?

If a project is going to be delivered in a physical location (e.g. it involves installing an access ramp or hosting an event), an applicant must get the landowner's consent prior to submitting the application.

The landowner must provide the applicant with a letter of support as part of the project application.

Project sponsors may need to assist the applicant with this process.

## What is the role of a project sponsor?

The project sponsor will be responsible for providing financial and project management expertise and will help the applicant develop a feasible plan to successfully deliver the proposed project.

For more information, refer to the Sponsor fact sheet at [nsw.gov.au/mcpresources](https://nsw.gov.au/mcpresources)

## Who can sponsor a project?

All project sponsors must be incorporated, not-for-profit organisations or other organisations that have a public purpose and carry out activities in the NSW state electorate where the project is located.

They must also hold an Australian Business Number (ABN), Australian Company Number (ACN), or be registered under the *Associations Incorporation Act 2009* and have a minimum public liability insurance cover of \$5 million.

Sponsors may include (but are not limited to):

- charitable organisations
- cooperatives
- incorporated associations
- local councils
- Aboriginal Land Councils
- educational institutions such as schools, TAFEs and universities.

A proposed sponsor will be ineligible if they are:

- an individual or group of individuals
- an unincorporated organisation
- a for-profit commercial organisation
- a sponsor of a successful project in the previous round, unless exceptional circumstances apply.

## Application process

### When do applications open?

Applicants will be invited to submit their My Community Project applications from 9am, 2 April 2019 to 2pm, 15 May 2019.

### Where can people submit their application?

Applications are to be submitted online. Information on how to apply will be provided on the at [nsw.gov.au/mycommunityproject](https://nsw.gov.au/mycommunityproject)

For more information, please refer to the **Application fact sheet** at [nsw.gov.au/mcpresources](https://nsw.gov.au/mcpresources)

## What is the application process?

Applying for My Community Project is a two-part process. This gives the community applicant ownership of the project while ensuring the sponsor has clearly agreed to deliver the project as described and will support its delivery if it is voted for by the local community.

### Part 1: Applicants

Applicants will submit their project proposal online using the SmartyGrants platform, and will be asked to provide an overview of their proposed project including intended benefits to their local community, funds requested, a brief project plan, landowner consent and project sponsor details.

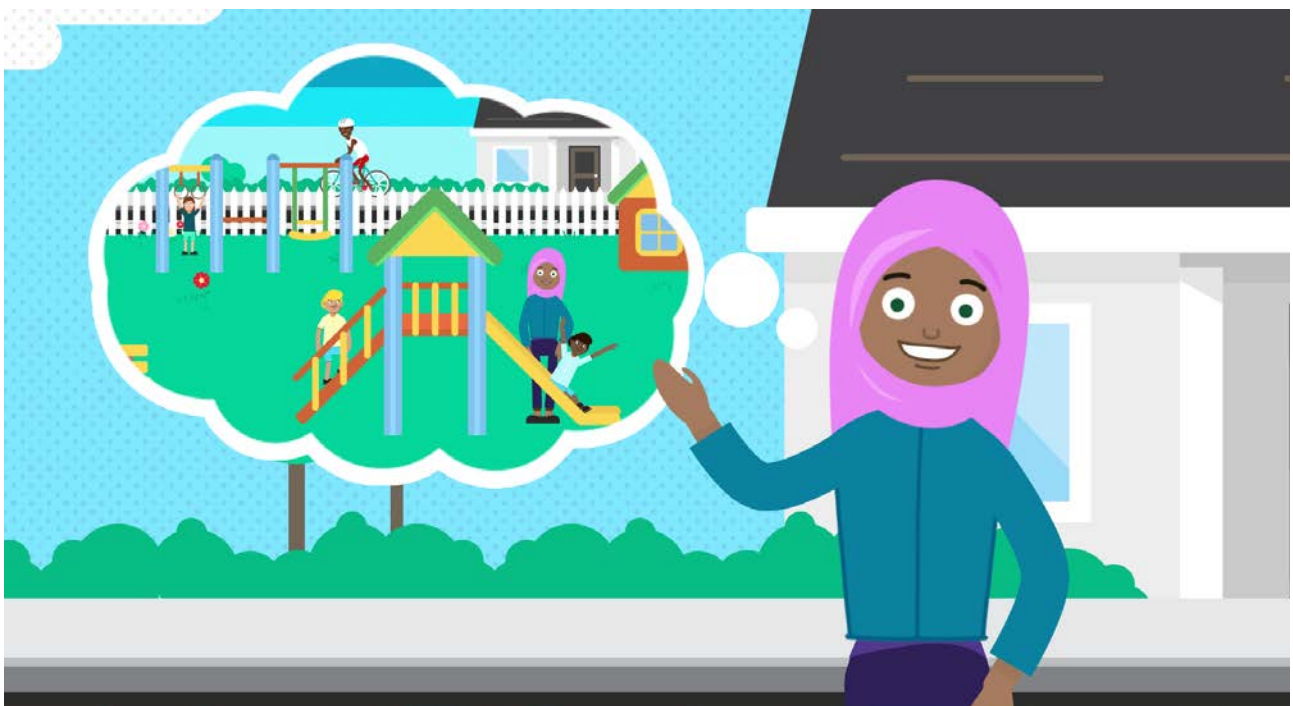
### Part 2: Sponsors

Once an applicant submits their form, their nominated Sponsor will be required to submit the second part of the application (sponsor endorsement) confirming its support, the applicant's eligibility to apply, quotes or other documents used to cost the project, and evidence of its ability to manage the project delivery.

Both parts of the application form (Applicant and Sponsor) must be submitted by 2pm on 15 May 2019 to be considered for funding under My Community Project.

### How are projects reviewed for eligibility and viability?

The NSW Government will review all project applications for eligibility and viability in accordance with the conditions set out in these guidelines and governing legislation, which can be viewed at <https://legislation.nsw.gov.au/#/view/act/2018/37>





To review applications, the government may seek expert advice from a variety of government, non-government and private organisations.

Project applicants and their sponsors will be notified of the outcome of the eligibility and viability review.

## Voting

### When can people vote on projects in their community?

Voting will be open from 15 July to 15 August 2019.\* Late votes will not be accepted.

### Who is eligible to vote?

Anyone aged 16 years and over with a valid Medicare card can vote on projects they would like to see funded in their electorate. All voters will be required to be verified through Service NSW.

To vote, people will need to:

have or register for a MyServiceNSW Account with Service NSW, at [service.nsw.gov.au](https://service.nsw.gov.au)

- provide their NSW residential address
- use their Medicare card to verify their identity and age (this will also ensure each person can only vote once).

### Where can people vote?

People can vote online using a:

- desktop computer
- tablet or mobile device
- kiosk at their local Service NSW Service Centre.

Information on how to vote will be provided on the My Community Project website, and assistance will be available in person at any Service NSW Service Centre.

To locate your closest Service NSW Service Centre visit [service.nsw.gov.au/service-centre](https://service.nsw.gov.au/service-centre)

Approved project proposals will be published on the My Community Project voting website once voting opens. Projects will be listed by NSW state electorate and will be displayed in a random order for fairness.

People may only vote once for projects in their NSW state electorate, and cannot change their vote after it is submitted.

### How do people vote for their preferred projects?

Eligible voters will be able to select three to five projects as part of their vote.

They will be required to rank these projects in order of preference. Points will be allocated to projects as follows:

**1st preference** 10 points

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**2nd preference** 5 points

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**3rd preference** 3 points

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**4th preference** 2 points

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**5th preference** 1 point

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Projects in each electorate will be ranked in order of total points received.

For more information, see the **Voting fact sheet** at [nsw.gov.au/mcpresources](https://nsw.gov.au/mcpresources)

\* The NSW Government may pilot voting in a small number of electorates earlier than the scheduled voting dates.



## Delivery

### How is funding allocated?

The project with the most points will be funded first, the project with the second-most points will be funded second, and so on until no more projects can be fully funded from the total funding available in that electorate.

In the event of a tie, the project with the lowest cost will be selected. If the tied projects have requested an equal amount of funding, the Premier will determine how funding will be distributed.

If the next-highest ranked project is not able to be fully funded (i.e. the project costs more than the funds remaining for that electorate), it may be funded if the following conditions apply:

- If 90 per cent or more of the next project's funding request is available, the project will be fully funded using funds allocated to the electorate for the next round of My Community Project to make up the difference.
- If 80 to 90 per cent of the next project's funding amount is available, the sponsors will be given the option to use other funding sources to make up the difference to 90 per cent and then above rule will apply.
- If the sponsor cannot find funding to cover the difference, or if there is less than 80 per cent of the next project's requested funds available, the remaining amount for that electorate will be added to the same electorate for the next round of My Community Project.

My Community Project is expected to be run each year. Any unspent funding will be announced with the results.

Where available funds cannot be fully spent, they will be rolled into the available funds for the electorate in the next My Community Project round. The amount rolled over will be announced when the voting results are published.

The total number of points received by each project will be displayed on the voting website once voting closes and the results have been finalised. This information will also include which projects will receive funding and the grant amount. People who have voted or submitted project applications will be notified of the result by email.

### How do funding agreements work?

The NSW Government will enter into funding agreements with the sponsors of the projects selected for funding. Sample funding deeds will be available on the My Community Project website when applications open.

Sponsors must not make financial commitments for funded activities until their funding agreement has been signed.

Sponsors must ensure funds are spent on costs directly related to the project as outlined in the funding agreement. Payments will be made in instalments based on project size, complexity and grant amount.

Sponsors will be required to submit project progress reports to the NSW Government as required by their funding agreement.

Sponsors will need to request approval from the NSW Government for any variation to a funding agreement. Changes or variations may be rejected or accepted subject to the program conditions.

## What acknowledgement or signage is required?

All recipients of NSW Government funding should acknowledge the government. At a minimum, the NSW Government acknowledgement should be in annual reports, media releases, digital and printed materials, web pages and online documents, advertising, plaques and signs for the period in which funding is received.

For further information, refer to the Funding Acknowledgement Guidelines for recipients of NSW Government infrastructure grants, available at [communications.dpc.nsw.gov.au/branding](https://communications.dpc.nsw.gov.au/branding)

## Disqualification

The NSW Government reserves the right to disqualify applicants, sponsors or projects if it is deemed that any person/organisation affiliated with the project has tampered with the integrity of the voting system or otherwise represents a significant risk to the community and or reputational risk to the NSW Government. This includes, but is not limited to, gaming the voting system, offering prizes or other incentives for voters to support a specific project, offering cash for votes, or offering a vote for a vote.

### For more information

**Email:** [mycommunityproject@dpc.nsw.gov.au](mailto:mycommunityproject@dpc.nsw.gov.au)

**Phone:** 13 77 88

**Website:** [nsw.gov.au/mycommunityproject](https://nsw.gov.au/mycommunityproject)



## **Disclaimer**

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The NSW Government may, at its sole discretion, and at any stage of the application process, do all or any of the following:

- require additional information from an applicant or sponsor
- change the scope of the requirements of these guidelines
- vary, amend (including by replacement) or terminate the application process.

Applicants, voters and project sponsors may be contacted to provide feedback on My Community Project as part of the evaluation of the program.

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