

NEWCASTLE PORT

Community Contribution Fund

ROUND SIX
2020 PROGRAM GUIDELINES

WE ARE HERE TO HELP

Do you have a question about the
Newcastle Port Community Contribution Fund?

Get in touch with us at:

Regional NSW – Hunter and Central Coast
Department of Regional NSW

P **4921 2655**

E npcc@dpc.nsw.gov.au

W nsw.gov.au/npcc-fund

To learn more about eligibility requirements and making an application
attend our information session:

5-6pm, Wednesday 7 October 2020 at Rydges Newcastle

All program registration and enquiries: npcc@dpc.nsw.gov.au

Registration for the information session is essential
in case of changes due to COVID-19 restrictions.

MESSAGE FROM THE DEPUTY PREMIER



Round Six of the Newcastle Port Community Contribution (NPCC) Fund is now open. Funding will continue to support projects that enhance the Port of Newcastle and benefit the environment, public domain, infrastructure, heritage restoration, activation, smart technology or community.

The Port of Newcastle is more than a busy economic hub, it's where people come together, a place for leisure, relaxation and recreation. As part of the Port lease agreement, the NSW Government ensured that at least \$1 million is allocated each year for the NPCC Fund.

Round Five of the NPCC Fund allocated a total of \$1.2 million to five diverse projects that will benefit the Newcastle community. These projects include enhancing foreshore amenity at Macquarie Pier; improvement works at Cottage Creek North; creating a significant Awabakal memorial site; digitally documenting local stories and a project to encourage greater sailing accessibility for the wider community.

The Port of Newcastle is Australia's oldest export port and Novocastrians are proud of its history. But the Port is also part of an exciting and vibrant city, bordered by parks and walkways, culturally significant sites, unique architecture, cafés and restaurants.

To continue the revitalisation and future development of the Port, your organisation is encouraged to put forward imaginative projects for the economic, social and aesthetic benefit of the wider community.

I look forward to seeing the range of successful projects which will provide even greater benefit to residents and visitors as we continue this community funding program.

A handwritten signature in black ink, appearing to read 'John Barilaro'. The signature is fluid and cursive, with a large initial 'J' and 'B'.

The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales

OVERVIEW

The NSW Government established the Newcastle Port Community Contribution (NPCC) Fund in 2014 as an ongoing program linked to the long-term lease of the Port of Newcastle.

The objective of the NPCC Fund is to provide financial assistance to projects that enhance or maintain landside infrastructure and provide community amenity around the Port of Newcastle.

Previous successful projects

Since its inception the NPCC Fund has enabled the delivery of over 20 projects which have provided direct benefit to the community of Newcastle. These have included larger infrastructure projects, which have enabled better access and amenity for the community to the Port surrounds, and smaller community events, which have allowed Novocastrians and their visitors to come together and celebrate around the harbour.

The successful projects from Round Five (2019) were:

RECIPIENT	PROJECT DESCRIPTION	FUNDING
Macquarie Pier Revitalisation - <i>Port Authority NSW</i>	Improving the pedestrian experience and opportunities to linger, gather and engage along the pier. This will include a total makeover of the path with new seating, railing, interpretive elements, and a new lookout and activity area.	\$500,000
Cottage Creek North - <i>Hunter Central Coast Development Corporation</i>	Naturalisation works will aim to return vegetation, improve the function of the creek, potentially provide habitat for various species and improve water quality.	\$375,800
Get Newcastle Sailing - <i>Newcastle Cruising Yacht Club</i>	Encouraging local sailors and visitors to utilise the port and providing infrastructure that will attract sailing events to Newcastle.	\$170,000
Awabakal Ancestral Remains Memorial - <i>Awabakal Local Aboriginal Land Council</i>	Creating a permanent memorial and resting place for Awabakal ancestral remains, providing a place of significance, remembrance and ceremony.	\$98,200
Stories of Our Town - <i>University of Newcastle</i>	Immortalising Novocastrians' stories on film, capturing and preserving local tales for future generations.	\$72,000



GRANT FUNDING

2020 funding

Up to \$1.2 million is available for Round Six of the NPCC Fund 2020.

Applicants are invited to apply for funding from **\$10,000** up to a maximum of **\$500,000** (GST exclusive) for projects which demonstrate an economic, environmental and social benefit, public infrastructure and precinct activation.

The NPCC Fund has a target to allocate a minimum of 75 per cent of the Round Six funding to eligible Local Government, not for profit organisations, or other community organisations that have a public purpose and carry out activities for community benefit within the NPCC Fund Project Area, including Local Aboriginal Land Councils.

The NPCC Fund is a competitive, merit-based funding program. Applications that meet the program's eligibility requirements will be evaluated against the assessment criteria.

Recommendations on projects to be funded will be made by the NPCC Fund Assessment Panel for final approval by the Deputy Premier. Local and State Government Agency projects must provide matching co-contribution.

All organisations must declare if they are reliant on a NPCC Fund grant for the project to proceed.

Funding can only be used for external third-party costs directly associated with delivering project activities. These cost estimates should be supported by at least one competitive quote.

Round Six key dates

KEY PHASE	DATE
Applications open at 9:00am	Wednesday 30 September 2020
Information session (registration required)	Wednesday 7 October 2020
Applications close at 5:00pm	Friday 6 November 2020
Assessment and approvals process	November - December 2020
Successful projects announced	Early 2021
Funding deed negotiations commence	Early 2021



ELIGIBILITY

Who can apply?

The applicant must be:

- an incorporated association or community organisation
- a not-for-profit organisation with ACNC registration
- a local council
- a state government agency
- any other organisation or corporation that owns, manages or occupies land subject to a lease or licence within the NPCC Fund Project Area and must clearly demonstrate community benefit.

Applicants must hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the *Associations Incorporation Act 2009* or other act. Applicants must have or be able and willing to purchase at least \$20 million public liability insurance. The cost of public liability insurance can be included in the project budget as part of the administration costs.

Ineligible applicants are:

- an individual or group of individuals (including sole traders and partnerships)
- an unincorporated association that is not a registered not-for-profit organisation.

The applicant must agree to enter into a funding deed if their project is successful.

What projects are eligible for funding?

Projects must meet the following criteria:

- 1. Registration of interest** – applicants must contact the designated Department of Regional NSW (DRNSW) officer at npcc@dpc.nsw.gov.au to discuss the eligibility of their project.
- 2. Project area** is defined as per the map included with these guidelines. The project must be primarily located within the project area. Projects located in the waterways adjacent to the defined area are also eligible.
- 3. Project types** must be of one or more of the following:
 - environmental (e.g. pollution control, clean up works)
 - public domain (e.g. parks, pathways, cycleways, community facilities, tourism facilities)
 - port related community infrastructure (e.g. boat ramps, services, access)
 - heritage restoration or interpretive works (for land, buildings or equipment)
 - activation (e.g. place making projects, community and tourism-based events)
 - smart technology or innovation (e.g. smart public amenities or facilities)
 - other types with demonstrated public or community benefit.
- 4. Funding requests** must be for between **\$10,000** and **\$500,000** (exclusive of GST). Organisations with small, low-cost projects - such as community engagement, arts projects and events - are encouraged to apply.
- 5. Applicants may only seek funding** for planning, design and project management where:
 - it is sought in conjunction with funding for the delivery of a project
 - the amount sought for these elements is no more than 10 per cent of the total funding requested. DRNSW and the Program Assessment Panel may offer part-funding to projects where appropriate and in consultation with the applicant. If this occurs DRNSW will work with applicants to revise the project scope so it is within the funding amount awarded.
- 6. Landowner consent** must be provided where the land on which the project is to be delivered is not owned by the applicant. This must be written consent and should specifically state landowner consent is granted at the address where the works will be carried out.



7. Public project – all projects must be for the benefit of the community. Projects that are private or commercial, or on private land that is not accessible to the community (either physically or visually), will be ineligible.

8. Exclusions include:

- expenses incurred prior to the project funding deed being signed by DRNSW
- repair and maintenance
- equipment not part of a broader project
- operational or administration costs, or wages
- smartphone applications.

Applicants can submit multiple applications for separate projects in each funding round.

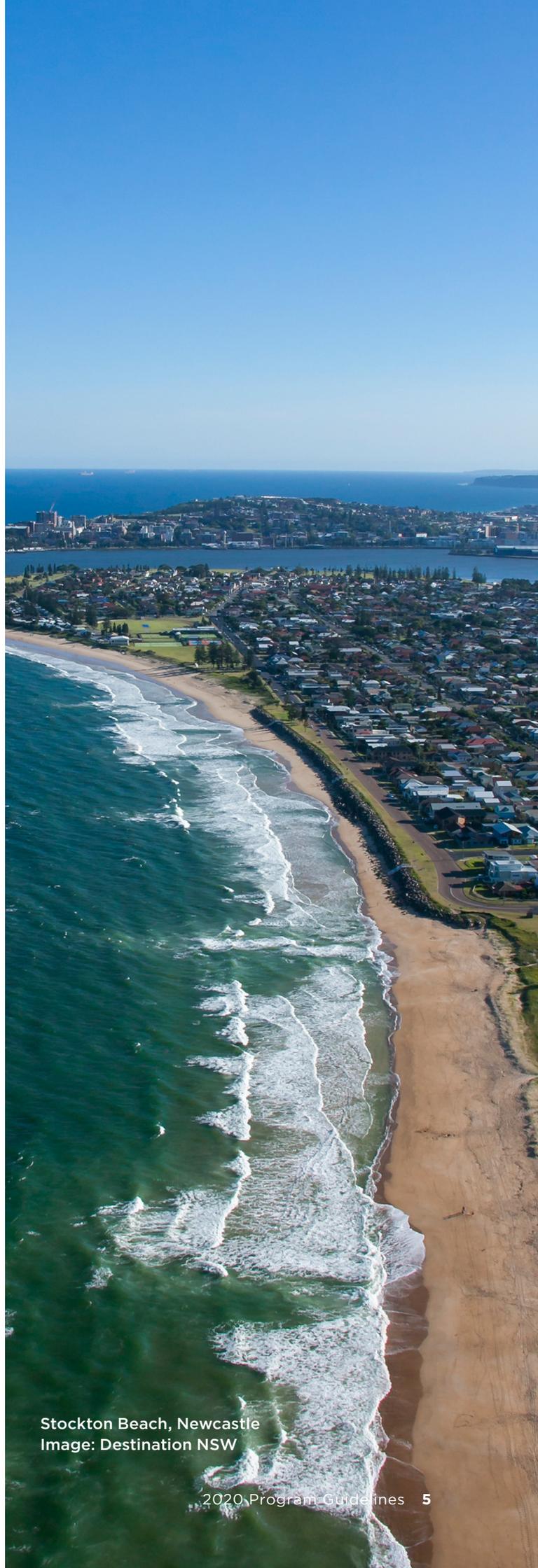
What are eligible costs?

Eligible project costs include:

- design and planning consultancies
- construction, upgrade and repair works
- remediation, pollution control and clean up works
- project management fees (internal management fees may be considered where additional internal resources are required).

Funding cannot be used for:

- expenditure incurred by projects prior to a funding deed being signed by DRNSW
- activities already funded or budgeted through the City of Newcastle or a NSW State Government agency
- projects that have exclusive private benefits
- costs/works already funded through another grant program including a previous NPCC Fund round
- administrative overhead items, including office equipment
- development application (DA) fees
- cost over-runs in excess of the agreed cost allocations
- ongoing management and maintenance expenses
- organisational operating costs such as wages that are unrelated to the project
- repair and maintenance
- equipment not part of a broader project
- operational or administration costs, or wages
- smartphone applications.



Stockton Beach, Newcastle
Image: Destination NSW

HOW TO APPLY

Registration of interest

The NPCC Fund is a competitive, merit-based program. Potential applicants must register their interest before making an application to the NPCC Fund by emailing npcc@dpc.nsw.gov.au or contacting DRNSW on 4921 2655.

This initial process is mandatory as not all enquiries will proceed to the application stage. An application form will only be sent to applicants who have registered.

Information session

An information session will be held at Rydges Newcastle on **Wednesday 7 October 2020** from 5-6pm. You will need to register at npcc@dpc.nsw.gov.au (registration is essential in case changes are required due to COVID-19 restrictions). While it is not compulsory, it is strongly recommended that potential applicants attend this session.

Additionally, DRNSW officers will make themselves available to provide information about proposed projects up to the closing date. Questions and answers from the information session will be posted on the webpage.

Submitting your application

Applications must be submitted using the online grants system SmartyGrants.

Applications must be received by **5pm on Friday 6 November 2020**.

Late and incomplete applications will not be accepted. Make sure you leave enough time to submit your application to avoid any technical issues.

ASSESSMENT

Assessment criteria

Applications will be assessed by the evaluation panel against the following criteria:

1. Economic, environmental and social benefits of the project

This will include considering:

- the degree of sustainable public or community benefit
- the project's contribution to local tourism, community engagement, activation, community infrastructure and amenity, heritage or environmental quality, innovation or smart city technology

- the degree to which the project addresses a demonstrated need or requirement.

2. Project readiness, viability and delivery

This includes considering project attributes such as:

- the total project cost and whether it represents value for money
- how the applicant and their partners will deliver the project
- the applicant's occupation of the land and, where occupation is temporary, the arrangements for long-term management where the project is permanent in nature
- the applicant's capacity to deliver the project in a reasonable time. Applicants will be expected to deliver their projects within a two-year period
- compulsory matching co-funding for Local and State Government agency projects
- the applicant's capacity to effectively manage funds and spending
- project risks and proposed risk management approaches.

Projects that are collaborative in nature and can leverage or provide other funding may be given preference.

Weighting and scoring

CRITERIA	WEIGHTING
1. Economic, environmental and social benefits of the project	60%
2. Project readiness, viability and delivery	40%

Assessment process

The Assessment Panel will consider the individual merits of each project against the program criteria as well as how the project fits into the package of projects that will reflect the fund objectives. Broader factors that may be considered when assessing an overall package of projects suitable for funding across infrastructure and community focussed projects include:

- how critical the project is to the community
- variety of project size, scale, type and focus area
- importance of the project to the local economy
- project deliverability risks.

The Assessment Panel may recommend part-funding of projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable/eligible for funding.

IF YOU ARE SUCCESSFUL

Funding deeds

Successful applicants, who must be an incorporated entity, will need to sign a funding deed with the Grants Management Office (GMO).

The funding deed will detail the obligations of the grant recipient and conditions of the grant. These include:

- arrangements to report on the progress of the project
- project milestones and the grant acquittal process
- branding and recognition requirements including media restrictions and conditions
- arrangements to manage the delivery of the project, including site visits conducted by DRNSW or its agents
- specific conditions attached to the grant as a result of the assessment process.

Financial commitments entered into before the funding deed has been executed are done so at the risk of the grant recipient.

Applicants will need to provide evidence that they hold a currency certificate for public liability insurance for \$20 million.

Successful applicants must deliver their project within two years of signing the funding deed. The dates will be reflected in the project milestones for delivery and reporting.

Successful applicants will be required to participate in the program evaluation, after the project has commenced, to determine the extent to which their project has contributed to the objectives of the funding package. The evaluation will require applicants to provide evidence of how the project has resulted in measurable benefits consistent with the objectives of the fund.

All recipients of NSW Government funding should acknowledge this financial support as per the *Funding Acknowledgement Guidelines for Recipients of NSW Government Grants* available at

communications.dpc.nsw.gov.au/branding

Unsuccessful applicants will be notified in writing of the outcome of each application and will be offered a feedback information session.

CHECKLIST

- ✓ Register your interest and contact the designated DRNSW officer to confirm your project's eligibility
- ✓ Prepare your application form
- ✓ Attach at least one quote
- ✓ Attach written consent from the landowner (if required)
- ✓ Address the program criteria
- ✓ Submit your application via SmartyGrants. A link will be provided to eligible applicants.

Image: Destination NSW



To learn more about
the eligibility requirements and
how to make your application,
register for our information session:

5-6pm, Wednesday 7 October 2020
Rydges Newcastle

Registration and enquiries:
[**npcc@dpc.nsw.gov.au**](mailto:npcc@dpc.nsw.gov.au)

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