

Community Building Partnership

2021 Program Guidelines

Applications open 19 April 2021

Applications close 14 May 2021 (5pm AEST sharp)

Apply at nsw.gov.au/cbp



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More information

For more information on Community Building Partnership 2021

Visit: nsw.gov.au/cbp

Email: CBP2021@dcj.nsw.gov.au

Phone: 02 8753 8144



Overview of 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 \$362 million to over 16,600 projects.

In 2021, 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 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.

Assessment criteria

The assessment process is competitive. Applications will be evaluated on how they address the program assessment criteria, as well as how they compare to other applications from the same electorate.

Eligible projects will be assessed against four equally weighted program 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.

Due dates

For projects not requiring development consent

31 Mar 2022	Submit online EFT Banking Details
31 Mar 2022	Submit online Funding Deed
29 Jul 2022	Submit online Progress Report
31 Mar 2023	Complete project
30 Apr 2023	Submit online Completion Report

For projects requiring development consent

31 Mar 2022	Submit online EFT Banking Details
29 Jul 2022	Submit online Progress Report
31 Jul 2022	Submit online Funding Deed
31 Mar 2023	Complete project
30 Apr 2023	Submit online Completion Report



Who can apply?

Applicant	Eligible
NSW association and non-distributing co-operatives registered with NSW Fair Trading	✓
Local Aboriginal Land Council, 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. Must provide evidence of cash matching at the time of application.	✓
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 projects by 14 May 2021	✗
Organisations with outstanding Progress Reports for CBP2019 projects by 14 May 2021	✗
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 (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	✗

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).

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 CBP 2021 funding, you must be incorporated as of 14 May 2021.

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 and/or trading 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 Supplier Form (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 applicants must be incorporated as of 14 May 2021 to be eligible for CBP funding and provide evidence of incorporation. To determine or apply for incorporation status, P&C members can contact the P&C Federation's Member Services on 1300 885 982 or by emailing memberservices@pandc.org.au

P&C 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.

As part of the CBP eligibility process, the AMU will use the information provided in the application to assess whether school-based projects are appropriate and viable.

If the CBP application is successful, funding will only be made available once the approved AMU form has been provided.

Note: Private schools do not need to submit an AMU form with their application.

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 (including their section 355 committees) are required to provide 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.

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.

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. ([See questions 10](#) and [11](#).)

Eligible projects

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
- the purchase of equipment with a minimum individual asset value of more than \$5,000
- the purchase of vehicle/s with a minimum individual asset value of more than \$5,000. ([Please refer to question 5.](#))

Please note:

1. One project location per application only. ([Please refer to questions 8 and 17.](#))
2. 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.
3. 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.

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.

Project type	Eligible
Projects that have commenced works prior to the grant round closing date (14 May 2021)	✗
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, 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 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 the Australian Government	✗
Project works or costs that are covered by insurance claims (e.g., repairs following weather events)	✗
Joint application/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. (See question 7.)	✗

Common questions: eligible projects

5. Does the CBP support projects involving vehicles?

Yes, CBP supports projects involving vehicles such as cars, buses, trucks, trailers, motorised rescue vehicles 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?

Applicants should consider how to complete the project within the program timeframe if partial funding is offered.

The assessment process is competitive, and funds are limited. Applicants should nominate full and partial funding amounts and outline a modified project scope should partial funding be offered.

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 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 three different locations, you will need to submit three 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 CBP 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.

Projects that do not have development consent will still be considered, however, you must have commenced discussions with your local council and be ready to lodge the development application by November 2021.

Development consent must be secured by 31 July 2022. The release of the grant funds is conditional on the development consent being secured. If you do not secure development consent by this date, the grant offer may be withdrawn.

Development and Crown Land approvals can be lengthy processes — in some instances, taking up to two years. 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.

11. Do I need authorisation from the land or property owner/s?

Yes, you're responsible for obtaining approval for the proposed project from the appropriate land or property owner/s.

If your project is on council land and 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 2023.

If you're 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. 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 July 2022, 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, in the name of the applicant before funding can be released.

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 14 May 2021 and will be completed by 31 March 2023.



How to apply

Step one: Access SmartyGrants

Visit: communitybuildingpartnership.smartygrants.com.au/applicant/login

If your organisation does not have an account, you'll need to register at SmartyGrants. You do this by clicking 'Register'.

If your organisation already has a SmartyGrants account registration from another grant program, or a previous CBP funding round, you may log in using the same username and password.

Step two: Apply

Once logged into SmartyGrants, click 'Start new submission'.

Complete one online application form for each project location.

Submit your completed application by 5pm AEST on Friday 14 May 2021. Do not leave it until the last minute to apply and submit your application. No late applications will be accepted. Late applications due to technical or internet issues will not be accepted.

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.

Important notes:

- Your application must be accurate and complete upon submission. If all of the required information is not provided, your application will be deemed ineligible.
- Submission of an application does not guarantee funding.
- The cost of preparing an application is the responsibility of the applicant.
- If you require assistance, contact the CBP helpline on (02) 8753 8144 or email CBP2021@dcj.nsw.gov.au

Applicant's declaration

The declaration section of the application must be authorised:

- by a member of the executive/committee as deemed under the Articles of Association 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.

Common questions: how to apply

15. Where can we access the application forms?

You can access the CBP application form via the SmartyGrants website:
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 14 May 2021.

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 question in the application form. Contact the CBP team if you are in doubt.

For projects involving vehicles, [see 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?

It's preferred that at least one quote is uploaded to substantiate the funding amount requested.

Quotes should align with, and substantiate, information provided in the project budget.

The project budget should be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process.

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/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 green tick.

Your obligations if successful

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 CBP2021@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.

Meet all program requirements and due dates

Successful applicants are required to meet the due dates outlined on [page 1](#) and program requirements set out below. 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.

You can see an example of a funding deed by visiting nsw.gov.au/CBPFundingDeedExample

Your submitted funding deed will be reviewed by the CBP team. You may be required to provide evidence of owner's consent, length of lease, and development consent or exemption if they are not already provided with the application.

You must provide a public liability insurance certificate of currency with a minimum cover of \$5 million in the name of the applicant before funding can be released.

Upon completion of the review, your funding deed will be countersigned by CBP and sent to you by email.

Contact the CBP team via CBP2021@dcj.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 18 and 29 July 2022.

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 CBP2021@dcj.nsw.gov.au. You'll be required to provide documents to support your request.

Submit the Completion Report

All CBP 2021 projects must be completed before 31 March 2023. You are required to submit a Completion Report in SmartyGrants no later than 30 April 2023.

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.

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 November 2021 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 in two stages.

Stage 1: The CBP team review whether the organisation and project are eligible. This includes confirming that:

- the applicant organisation is eligible to apply
- the application meets program requirements for commencement, completion and amount of funding requested
- the application is in the right electorate and is complete, including quotes or an estimate of the project cost
- the project type is eligible for CBP funding
- projects located on NSW public school premises are checked by the NSW Department of Education AMU to ensure the project is appropriate and viable.

Stage 2: Applications are assessed in the NSW electorate where the project is located. Eligible applications will be assessed by the relevant MP and Independent Review Panel members to determine their relative merit against the program criteria.

Recommendations for projects to receive funding will be made based on these assessments.

The Department of Premier and Cabinet works with MPs to finalise the funding recommendations for projects in their respective electorates before they are submitted to the Premier for final approval.

26. What happens if my application is successful?

All applicants will be notified of the outcome of their application during November 2021.

All correspondence with applicants is via 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 co-signed funding deed will be returned to you via 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 CBP 2021 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, or seek planning approval, by November 2021.

If planning approval is required and has not been obtained, development consent should be secured by 31 July 2022.

The project should be completed by 31 March 2023.

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 communications.dpc.nsw.gov.au/branding

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. Assessments 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 and organisation contact details.

For more information on Community Building Partnership 2021

Visit: nsw.gov.au/cbp

Email: CBP2021@dcj.nsw.gov.au

Phone: 02 8753 8144

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Enquiries

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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).

