

Newcastle Port Community Contribution Fund

Program Guidelines ROUND 7



Contents

WE ARE HERE TO HELP

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

Get in touch with us:

Regional NSW – Hunter and Central Coast, Department of Regional NSW

E npcc@regional.nsw.gov.au

W nsw.gov.au/npcc

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Message from the Deputy Premier



The Hon. Paul Toole, MP

Through the Newcastle Port Community Contribution Fund, the NSW Government is investing in a lasting legacy of projects to invigorate and revitalise the Newcastle harbour precinct.

The Newcastle Port Community Contribution Fund is enabled by the long-term lease of the Port of Newcastle and is breathing new life into the area and benefiting the community by delivering projects that will improve everyday life and local liveability.

Since 2014, \$5.9 million has been invested in parks, pathways, tourism attracting events, inclusive play spaces, smart public amenities, and projects to restore historic infrastructure and safeguard culturally significant sites.

The Port of Newcastle is a vibrant and bustling precinct, significantly enhanced by the delivery of 33 fantastic community projects that have provided tangible social, environmental, recreational and cultural benefits. These projects are not just one-off projects or programs – they provide sustainable and diverse community benefits for Novocastrians and their visitors, making a real difference to everyday life.

In Round Seven, up to \$1 million will be available for high-quality projects that foster stronger community bonds, enhance accessibility, boost tourism, increase participation in cultural and artistic life and promote healthy and active lifestyles.

I'm pleased that the fund's eligible project area has been expanded in Round Seven to create opportunities for more community and not-for-profit organisations to be involved and contribute to the economic and social activation of the precinct, and preservation of Australia's oldest seaport.

I look forward to seeing the range of fresh and innovative projects through Round Seven that will no doubt continue to enhance the region for generations to come.

A handwritten signature in black ink that reads "Paul Toole". The signature is written in a cursive, flowing style.

The Hon. Paul Toole MP

Deputy Premier
Minister for Regional New South Wales
Minister for Police

→ 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.



→ OVERVIEW

Previous successful projects

Since its inception the NPCC Fund has enabled the delivery of 33 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 and projects which have allowed Novocastrians and their visitors to come together and celebrate around the harbour.

The successful projects from Round Six:

Recipient	Project Description	Funding
Foreshore Park Livvi's Place Inclusive Space <i>City of Newcastle</i>	Regional inclusive play space with integrated waterplay.	\$500,000
Throsby Creek Walkway Solar Lighting <i>Carrington Community Council</i>	Installation of solar lighting along the Carrington side of Throsby Creek for safety and activation.	\$182,310
Honeysuckle Smart Shelters <i>University of Newcastle</i>	Multipurpose commons (open space / public domain) for educational, research, community, arts and local business use.	\$162,500
Customs House clock / time ball lighting and restoration <i>Customs House Hotel</i>	Restoration of clock and time ball mechanisms.	\$85,000
Electric Car Funding <i>Mission to Seafarers Newcastle</i>	Purchase of an electric car to facilitate the work of the organisation.	\$54,000
Community Sailing (part of SailFest Newcastle Regatta 2021) <i>Newcastle Cruising Yacht Club</i>	Enable first timers to try sailing, see the city from the water, value the harbour and activate the foreshore.	\$40,000
Seabin STEM Litter Prevention Workshops <i>Seabin Foundation</i>	Installation of Seabins and delivery of workshops to encourage positive environmental behavioural change.	\$38,445
Fortress Newcastle Exhibition (Stage 2) <i>Newcastle Industrial Heritage Association</i>	Production of a travelling exhibition telling the nationally critical role the region played during WWII.	\$27,200
Visitor Experience Enhancement (Stage 1) <i>William the Fourth Inc.</i>	Reinstall sails to William the Fourth replica ship.	\$15,176
Stockton Norm Bassan MBE Lions Park Memorial <i>Hunter Business Lions Club Inc.</i>	Restoration of memorial area including two lion statues, brick plinths, signage and poppet wheel.	\$15,000

→ GRANT PROCESS

Funding

Up to \$1 million is available for Round Seven of the NPCC Fund. Applicants are invited to apply for funding from \$10,000 up to a maximum of \$500,000 (GST exclusive).

Projects should demonstrate an economic, environmental and social benefit. The NPCC Fund has a target to allocate 75 per cent of the Round Seven funding to community organisations and not for profit (including council).

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. This may include consideration of project type and spread.

Recommendations on projects to be funded will be made by the independent NPCC Fund Program 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 (internal management fees may be considered where additional internal resources are required). These cost estimates should be supported by at least one competitive quote.



Top: Newcastle Breakwall is enjoyed by many.
Bottom: Sculptures like this one feature throughout the Newcastle Foreshore area.

→ GRANT PROCESS

Project Area

Projects must be delivered in the area identified on the map below. In Round Seven, the geographical area for eligible projects has been expanded to increase opportunities for projects that benefit a wider section of the Port community. The expanded project area ensures that communities impacted by port operations and public spaces in close proximity to the port, benefit from the continued delivery of high quality projects.

The shaded area indicates the expanded areas for eligible projects.

Key Dates

Applications open:

Wednesday, 16 February 2022

Applications close:

11.59pm on Sunday, 3 April 2022

Assessment and approval process:

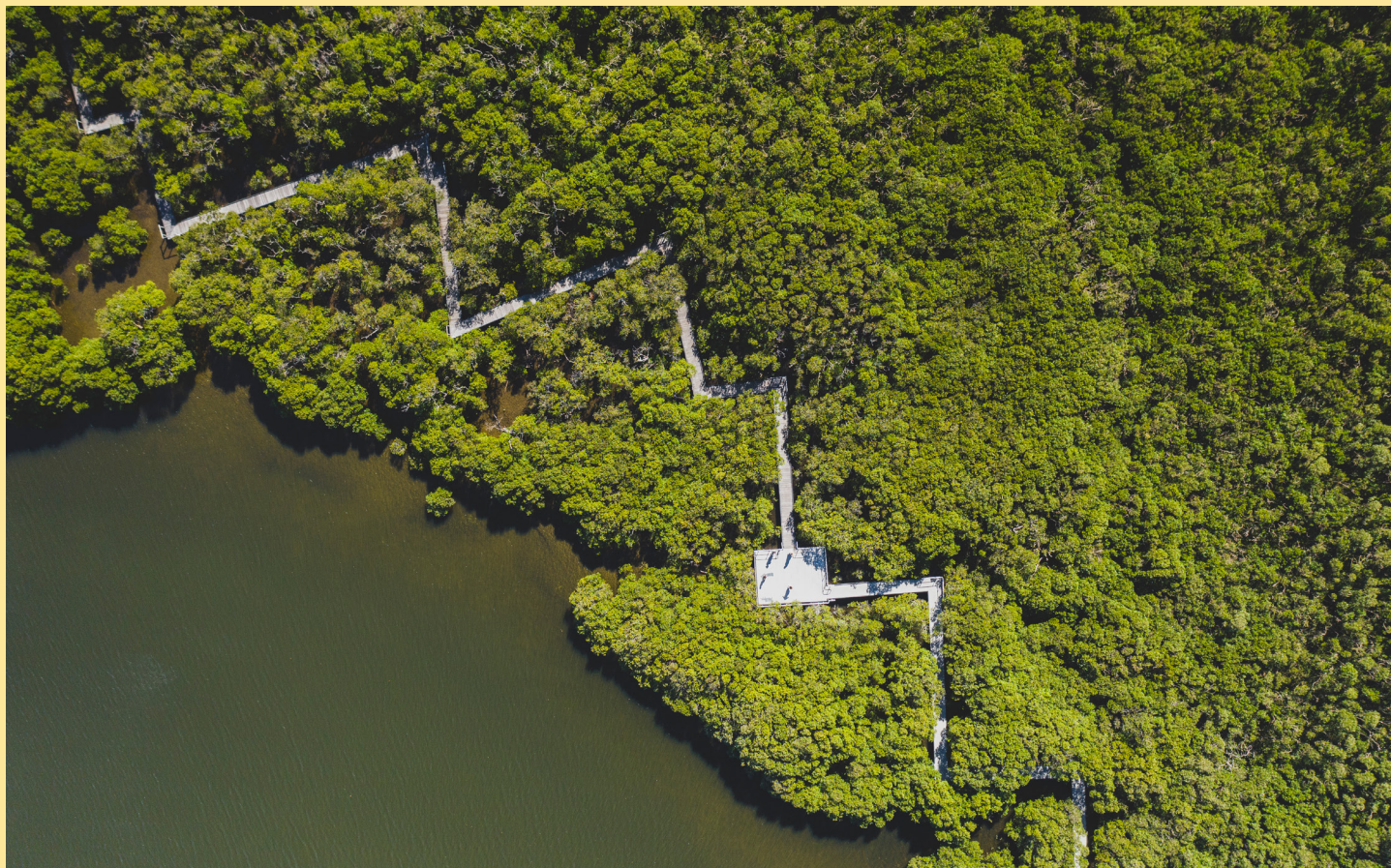
April to May 2022

Newcastle Port



→ 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
- Local Aboriginal Land 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 sign a Funding Deed if their project is successful.

→ ELIGIBILITY

Eligible projects

Projects must meet the following criteria:

- 1 Registration of interest** – applicants must contact the designated Department of Regional NSW (DRNSW) officer at npcc@regional.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 15% 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's 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 that landowner's 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
 - ongoing repair and maintenance
 - equipment not part of a broader project
 - operational or administration costs, or wages.



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

→ ELIGIBILITY

Eligible and ineligible costs

Eligible project costs include:

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

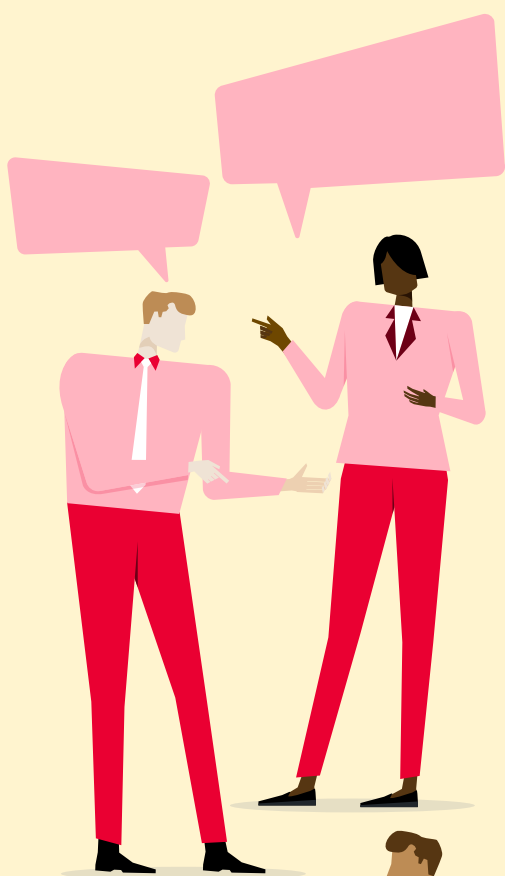
Ineligible project costs include:

- 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
- development application (DA) fees
- cost over-runs in excess of the agreed cost allocations
- ongoing repair and maintenance costs
- organisational operating costs such as wages that are unrelated to the project and ongoing management costs
- equipment not part of a broader project.



Cycling is popular along Macquarie Pier.
Image credit: 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@regional.nsw.gov.au or contacting DRNSW.

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

To assist eligible applicants to apply for funding in Round Seven, the Department of Regional NSW will host a free information session shortly after applications open. The information session will provide an overview of the program and guidance on the eligibility requirements and the application process.

Potential applicants are strongly recommended to attend the information 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 available at nsw.gov.au/NPCC.

→ SUBMITTING YOUR APPLICATION

Applications are submitted using the online grants system *SmartyGrants*.

Applications must be received by 11.59pm on Sunday, 3 April 2022.

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 are 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.



Newcastle Foreshore.

Weighting and scoring:

	Criteria	Weighting
1	Economic, environmental and social benefits of the project	60%
2	Project readiness, viability and delivery	40%

→ SUCCESSFUL APPLICANTS

Funding deeds

Successful applicants, who must be an incorporated entity, will need to sign a funding deed with Grants Management, Evaluation and Reporting (GMER).

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
- 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 nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines/funding-acknowledgment-guidelines.

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



Above: Hunter Business Lions Club Inc. successfully applied for funding under the NPCCF for the restoration of the Norm Bassan MBE Lions Park Monument.
Right: Horseshoe Beach - an off-leash dog beach near Macquarie Pier.





Checklist

- Register your interest and contact the designated DRNSW officer to discuss your project and its eligibility
- Prepare your application form, including project plan and budget
- Attach at least one quote
- Attach written consent from the landowner (if required)
- Address the program criteria
- Submit your application via *SmartyGrants*

Disclaimer

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