

# Newcastle Port Community Contribution Fund

Program Guidelines

Round 8



**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](mailto:npcc@regional.nsw.gov.au)

**W** [nsw.gov.au/npcc](https://nsw.gov.au/npcc)

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## → 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.

### Objective

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.



Guests enjoying the adventure tour with CoastXP. Photo credit: CoastXP

## → Overview

## Previous successful projects

Since its inception the NPCC Fund has delivered 41 projects which have provided direct benefit to the community of Newcastle. These have included infrastructure projects, which have enabled better access and amenity for the community to the Port surrounds, and community events and projects which have allowed Novocastrians and their visitors to come together and celebrate around the harbour.

### The successful projects from Round Seven:

Recipient	Project Description	Funding
Activating and educating in the Delprat Cottage <i>The University of Newcastle</i>	Activation of the garden and cottage through an educational and artistic programme of public events while serving as a living phytoremediation laboratory.	\$138,575
'Art in the Yard' <i>Newcastle Historic Reserve Land Manager (The Lock-Up)</i>	Utilise a unique Newcastle historical space to provide arts practice to kids in an open and accessible way with broader access to the entire community.	\$30,672
Making Waves program expansion <i>Making Waves Foundation Inc.</i>	Providing opportunities to people with physical or intellectual disabilities or who are socially disadvantaged to experience sailing on a large racing yacht.	\$298,000
Stockton Community War Memorial Renewal <i>Stockton RSL Sub-Branch</i>	Repair and renew components of the Stockton community war memorial.	\$40,000
Upgrade of main entrance to clubhouse facility <i>Stockton Bowling Club Co-operative Ltd</i>	Construction of front entrance and covered walkway to improve safety and security for patrons including removal of asbestos.	\$56,500
Stage 2 – construction of outside function space <i>Carrington Bowling Club Co-operative Ltd</i>	Construction of a multi-purpose outdoor function area.	\$81,863
Foreshore Park amenities and changing place <i>City of Newcastle</i>	Construction of a fully accessible amenities building to service neighbouring play space and the broader parklands.	\$233,390 (P)
Victoria Theatre façade revitalisation <i>Next Century Development Ltd</i>	Revitalisation of heritage façade to improve safety, accessibility and activation of the area.	\$121,000 (P)

## → Grant Process

# Funding

Up to \$2 million is available for Round Eight of the NPCC Fund. Applicants are invited to apply for funding from \$50,000 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 Eight funding to community organisations and not-for-profit (including council).

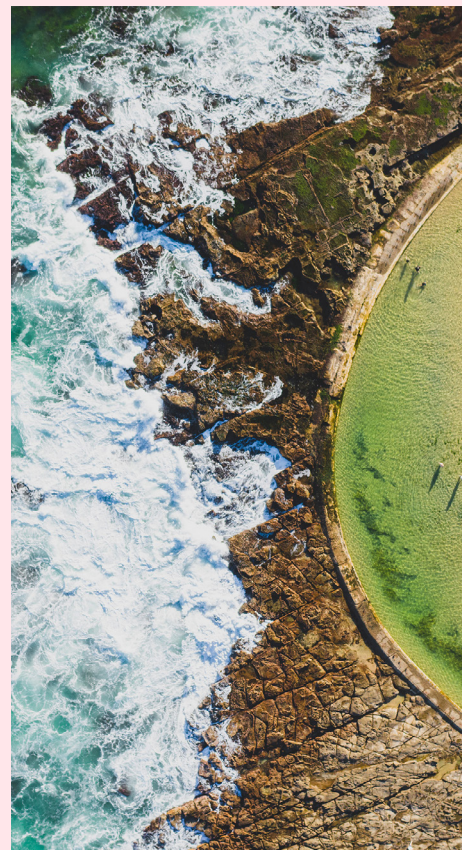
The NPCC Fund is a competitive, merit-based funding program. Applications that meet the program's eligibility requirements will be evaluated against the assessment criteria. Assessments may include consideration of project type and spread.

Recommendations on projects to be funded will be made by the independent NPCC Fund Program Assessment Panel for final approval by the Minister for Regional NSW. Not-for-profit organisations and Local Aboriginal Land Councils do not need to provide a co-contribution. Applicants are strongly encouraged to provide some financial and/or in-kind co-contributions to demonstrate collaboration and provide more certainty of project delivery.

State government agencies and local council must provide matching funding for their projects. Any other organisation or corporation that owns, manages or occupies land subject to a lease or licence within the NPCC Fund Project Area must provide matching funding for their projects.

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.





## → Grant Process

### Project Area

Projects must be delivered in the area identified on the map below. Under Round Seven, the geographical area for eligible projects was expanded to increase opportunities for projects that benefit a wider section of the Port community. The expanded project area will continue in Round Eight to ensure 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.



Aerial view of Newcastle's export harbour.

### Newcastle Port



## → Grant Process

# Key Dates

**Applications open:**  
Thursday, 12 January 2023

**Applications close:**  
Tuesday, 28 February 2023  
at 5.00pm AEDT

**Notification/project announcement:**  
From May 2023

**Contracting:**  
From May 2023

**Project completion:**  
Must be completed within  
two years of executing a  
funding deed

### Notification/Project announcement:

Successful Applicants will be notified confidentially from May 2023 or as soon as possible after a grant is approved, at the NSW Government's discretion. Unsuccessful applicants will also be notified in writing from May 2023 of the outcome of each application and will be offered a feedback information session.

Public announcement by the NSW Government may occur at any time after an Applicant has been notified of a successful outcome.

### Contracting:

Contracting will commence once an Applicant has signed and returned their letter of offer and confidentiality agreement.

Before a funding deed can be entered into the Department may require confirmation or additional information and all supporting documents, approvals and public liability insurance. All forms required to enter a funding deed and acquit a project will need to be completed within the SmartyGrants online system.

Monitoring and reporting including evaluation survey may be required as per the terms of the funding deed.

### Project completion:

Projects must commence within 6 months of a funding announcement and be completed within two years from executing a funding deed. The dates will be reflected in the project milestones for delivery and reporting.

Projects will only be considered completed once confirmation from the Department has been communicated that the funding deed requirements have been met.

Evidence of completion of the project and Acknowledgment of Funding will be required to acquit all projects.

Late submissions will not be accepted unless the Department of Regional NSW considers exceptional circumstances beyond the applicant's control.

## → Eligibility

# Who can apply?



### The applicant must be one of the following:

- 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 prior to entering a Funding Deed. 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
- any 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 within 6 months.

Couple walking along the Newcastle Memorial Walk.  
Photo credit: Destination NSW



## → 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](mailto: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 high-quality projects that foster stronger community bonds, enhance accessibility, boost visitation, increase participation in cultural and artistic life, and enhance public, environmental and business infrastructure with demonstrated public or community benefit.
4. Funding requests must be for between \$50,000 and \$500,000 (exclusive of GST).
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 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. Applicants should consider being able to stage their projects should full funding not be available.
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

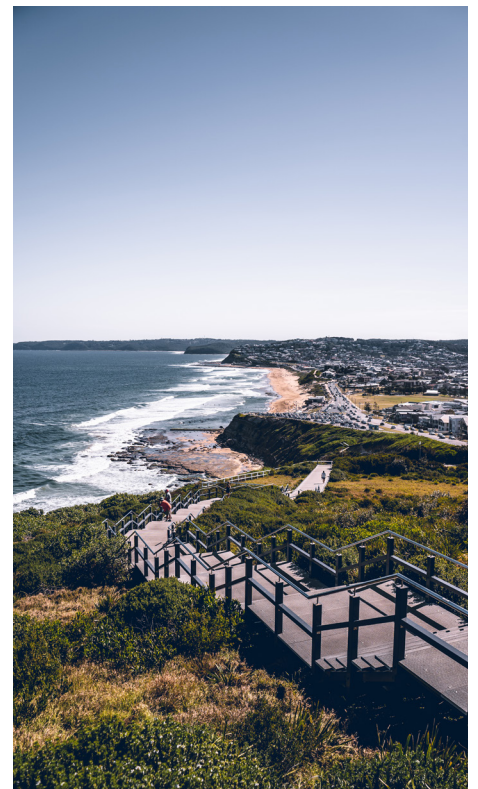
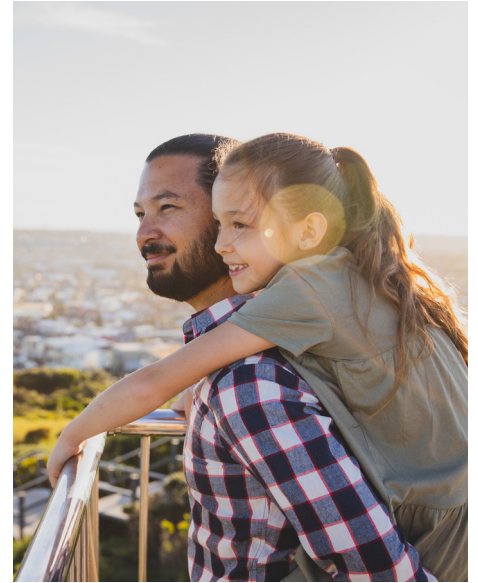
# Eligible and ineligible costs

### Eligible project costs include:

- design and planning consultancies, noting design and management fees cannot exceed 15 per cent of the total grant value
- 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.





From top: Nobbys Lighthouse and Newcastle panorama. The Newcastle Breakwall. Nobbys Lighthouse, Newcastle.

# 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](mailto: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 Eight, 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](http://nsw.gov.au/npcc).

## Submitting your application

Applications are submitted using the online grants system SmartyGrants.

**Applications must be received by 5.00pm AEDT on Tuesday, 28 February 2023.**

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
- projects that foster stronger community bonds, enhance accessibility, boost visitation, increase participation in cultural and artistic life, and enhance public, environmental and business infrastructure with demonstrated public or community benefit
- the degree to which the project addresses a demonstrated need or requirement



Nobby's Beach, Newcastle.

## 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 two years of executing a funding deed
- compulsory matching co-funding from State government agencies and local council and any other organisation or corporation that owns, manages or occupies land subject to a lease or licence within the NPCC Fund Project Area
- 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

# Assessment Process

## Decision making

The Department of Regional NSW will form an Assessment Panel to review all project applications.

Following receipt of applications, projects will be first reviewed against the Eligibility Criteria. Projects that are deemed eligible will be evaluated against the Assessment Criteria. Following a merit-based process, the Assessment Panel will form a list of recommended projects for the Minister for Regional NSW to consider as the NPCC Round Eight decision maker.

The Assessment Panel may recommend part-funding projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable for funding. Applicants should therefore ensure that projects can be staged in case the requested amount of funding is not provided.

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

- consult with subject experts, as necessary, to support their assessment of projects against eligibility and assessment criteria
- require additional information from an applicant
- change the scope or the requirements of these guidelines
- vary, amend (including by replacement) or terminate the application process
- re-open an application after the closing date, provided it doesn't give the applicant an advantage over other applicants

The Department of Regional NSW reserves the right to not recommend an application for approval if it is assessed that it may bring the NSW Government into disrepute.

## Probity Advice

An independent probity advisor has been engaged to provide guidance to the Department on risks and issues relating to fairness and integrity, transparency and accountability that may arise during the NPCC Round Eight process. This will help ensure that NPCC Round Eight decisions demonstrate the processes to achieve value for money outcomes for NSW have integrity, fairness and accountability.



Nobbys Beach, Newcastle.

## → Successful Applicants

# Funding deeds

### Notification

Successful Applicants will be notified by email and/or letter. Applicants must keep the grant confidential for a period if an announcement is likely to be made by the NSW Government.

To commence the contracting process you will need to provide information to enter a funding deed.

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 deliverables 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.

Successful Applicants will be required to provide all supporting documentation and approvals before the Department of Regional NSW can enter into a funding deed. This includes \$20 million Public Liability Insurance.

The NSW Government makes no binding funding commitment to an Applicant unless and until both parties sign a funding deed.

Successful Applicants must not make financial commitments for funded activities until funding deeds have been executed by both parties.

Successful Applicants must deliver their project within two years of signing the funding deed. The dates will be reflected in the project deliverables for 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.

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

View of Newcastle city from Stockton.





## Important Terms and Conditions

- All projects must demonstrate they can commence within six months of the announcement of funding and be completed within two years as outlined in the project plan.
- Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance.
- Requests for variations or changes to the project will only be considered in limited circumstances.
- All awarded grants will be GST exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended Applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.
- Successful Applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.
- Successful Applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the Fund.
- Any information submitted by an Applicant may be used for promotional material prepared by the NSW Government.
- The NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies.
- 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](https://nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines).
- The Department reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.
- Applicants must advise the Department of any changes to their legal status or of changes or delays to their project.

## Complaints

Any concerns about the Fund or individual applications should be submitted in writing to [npcc@regional.nsw.gov.au](mailto:npcc@regional.nsw.gov.au).

If you do not agree with the way the Department of Regional NSW handled the issue, you may wish to contact the NSW Ombudsman via [ombo.nsw.gov.au](https://ombo.nsw.gov.au).

## Government Information (Public Access) Act 2009 (NSW)

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

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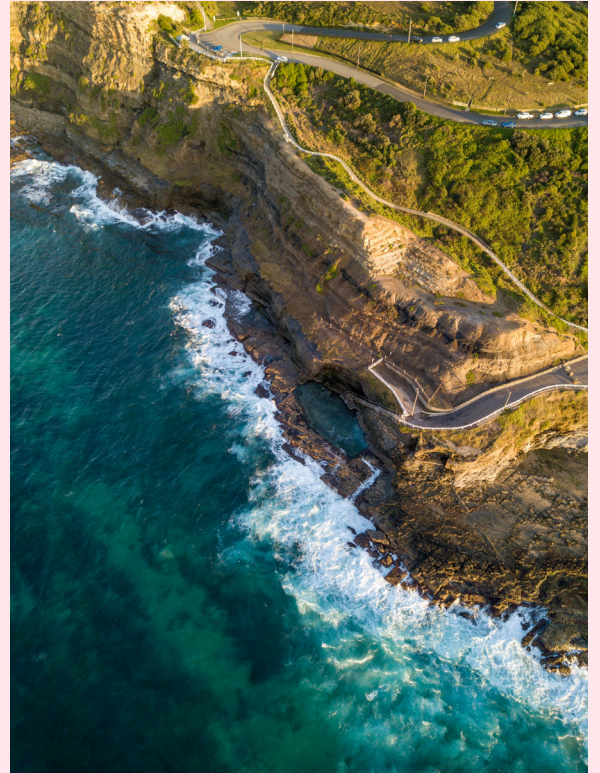
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Where you wish to use the material in a way that is not permitted, you must lodge a request for further authorisation with the Department.

# 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)
- ☐ Attach proof of public liability insurance
- ☐ Address the program criteria
- ☐ Submit your application via SmartyGrants



The Bathers Way coastal walk between the Nobbys Beach and Ocean Baths in Newcastle.

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