

Community Building Partnership (CBP) 2022 Program

Application Eligibility Checklist



Applying for the community Building Partnership 2022 round is a simple process using your SmartyGrants portal CommunityBuildingPartnership.smartygrants.com.au/applicant/login.

All applications must be submitted by: **Friday 10 June 2022 at 5pm AEST sharp.**

Before submitting your application, please use this checklist to ensure your organisation and project are eligible.

Please review the CBP Website (nsw.gov.au/cbp22) Program Guidelines, Fact Sheet and Common Questions before preparing your application, and confirm that you have included all required supporting documentation.

Requirement	Advice	Yes	No
The project must be completed by: 31 March 2024.	Provide evidence of deliverability in your application		
Are you applying for capital works, equipment purchase, or vehicle purchase/modification? <ul style="list-style-type: none">▪ capital works including construction of new community infrastructure as well as refurbishment, repair and maintenance of existing community infrastructure. Capital works refers to: <i>improvements to land or building, or freestanding equipment that will be fixed or installed to the land or building.</i>▪ equipment purchase must have a minimum individual asset value of \$5,000 or more.▪ vehicle purchase/modification must have a minimum individual asset value of \$5,000 or more.	Please refer to the Program Guidelines for ineligible and eligible projects, to ensure your project adheres to these guidelines. If your proposed project does not, consider other projects that can be funded by the program according to the Guidelines.		

<p>Does your project deliver: positive social, environmental, and recreational outcomes, while also promoting community participation, inclusion and cohesion?</p> <p>Eligible projects will be assessed against four equally weighted program criteria:</p> <ol style="list-style-type: none"> 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 	<p>Please refer to the Program Guidelines for more information on the Assessment Criteria, to ensure your project addresses these.</p> <p>If your proposed project does not, consider other projects that can be funded by the program according to the Guidelines and Assessment Criteria of this program.</p>		
<p>Do you have property/landowner's consent to undertake your capital works project?</p>	<p>For capital works projects, you must provide property/landowner's consent for your works to be undertaken at the project location. You must provide this consent in writing with your Funding Deed submission if you are successful.</p> <p>Capital works are: improvements to land or building, or freestanding equipment that will be fixed or installed to the land or building.</p> <p>Attach copy of property/landowner's consent form. A template is available at: nsw.gov.au/cbp22</p>		
<p>Does your project require development application (DA) approval?</p>	<p>Applicants should speak with their local council to clarify if their project will require a development application (DA) before the project can commence.</p> <p>It's preferable you obtain all planning approvals, including development consent, from local councils, Crown Lands and Heritage Councils, before applying for CBP funding.</p> <p>Application Stage:</p> <p>Applicants are encouraged to provide evidence of development application (DA) lodgement at the time of application.</p> <p>Evidence of DA lodgement can include:</p>		

	<ul style="list-style-type: none"> • a letter from your local council confirming DA lodgement • an email from a local council officer confirming that your DA has been lodged • a screenshot from your local council DA tracker page or the NSW Planning Portal clearly showing that your DA had been lodged and the DA number for your project. <p>Funding Deed Stage:</p> <p>If your project requires a DA you must provide the determination of DA approval with your Funding Deed submission, if you are successful.</p>		
<p>Can your organisation provide a valid certificate of currency for your organisation's insurance policy covering public liability insurance for at least \$5 million?</p>	<p>Your organisation is required to provide a Certificate of Currency for Public Liability Insurance with a minimum cover of \$5 million, regardless of the project type.</p> <p>The policy must be current and valid at time of application, and be submitted with your application.</p>		
<p>Is your grant request between \$5,000 and \$150,000?</p>	<p>CBP will only be funding project applications between \$5,000 and \$150,000. If your project is below \$5,000 or over \$150,000, it will not be eligible for this grant.</p>		
<p>CBP welcomes applications from incorporated not-for-profit organisations and local councils.</p> <p>Is your organisation incorporated under one of the following entities?</p>	<p>Eligible incorporated entities include:</p> <ul style="list-style-type: none"> • NSW Association and non-distributing co-operatives, registered by NSW Fair Trading • NSW Co-operative (non-distributing), registered by NSW Fair Trading • P & C Association, registered by the Federation of P & C Associations of NSW • Australian Public Company Limited by Guarantee, registered by ASIC • Local Council • Section 355 Committee of a Local Council • Indigenous Corporation, registered by ORIC • Local Aboriginal Land Council, or Indigenous corporations registered with the Office of the Registrar of Indigenous Corporations • Incorporated by an Act of Parliament 		
<p>Does your organisation have any unacquitted CBP projects or Progress Reports from a previous CBP grant round?</p>	<p>Organisations with unacquitted projects from the following grant rounds by the 10 June, 2022 are ineligible to apply.</p> <ul style="list-style-type: none"> • CBP18 – not eligible • CBP19 – not eligible 		

<p>Are you applying as a local council or section 355 committee?</p>	<p>Local councils, including their section 355 committees, are required to provide dollar-for-dollar matched funding.</p>		
<p>If you are a P&C Association have you consulted with your school Principal, and obtained their support for your project?</p>	<p>As the grant recipient, you are required to consult with the School Principal for their support on any proposed projects on public school grounds.</p> <p>If successful, you will be required to obtain formal approval from the Department of Education for funding to be released.</p>		