

CBP2022 - How To Apply



Step 1 – Check your eligibility

Before you start your application, go to (website) read the Program Guidelines, FAQs, and go through the 2022 eligibility checklist, to make sure you understand all the relevant requirements for this grant round.

Check that your **organisation and project are eligible** and can have your project completed by **31 March 2024**.

Step 2 – Prepare your application

Applying for the CBP 2022 round is simple. Once you have confirmed that **both your project and organisation are eligible**, go to the SmartyGrants platform at communitybuildingpartnership.smartygrants.com.au/applicant/login and start your application.

You can also download a copy of the application form from the SmartyGrants website prior to starting your application, which will help you to prepare.

Step 3 – Submit your application

Read through and complete the application form, making sure to fill in each section.

Remember to save your application regularly.

Upload all the required supporting documentation and submit your application by **Friday 10 June 2022 (5pm AEST sharp)**. Applications can be submitted at any time before this, and no applications will be accepted after the deadline.

Important notes

- Applications should identify whether the project may not proceed if the full grant amount requested is not received.
- Submission of an application does not guarantee funding.
- The cost of preparing an application is the responsibility of the applicant.
- The declaration section of the application must be authorised:
 - by a member of the executive or committee as deemed under your organisation's constitution
 - by the General Manager or delegated officer of the local council submitting the application.



Next steps if you are successful

Successful applicants will be required to accept the CBP program's terms and conditions, which includes executing a Funding Deed with the Department of Communities and Justice.

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 **CBP2022@facns.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- The CBP team is not responsible if your grant offer is withdrawn due to out-of-date contact details in SmartyGrants. Program requirements set out below outline your requirements if successful. Failure to comply may result in the withdrawal of your grant offer.

Submit Funding Deed and Electronic Funds Transfer (EFT) Banking Details form

If your application is successful, you will be required to provide the following before the grant funding will be released:

- For capital works projects, property/landowner's consent for your works to be undertaken at the project location. Capital works are: *improvements to land or building, or freestanding equipment that will be fixed or installed to the land or building.*
- All planning approvals, including development consent, from local councils, Crown Lands and Heritage Councils. Applicants should speak with their local council to clarify if their project will require a development application (DA) before the project can commence. If your project requires a DA you should provide the determination of DA approval with your application, or evidence that you have lodged a DA.
- Regardless of the project type, a valid and current Certificate of Currency for Public Liability Insurance in the name of the applicant with a minimum cover of \$5 million.

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.

- EFT Banking Details form due by **31 March 2023**
- Funding Deed due by **31 March 2023**

You can see an example of a Funding Deed by visiting nsw.gov.au/CBPFundingDeedExample
The CBP team will review and countersign your Funding Deed. Once approved, we will pay your grant by EFT.

If your organisation does not have an ABN, you must submit a signed **ATO Statement by a supplier form**.
Contact the CBP team at CBP2022@facs.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 **17 July and 30 July 2023**.

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 CBP2022@facs.nsw.gov.au. You will be required to provide documents to support your request.

Submit the Completion Report

All CBP2022 projects must be completed before **31 March 2024**. You are required to submit a Completion Report in SmartyGrants no later than **30 April 2024**.

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

