

Tips and Checklist

Tips

- Give yourself enough time to draft your application and review before the deadline. Whilst Council has aimed to make the process simple, applications often take longer to complete than anticipated and benefit from feedback, and editing.
- A great funding application leaves assessors with no unanswered questions. The application is clear and detailed, yet concise.
- Collaborations and partnerships are valued.
- Ensure you have all the relevant approvals before submitting your application.
- Keep an eye on the [website](#) for updates. Updates and more information may be made available at any time.

Before preparing your application:

- Carefully read the Community Funding Policy, and relevant Guidelines and ensure your proposal meets eligibility and any other requirements.
- Plan your proposal in alignment with key documents
- Potential applicants are encouraged to discuss their ideas with the appropriate Council team listed on the website, and attend grant information sessions and workshops.

When writing your application:

- Ensure you follow the application instructions, and address all the assessment criteria, detailed in the Guidelines.
- Demonstrate how your application aligns with the objectives of the grant and the principles of the Community Funding Policy.
- Be clear and concise about what the activity, or event is, who the focus community/ies are, the anticipated outcomes, and provide any relevant evidence to support your application.
- Ensure detailed costings are included in your budget. See Useful Resources on the website for a budget support and other helpful templates.

Before submitting your application:

- Proof read your application and ensure you have obtained all relevant approvals.
- Ensure any supporting documentation is attached, if required.



Important things to remember:

- Community funding is a competitive process for one-off funding (i.e., an activity or event that is delivered once or reoccurs over a defined period of time). Funding recipients are selected on merit, funded for time limited activities and expenditure of funding must be acquitted and reported against. Failure to do so will impact eligibility for future funding from Penrith City Council.
- Canvassing of Councillors is prohibited to support applications
- Councillors and Council staff must declare any involvement with an applicant in the assessment and endorsement process so that conflict of interest protocols can be upheld.
- Council will maintain the funding conditions and exclusions specified in the Community Funding Policy, and grant Guidelines.
- Keep an eye on the website for updates.