

CBP2022 - Common Questions



Common questions: eligible applicants

1. How do I find out whether my organisation is incorporated?

If you are unsure of your incorporation status, call NSW Fair Trading on 1800 502 042. To be eligible for CBP2022 funding, you must be incorporated as of **10 June 2022**.

Organisations are required to provide evidence of their incorporation status in the application form. Failure to provide evidence will result in the application being deemed ineligible.

2. Does my organisation require an ABN?

It's preferable that your organisation holds an ABN and that it links to your organisation's name, trading name or business name.

If your organisation name does not match the details for the ABN, visit abr.gov.au to update your details.

If your organisation does not have an ABN but is incorporated, you can apply for funding. You will be required to provide a Statement by a supplier form (please refer to ato.gov.au) to receive payment of the funds if your application is successful.

3. How do P&C Associations apply for a project on public school grounds?

P&C Association applicants must be incorporated as of **10 June 2022** to be eligible for CBP funding and provide evidence of incorporation. To determine or apply for incorporation status, P&C Association members can contact the P&C Federation's Member Services on 1300 885 982 or by emailing memberservices@pandc.org.au

P&C Association applicants must consult with the school principal about any proposed projects on public school grounds.

Applicants proposing projects on public school grounds must have completed the relevant Department of Education Asset Management Unit (AMU) form, signed by the school principal. The school principal's signature on the AMU form does not qualify as approval to proceed with works. The completed form must be submitted by the school principal to the AMU for formal approval once the CBP application is successful.

If the CBP application is successful, funding will only be made available once the approved AMU form has been provided.



Please note that this does not apply to private school applicants. Private schools do not need to submit an AMU form.

4. What do local councils and their section 355 committees need to do?

Local councils may submit applications for each state government electorate within their local government area.

Councils should submit one application per project location, even if they are seeking funding for several sites within the same electorate. Applications will be assessed against other proposed projects within the same electorate.

Local councils and their section 355 committees **are required to provide dollar for dollar matched funding** to the CBP grants. Matched funding from councils must be in the form of cash and can be provided from council income sources, or from other external funding sources.

Local councils and their relevant section 355 committees must provide evidence of agreement on cash matching at the time of application. If successful, you will need to reconfirm this with the submission of your Funding Deed.

In-kind contributions can be included in the project's budget but will not be counted as part of the council's matching cash contribution.

Section 355 committees must submit applications under the relevant local council's name and ABN.

Projects on council land

Where a project is to be managed by a council, but the council is not the applicant, the council will be required to provide owner's consent and indicate the project delivery time frames at the time of application (**Refer to questions 10 and 11**).

Common questions: eligible projects

5. Does the CBP support projects involving vehicles?

Yes. The CBP program supports projects involving vehicles such as cars, buses, trucks, trailers, motorised rescue vehicles including boats and any modifications to existing vehicles including trade-ins. The vehicle must be registered under the name of the applicant. These projects will be considered if they:

- deliver positive social, environmental and recreational outcomes
- promote community participation, inclusion and cohesion.

When applying, you are required to enter the address where the vehicle will be registered as the project location. You'll also be required to nominate and substantiate the electorate that the vehicle will be serving, as this will be the funding electorate.



6. What happens if a project only receives partial funding?

The assessment process is competitive and funds are limited. Applicants are strongly encouraged to include a partial funding amount and outline a modified project scope that could be implemented within the program timeframe if the partial funding amount was awarded. You may not be awarded any partial funding if you do not nominate a partial funding amount (**Refer to the 'Assessment Process' section of the Program Guidelines**).

7. Can CBP funding be used for planning and development application costs?

A maximum of 5% of grant funding may be allocated towards costs associated with the preparation and management of projects, including applying for and securing development approval and designs. These costs will be considered if they are integral to the successful delivery of the project.

8. Can an organisation submit more than one project location per application?

No. Applications listing more than one project location will be deemed ineligible. You must submit one application per project location. For example, if you are seeking funding to install LED lighting in tennis courts at 3 different locations, you will need to submit 3 separate applications, one for each location.

Each application is assessed against other projects within the electorate.

9. What if my project serves people in more than one electorate? May I get funding support from more than one state Member of Parliament (MP)?

You need to talk to all MPs involved, before putting in an application. Your application will only be assessed in the host electorate by the local MP. If your application is successful, the MPs involved will need to advise the CBP team of the joint funding arrangement.

Your chance of success in getting funded has no direct relationship to the number of MPs involved.

10. Should I apply for planning approval before submitting an application for funding?

It's preferable you obtain all planning approvals, including development consent, from local councils, Crown Lands and Heritage Councils, before applying for CBP funding.

Applicants are encouraged to provide evidence of **development application (DA) lodgement** at the time of application. This can include:

- 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.



Development and Crown Land approvals can be a lengthy process, taking up to two years in some instances. If you do not already have these approvals, it is unlikely your project will be completed within the time frame allowed by the CBP program. Failure to deliver a project within the time frame may result in your grant offer being withdrawn.

If you are not sure whether you require planning approval, contact your local council **before submitting** an application.

11. Do I need authorisation from the land or property owner?

Yes. You are responsible for obtaining approval for the proposed project from the appropriate property/landowner.

If your project is on council land and the council will be project managing, you must also obtain time frames for delivery of the project at the time of the CBP application. Projects must still be delivered by **31 March 2024**.

If you are a leaseholder, you must ensure the length of your lease will enable you to complete your project and provide the public benefit required, if your application is successful as per the Program Guidelines and as agreed in your Funding Deed. Evidence of length of lease may be required prior to the release of funding.

If your project location is a public school, approval by the Department of Education is required as owner's consent (**Refer to question 3**).

If your grant is solely for equipment and/or vehicle purchase, owner's consent may not be required. If in doubt, please contact the CBP team to clarify.

12. When should I apply for land or property owner's consent?

It's preferable that you secure approval from the land or property owner before applying for the CBP funding. Please obtain the relevant approval for your project to proceed, or complete the Property/Landowner's Consent template on our website and submit with your application.

If not yet secured, you should have at least commenced relevant discussions at the time of your application. If your project is successful and the land or property owner's consent is applicable, the release of grant funds will depend on evidence of consent and the time frame for delivery of the project. If this information is not provided by 31 March 2023, the grant offer may be withdrawn.



13. What insurance coverage do I need to provide?

Your organisation is required to provide a valid Certificate of Currency for Public Liability Insurance. This insurance should have a minimum cover of \$5 million and be in the name of the applicant. Your organisation is responsible for ensuring that it has appropriate insurance coverage in place for the project works, equipment or activities, and its day-to-day operations.

It's recommended, but not a condition of funding, that organisations also have personal accident, professional indemnity, directors' insurance and officers' insurance.

Organisations that employ staff must comply with relevant industrial relations, and workplace health and safety requirements.

14. Can I submit an application for a component or stage of a larger project?

Yes, provided that the works funded with the CBP grant are a new project stage that does not commence before **10 June 2022** and will be completed by **31 March 2024**.

Before funding is released, grant recipients are required to clearly indicate what CBP funding will be expended on if the same project received funding from another funding source.

Common questions: how to apply

15. Where can we access the application forms?

You can access the CBP application form via the SmartyGrants website at communitybuildingpartnership.smartygrants.com.au/applicant/login

If you have difficulties with internet access, we suggest you contact your MP, who may be able to assist. You can also visit your local library or seek assistance from your local council.

16. Will late applications be accepted?

No. The online system will not accept applications submitted after the advertised closing time of **5pm AEST on Friday 10 June 2022**.

If you have problems submitting your application, you should contact the helpline on 02 8753 8144 at least 24 hours before the deadline to seek assistance.



17. How important is my project location?

This is very important. Each application must accurately identify the project location so that funding is allocated from the correct electorate. All program reporting relates to the specific project location. Any uncertainty may lead to delays in delivering your project.

For more information on how to enter the project location, refer to the hints below the 'project location' question in the CBP application form, contact the CBP team at CBP2022@facns.nsw.gov.au or call **02 8753 8144**.

For projects involving vehicles, **refer to question 5**.

18. Can an applicant organisation submit more than one application?

Organisations may submit multiple applications. There is usually a very high demand for funds in each electorate and applicants should consider which application is the highest priority.

19. Do we need to provide quotes for the project?

Applicants are strongly encouraged to upload at least one quote with their application to substantiate their project budget.

Quotes should align and substantiate the main items of work to be funded with your CBP grant application. The project budget should be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process. To support the completion of your grant application project budget, a completed project budget sample can be viewed [here](#)

20. Can value-in-kind be considered as funding contributed by a not-for-profit organisation?

Yes. Voluntary labour and donated materials are allowed as part of a not-for-profit organisation's contribution to the cost of a project. Voluntary labour and donated materials, including estimated value, should be provided in the project budget.

Council and section 355 applicants cannot match CBP funding with a value-in-kind contribution.

21. Should my grant application include GST?

Yes. Your funding request should include the GST that you will be charged by your contractors or suppliers as part of the project cost and delivery.

If your application is successful and your organisation ABN is registered for GST, you'll be paid GST on top of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.



Local councils, as government-related entities, are out of scope for GST. If successful, local councils will only be paid the approved grant amount.

22. Do I need to finish the application in one go?

No. Applications may be saved, revisited, and edited before being submitted.

23. How can I confirm that my application has been submitted?

Once you click submit, you'll receive a confirmation email. The confirmation email will contain a PDF copy of your application. Please check that you receive the confirmation email and retain it as a record of your application.

If you do not receive a confirmation email, your application may not have been successfully submitted, or the confirmation email has ended up in your junk mailbox.

You can also log into the online system and click 'My Submissions' to view all submitted and un-submitted applications. Submitted applications are identified by a green tick.

Common questions: your obligations

24. What happens after applications close?

Applications are reviewed for general eligibility and then subject to the assessment process. Applicants will be formally notified in December 2022 as to whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up-to-date.

25. How will applications be assessed?

Applications are assessed for eligibility and against merit selection criteria. Please refer to the '**Assessment process**' section of this guidelines document for more detailed information.

26. What happens if my application is successful?

All applicants will be notified of the outcome of their application in December 2022. All correspondence with applicants is through the email address registered at the time of application. Please ensure that your contact details are up-to-date and correct for each application. Contact the CBP team to update your details.

Successful projects will be listed on the CBP website. If you'd like to be notified when the list becomes available, you can sign up for alerts about the CBP program at nsw.gov.au/cbp



To receive your grant, you will need to log in to SmartyGrants and fill out and return the online Funding Deed and the EFT Banking Details form.

Once reviewed by the CBP team, a countersigned Funding Deed will be returned to you by email. Funding will be transferred directly to successful applicants with an ABN number.

Successful applicants without an ABN number will be required to present an invoice to claim the CBP funding. If this is the case, the CBP team will provide you with clear invoicing instructions.

If your organisation's details change, or the project contact person changes, you will need to email the CBP team as soon as possible to ensure that the Funding Deed and payment process runs smoothly.

The CBP team will conduct a full compliance history check of approved applications. CBP reserves the right to request any information before the release of funding and closure of the project.

If you are awarded funding under the CBP2022 grant round, the program may withhold payment of funds if you have any outstanding or incomplete projects from previous CBP rounds. If you are unable to complete previous projects due to circumstances outside of your control, please advise the CBP team in writing so that an exemption can be considered. For more information on project reporting and closures, visit nsw.gov.au/cbp22

27. How long do we have to start and complete the project?

You should be ready to commence your project by **November 2022**.

If planning approval is required and has not been obtained, development consent should be secured by **31 July 2023**.

The project should be completed by **31 March 2024**.

28. What NSW Government acknowledgement or signage is required for my project?

All recipients of NSW Government funding for infrastructure and capital works must acknowledge the NSW Government. At a minimum, the acknowledgement should be in annual reports, media releases, digital and printed materials, web pages and online documents, advertising, plaques and signs.

For projects that receive grants of more than \$100,000, signs must be displayed acknowledging the NSW Government funding.

To learn more about Funding Acknowledgement Guidelines for Recipients of NSW Government Infrastructure Grants, please visit nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines



Organisations should also invite the local MP to attend and speak at any launches, openings and media announcements about the CBP-funded project.

29. Why was my application not successful?

There are around 3,000 applications submitted each year. Many worthwhile applications are submitted. However, funding is limited and not all applications are successful.

Due to the high volume of applications, the CBP team is unable to provide individual feedback on each unsuccessful application.

If your application is not successful, it does not mean your application lacks merit. CBP is a very competitive grant program. Assessment of applications is through a merit selection process. If you receive a letter of notification indicating that your organisation status or the project scope is ineligible, refer to the **'Eligible projects'** or **'Who can apply?'** section of this guidelines document for more information.

There are no appeals under the CBP program.

30. What information about my project will be disclosed?

The NSW Government may provide certain information for reporting and promotional purposes. This information may include:

- organisation and project name
- project description
- project location
- electorate
- amount of the approved grant
- organisation contact details.

