



SydneyOlympicPark ○

Micro Grant Guidelines December 2021

Microgrant proposals must be submitted by 12pm, Sunday 20 February 2022 via <https://mysop.sydneyolympicpark.com.au/micro-grant-program/submit-microgrant>

Pitch a project to connect the community and deliver civic outcomes

The Sydney Olympic Park Authority (SOPA) is running a micro grant program. We're looking for creative local projects and activity ideas with a budget of between **\$250 and \$2,000** that deliver on the purpose and aims listed below.

The program is a key outcome of SOPA's "Supporting You" initiative and the Green Star Communities [SOPA Community Development Plan](#).

Purpose

The micro grant program will support projects and activities that connect the local community and create civic outcomes in Sydney Olympic Park. It will encourage local people to contribute to making Sydney Olympic Park an even better place to live, work and play.

Aims

1. Connect local residents and/or businesses
2. Improve physical or mental wellbeing, or reduce social isolation
3. Celebrate, promote or build awareness of diversity, the environment and/or local history
4. Promote art, culture(s) and creativity
5. Activate and encourage people to use public spaces

Who can apply?

The project or activity must be delivered within the Sydney Olympic Park. This is who can apply:

- Residents, local businesses, workers or students located within Sydney Olympic Park
- Sydney Olympic Park Town Team
- Social enterprises and non-profit organisations
- Artists or creatives
- Anyone who has an interest in making Sydney Olympic Park a great place and community

The projects will be run by you and your group/helpers. It's your project and your responsibility to make it happen!

The micro grants will be awarded in March 2022 and projects and activities must be delivered in the 2022 calendar year.

There are many things you could seek a micro grant for and a small selection of examples has been provided on the link below to get you thinking!

<https://mysop.sydneyolympicpark.com.au/micro-grant-program>

Timeline

December 2021	Micro grant program open for submissions
20 February 2022	Micro grant submission proposal deadline Submissions close at 12pm on Sunday 20 February 2022
March 2022	Micro grants awarded
March - December 2022	The intention is that projects and initiatives should be delivered and completed by 30 June 2022. However, should a project or idea require more time, then it must be delivered by 31 December 2022. Extensions beyond this will generally only be considered if there are extenuating circumstances (for example COVID-19 restrictions). If required, timeframes and project scopes will be adjusted as per the public health orders at the time.

Questions?

To make any enquiry about this project please email the project contact on engage@sopa.nsw.gov.au.

Frequently Asked Questions

Who can apply for a micro grant?

The project or activity must be delivered within the Sydney Olympic Park.

This is who can apply:

- Residents, local businesses, workers or students located within Sydney Olympic Park
- Sydney Olympic Park Town Team
- Social enterprises and non-profit organisations
- Artists or creatives
- Anyone who has an interest in making Sydney Olympic Park a great place and community

When do micro grant submissions close?

Micro grant proposals must be submitted 12pm Sunday 20 February 2022.

How can I apply for a micro grant?

Please complete an online submission form via

<https://mysop.sydneyolympicpark.com.au/micro-grant-program/submit-microgrant>.

When does the project or activity need to be completed?

The intention is that projects and initiatives should be delivered and completed by 30 June 2022. However, should a project or idea require more time, then it must be delivered by 31 December 2022.

Extensions beyond this will generally only be considered if there are extenuating circumstances (for example COVID-19 restrictions).

If required, timeframes and project scopes will be adjusted as per the public health orders at the time.

What can I apply for?

The micro grant program can provide grants of between \$250 and \$2,000, excluding GST (if you or your organisation is registered for GST).

Priority will be given to projects that are not already provided in Sydney Olympic Park by other community organisations, individuals or businesses.

What is not eligible for micro grant funding?

SOPA will not provide funding for:

1. Projects or activities that are not open to everyone or at least a broad cross-section of the community.
2. Political, religious, commercial or personal activities.
3. Confectionery, soft drinks, presents or gifts, alcohol or product launches
4. Site hire costs for pre-existing activities/initiatives.
5. Activities or events involving over 200 people.

Can I/we submit multiple proposals?

Yes you can. However, only one project or activity will be approved for each applicant for equity and practical reasons (you might not get time to do multiple projects).

What are some examples of projects?

This list is provided for information purposes. Each project or activity will be considered on a case by case basis.

Priority will be given to projects that are not already provided in Sydney Olympic Park by other community organisations, individuals or businesses.

Examples of projects or activities could include:

- Holding an online trivia night, or online course with your neighbours
- A treasure hunt that people can do individually or in small groups through your neighbourhood.
- A socially-distanced costumed walk
- Holding a BBQ to welcome new neighbours
- Group training, art or exercise classes
- Working bees, group gardening or environmental cleanups
- Social outings, such as for a group of isolated older neighbours.
- Hallway dinners, street parties, a coffee van for a street event.
- Printing of Friendly Neighbour cards to promote existing or new events or activities
- Cultural group meets, cycle/dog enthusiast meetups
- Cycling and photography tours
- A pop-up community garden program
- A free mobile pet-grooming clinic
- An online webpage translation in a community language
- Online singing group
- Faces of Sydney Olympic Park project

Ideas can be simple, and you're welcome to come up with other projects not listed here!

Will someone help me with my project?

Generally speaking, it is your project and your responsibility to complete it.

In-kind support from SOPA can be requested and it will be considered on a case by case basis.

Small events or activities, which may require things like marquees or public liability insurance, will be encouraged to co-locate with existing or planned SOPA initiatives and activities.

If you need any help from SOPA, it is best to ask and check, please don't assume it will be possible.

What is Town Team Movement's role in the micro grant program?

Town Team Movement has been engaged by SOPA to coordinate and provide advice on the micro grant program.

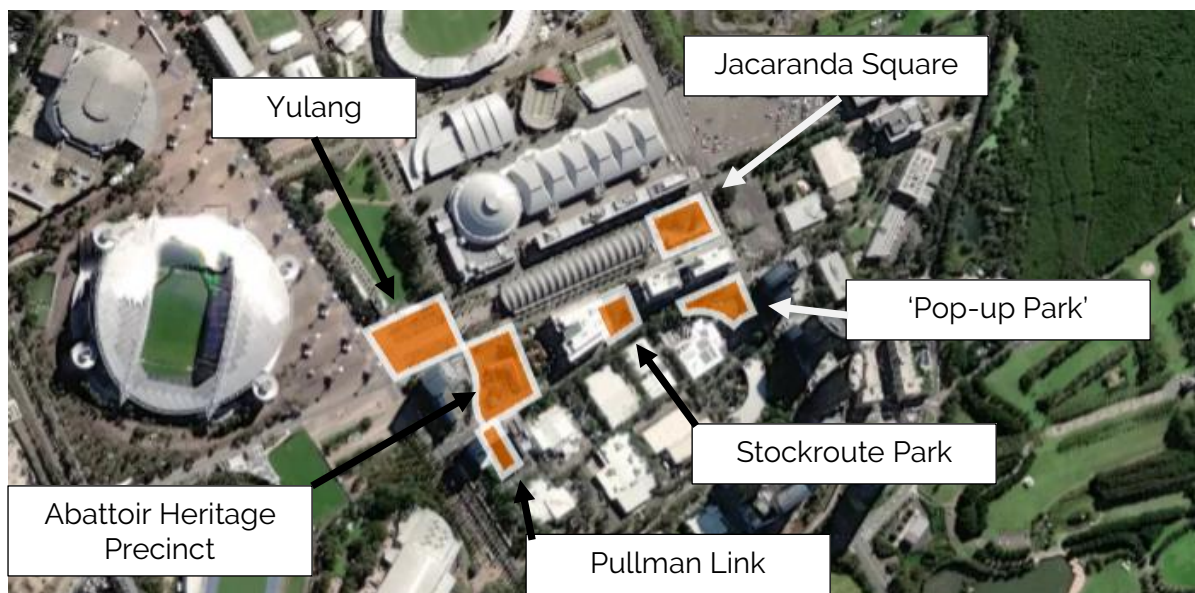
Are there any preferred locations for the project or activity?

The Sydney Olympic Park Authority will consider any location within the Park, but the following sites are encouraged in order to activate places in the town centre for greater community visibility and access:

- Jacaranda Square
- Pop-up Park
- Stockroute Park
- Pullman Link
- Abattoir Heritage Precinct
- Yulang

For more information on community ideas for the above sites please visit the [HOMIFY project page](#) on #mySOP Engage.

Map of preferred project locations



What are the selection criteria? How will you decide who gets funding?

The following criteria will be used to assess the submissions received.

1. Alignment with the Purpose and Aims of the Micro Grant Program

Your project will need to align with the Purpose and at least one of the six Aims of the program

2. Maximise benefits for the people and places of Sydney Olympic Park

Your project or activity will need to benefit the local community and/or enhance publicly-accessible spaces within Sydney Olympic Park.

3. Demonstrate that the project or activity is well considered, with suitable people with the capacity to deliver it within the required timeframe

The intention is that projects and initiatives should be delivered and completed by 30 June 2022. However, should a project or idea require more time, then it must be delivered by 31 December 2022.

Extensions beyond this will generally only be considered if there are extenuating circumstances (for example COVID-19 restrictions).

If required, timeframes and project scopes will be adjusted as per the public health orders at the time.

What is the selection process?

All applications received by the submission date will be collated and assessed.

Priority will be given to projects that are not already provided in Sydney Olympic Park by other community organisations, individuals or businesses.

All the applications received will then:

1. Be reviewed by a panel comprising of Sydney Olympic Park Authority staff and an independent representative.
2. The panel will recommend projects to be approved by Sydney Olympic Park Authority.
3. All decisions are final and are at the sole discretion of the Sydney Olympic Park Authority.
4. All applicants will be advised of the decision made on their applications as soon as possible.

What will successful applicants need to do?

The projects or activities that receive micro grant funding will need to:

1. Receive, read through and sign a digital Project Agreement. This will include what the funding was provided for, to whom, where and other relevant details.
2. The project or activity will need to be delivered as stated in the submission, unless otherwise approved by the Sydney Olympic Park Authority.
3. Project funding will generally be provided upfront or when required.

4. All applicants will need to complete an online acquittal process and submit evidence of:
 - Visual evidence of projects and activities
 - Receipts for expenses above \$50.
 - A list of expenses
 - Photos, diagrams or videos that can be used for promotional purposes by the Sydney Olympic Park Authority
 - A brief summary of lessons learned - what worked and didn't work

Will I need public liability or other insurances?

You might. It is your project and your responsibility to check.

Some activities or events may be able to be co-located with SOPA activities. This will need to be discussed on a case by case basis with SOPA.

The website links of some relevant insurance providers have been provided below as examples only to help you to further research insurance requirements and costs.

You should conduct your own checks and due diligence before purchasing any insurance products. The links provided are to third party websites and SOPA can accept no responsibility for the information provided on these links.

<https://www.localcommunityinsurance.com.au>

<https://www.duckforcover.com.au/>

If you do need insurance, please include it in the project budget.

Please note, SOPA does not recommend any insurance or service providers.