

**ASSOCIATION
GRANT-WRITING TOOLKIT**

Community Building Partnerships Grants

Community Building Partnerships

This guide has been written to support Netball NSW's affiliated associations in writing their grant applications for the NSW Government's Community Building Partnerships (CBP) program. The CBP program awards grants for community infrastructure projects that deliver positive social, environmental and recreational outcomes. In 2025, there is a maximum of \$450,000 to allocate in each electorate.



Applications for the 2025 round open: 28 January 2025.

Applications for the 2025 round close: 21 February 2025 5pm.



TIME TO COMPLETE (APPROX.)

2-6 HOURS



FUNDING AVAILABLE

\$10,000-\$100,000

Step 1: Developing Your Project Idea

1. Start by asking, "What parts of our members' experience could be improved"?
2. Think about the 5 Cs: Clubrooms, Court, Changerooms, Canteen, Carpark.
3. Your project must fit one of three categories:
 - Capital Works
 - Equipment Purchase (freestanding)
 - Vehicle Purchase
4. Use the ideas on the next page for inspiration and call the Community Building Partnership office on (02) 8753 8144 if you wish to check any idea to ensure its eligibility.

Example Project Ideas – Capital Works

Example Project Idea	Example Benefits to Community
Court re-surfacing	<ul style="list-style-type: none"> • Reduced risk of participant injury • Positions our netball carnivals as a more premium event, increasing economic impact to the region. • Meeting current competition standards.
Storage Shed	<ul style="list-style-type: none"> • Delivering more inclusive experiences by having space to store modified equipment. • Reducing OH&S risk, and increased security of assets.
Upgraded lighting	<ul style="list-style-type: none"> • Improved safety and security at night, reducing participation barriers particularly to women and CALD communities • Creating opportunities for more court availability and inclusive competitions (e.g. Mixed / Social evenings)
Re-paint clubrooms or courts (club colours, Indigenous motif)	<ul style="list-style-type: none"> • Improved sense of community, belonging • Improved community cultural safety • Additional jobs to local artists • Instilling a sense of pride within members and volunteers, leading to belonging and retention



A note for Capital Works projects

If a Capital Works project requires development approval, you will need to have this prior to submitting your application.

Unless you have confirmed with your council that your project doesn't require development approval, or you already approval via a *Notice of Determination*, we recommend you apply for an Equipment Purchase or Vehicle Purchase grant instead.

Example Project Ideas – Free-standing Equipment Purchases

Example Project Idea	Example Benefits to Community
New PA System (2-4 speakers plus wireless microphone and aux, MiPro or similar)	<ul style="list-style-type: none"> • Enable club to host larger netball and social events. • Creating a fun and vibrant experience for communities. • Coordinate our members effectively in case of emergency. • Ability to play music to create vibrant competitions and promote sponsors.
Modified netball rings and other equipment (Portable rings with variable height, or 'All Abilities Players	<ul style="list-style-type: none"> • Ability to meet community demand for netball, reducing waitlists and increasing participation. • Providing better experiences to specific groups (NetSetGOers, aged/seniors, people with a disability)
New canteen appliances (e.g. fridge, freezer)	<ul style="list-style-type: none"> • Capacity to provide healthier meal options. • Capacity to provide more inclusive meal options, linked with community demographics.
Technology upgrades <ul style="list-style-type: none"> • Wi-Fi • Live streaming tech • Scoring equipment 	<ul style="list-style-type: none"> • Ability to meet competition standards for scoring infrastructure. • Ability to promote local partnerships and expose our young people to broadcasting to a state-wide audience via live-streamed senior games. • Reducing burden on volunteers
TV or Projector	<ul style="list-style-type: none"> • Ability to host training opportunities for coaches and umpires. • Ability to promote local businesses. • Capacity to host events that build social connection and belonging, such as awards and movie nights.
Defibrillator under \$3k and/or first aid upgrades	<ul style="list-style-type: none"> • Ability to save lives on-site and protect our members while exerting in physical activity. • Safe experience

Example Project Ideas – Vehicle Purchases

Example Project Idea	Example Benefits to Community
12-seat Mini Bus (Toyota Hiace / Ford Transit or similar)	<ul style="list-style-type: none"> • Environmentally-friendly team travel to carnivals. • Opportunity to brand with local businesses • Remove transport barriers for Walking Netball and/or All Abilities participants.

How much should we apply for?

- You can apply for between \$10,000 - \$100,000, the average grant size is typically around \$20,000 but there are almost always grants issued at the upper and lower limits.
- You can submit multiple applications per Association (e.g one for Vehicle Purchase and one for Equipment Purchase), but the project location must be different.
- If applying for \$30,001 or more, you must provide three quotes substantiating your choice of product and supplier.
- Making a co-contribution from your Association will add weight to your application, and likely to be expected if applying close to \$100,000.
- The full set of program guidelines can be found [here](#), and should be read prior to starting or submitting your application.

Step 2: Completing Your Application

The application process is quite straightforward, with a maximum of 100 words for any question. Get started on the SmartyGrants platform [here](#) and remember that you can save and return to the application as you go.

Things You'll Need Ready When Completing Your Application

1. Incorporation details ([click here](#))
2. ABN details ([click here](#))
3. Certificate of Currency ([Public Liability Insurance](#))
4. Optional: A Letter of Support from a relevant body
5. Optional: Quotes for proposed purchases (mandatory for projects > \$30k)

Project Title

The best project titles are written in Proper Case and include the location, the project as well as keywords like 'upgrade' (e.g. "Barooga Recreation Reserve Kitchen Upgrade").

Must-Use Keywords

<p>"Inclusive" (We will be using this grant to become more welcoming to people from all walks of life.)</p>	<p>"Building Capacity" (This grant improves our association's ability to service our community.)</p>
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Tips for Showing Your Budget

- You can view an example budget [here](#).
- Depending on your project, you should include volunteer labour as a contribution which can be costed at \$46.96 per hour (ABS 2024). Using our example earlier, 10 hours of labour to assemble the portable rings would equal \$469.60 in contributions.

Conflicts of Interest

If your MP or their family members are a member of your Association, remember to declare it in this section.

Any Queries?

Call the Community Building Partnership office during business hours on (02) 8753 8144.

Addressing the Program Criteria – Example Answers

On this page are sample answers to the questions that address the four key selection criteria your MP will assess applications against:

Project Title: “Modified Equipment Enabling Netball for All in Cootamundra”

Describe how your project will enhance facilities for the local community.

Currently our Association operates from two netball courts, and has a substantial waiting list for players particularly between the ages of 8-14. By investing in six portable netball goal posts with variable height, we will be able to transform one full-size netball court into 3 smaller courts for our U11s. Further, investing in ‘Walking Netball’ equipment provides the infrastructure needed for our Association to deliver inclusive programs for seniors and people with a disability.

 **Tip:** Describe the current problem AND the positive impact of our project, whilst specifying population segments that are a key focus of the funding.

Describe how your project will meet community needs and increase community participation.

The portable netball rings will allow 400 children to enjoy netball by providing equipment that is scaled to their needs. We forecast not only an increase in netball and physical activity opportunities (ability to grow from 200 to 400 players, two-fold increase), but also the number of paid leadership opportunities for young people to coach and officiate in our electorate. The Walking Netball equipment enables us to meet the need of the aging population in [electorate] to access physical activity and social connection opportunities through a modified format of Australia’s most popular team sport for women.

 **Tip:** Note our use of numbers, youth employment/empowerment, and social benefits.

Describe what capacity your organisation has to deliver the proposed project on time and within scope.

Our Association and its Committee have successfully executed grant projects on time and within scope, such as the [Insert Grant]. We have appointed a designated project officer who would oversee the project and report to the Committee if successful. As we have sourced a reputable supplier and gathered quotes, we are confident in delivering by [completion date] and within [funding amount] Finally, we have an energetic and accredited coach ready to deliver the inclusive programs this equipment will enable, such as a Walking Basketball program in conjunction with the [Insert name] aged care facility.

 **Tip:** Talking about previous track record with grants/projects, an appointed volunteer, and thought has been given to the other people/partners needed.

Describe how your project delivers value for money

This project allows us to use our existing courts in a more cost-effective manner when scheduling competitions for U11s and below, whilst we continue our pursuit of more netball courts in our electorate. We see this as a long-term investment for our Association so the portable goal posts selected are from a reputable brand, using galvanised steel and high-quality materials for maximum durability.

💡 Tip: rather than selecting the cheapest option, we've used words conveying durability and quality.

Tips for a Successful Grant Application

As you write your application, keep the 3 I's in mind: Inspire, Inform and Include:

INSPIRE

Paint a compelling picture to your MP of how the community will be improved by your project. Articulate the problem/gap that your project will be addressing and make the impact more than just netball.

INFORM

Include data about your community to highlight your challenges and strengthen your submission. Depending on your project idea you may consider:

- Connect with your local **Regional Manager** if you require participation reporting
- AusPlay & ABS data around health and physical activity [by region](#)
- [Profile ID](#) demographic data and population forecasts for your LGA.

INCLUDE

Bring key people on the journey with you from the start.

For example the Community Building Partnerships program is electorate-based (\$300k maximum funding per electorate), so your local MP is a critical stakeholder to influence. Hopefully you have an existing relationship with them: if not, this is a perfect launchpad! For example, you might call your MP with two potential project ideas and ask them for their opinion on which best serves the electorate.

If you are unsure what electorate(s) your association is based in, or who your local MP is, you can follow these steps:

1. [Click here](#) to head to the NSW Electoral Commission and enter the address of the facility proposed for this project.
2. Click on the "State District" which is your electorate, and then head to "Parliamentary Representation" to find the current MP of this electorate.

On the next page, we have provided an example of a letter to a local MP. An editable version of this template is available from Netball NSW.

11 December 2024
Sue Pershot MP
PO Box 7
Barangaroo NSW 2000



Harbour Netball Association
PO Box 1
The Rocks NSW 2000

RE: Harbour Netball Association Submission for *Community Building Partnerships*

Dear Sue,

I am writing in support of Harbour Netball Association's (HNA) submission for the Harbour Park Netball Courts Lighting Upgrade project as part of the *Community Building Partnership* program.

Hype up your story, including data from home.id.com.au or other sources.

HNA operates one of the largest community sport organisations in the Sydney electorate, providing active recreation and social connection for over 2300 families. Our home at the Harbour Park netball courts is a community hub, serving as the most popular place for girls to participate in team sport and a key place of employment for 120 young people within the electorate.

Our membership has grown 11% in the past 12 months due to our diverse range of programs such as NetSetGO, and our 'Walking Netball' partnership with local aged care services. We expect this growth to continue based on the 33.3% population growth forecasted towards 2046, and the upcoming 2027 Netball World Cup hosted in Sydney.

Outline your problem, and the impact of inaction.

The challenge we face is that the current lighting at Harbour Park netball courts is not fit-for-purpose: the outdated bulbs operate at high energy consumption and cost, the visibility they provide at night limits the programs we can offer, and our community consultation has also shown our members (90% women, and 42% aged under 18) feel unsafe at night due to insufficient lighting within the carpark. Without an upgrade, our ability to service the rising demand for netball and maintain our role building a healthy City of Sydney is compromised.

Link investment to impact, including ROI (if known)

Our proposed grant of \$51,500 combined with our \$4,500 co-contribution will enable us to install new energy-efficient LED lighting infrastructure across the netball precinct which will meet Australian Standards, provide substantial cost savings of over \$2500 per year, and enable HBA to extend our services to a **further 800 families** each year.

Link project to MP's values/commitments.

We believe this project ties strongly with your commitment to promote 'accessibility to all' within the Harbour region, and our submission comes with the full support of our governing body Netball NSW. We invite the opportunity for you to provide any input and feedback regarding our proposal, and for the government to be a key partner supporting our community project.

Invite them to be included

Yours Sincerely,

Dee Flection
Club President
Harbour Netball Association
0412 345 678 / president@harbournetball.com.au