



Community Building Partnership CBP2022

Parents and Citizens webinar – 13 December 2022



Past P&C Projects funded by CBP



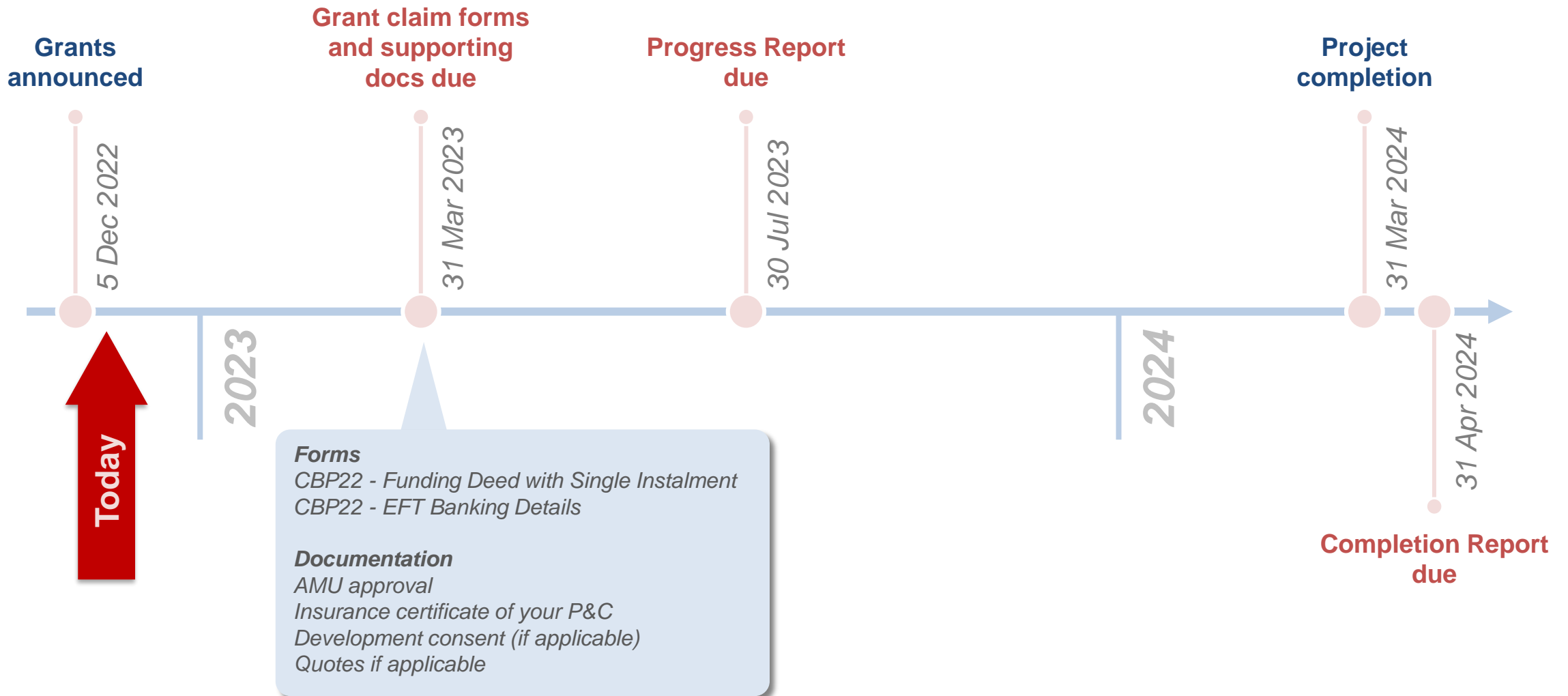
“

... projects that deliver **positive social, environmental, and recreational** outcomes while promoting **community participation, inclusion and cohesion.**

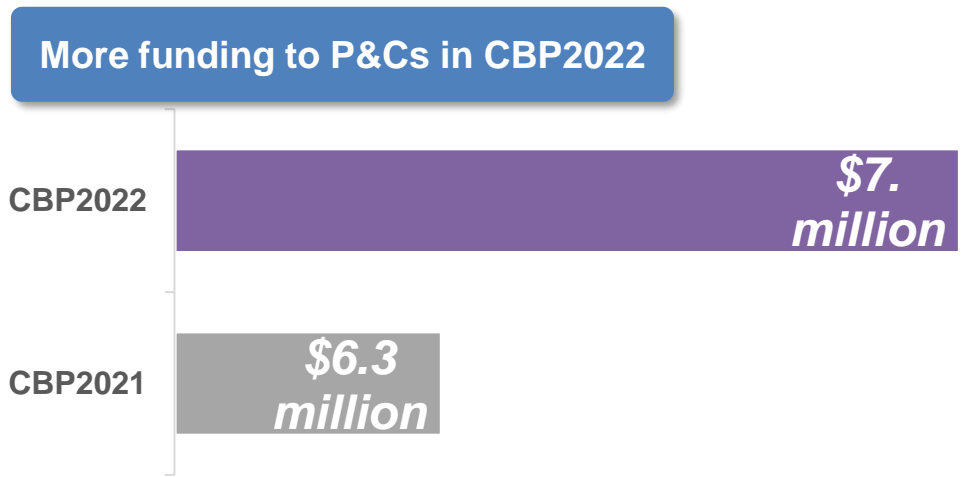
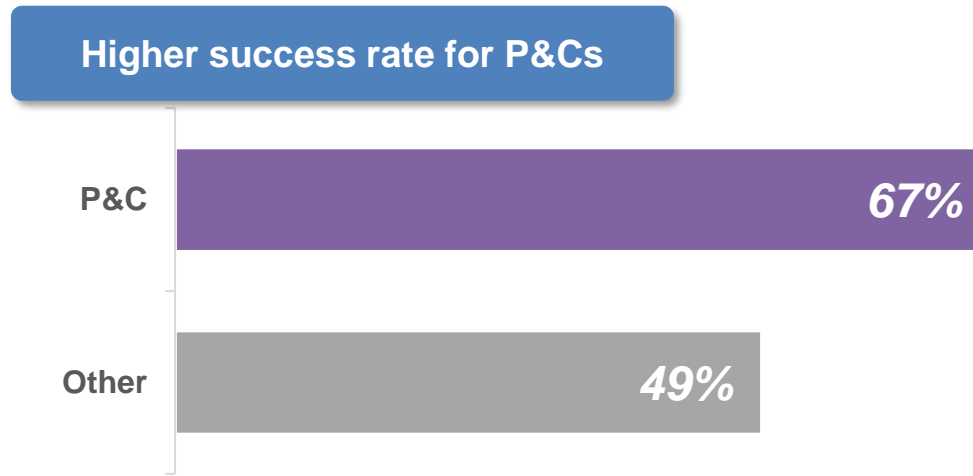
”



Key Dates



CBP2022 grant round



CBP2022 grant round for P&C



Successful CBP22 P&C projects by project scope	Number	Percentage
Playground upgrade e.g. playground equipment, soft fall etc	35	19%
COLA installation or upgrade to outdoor learning space	27	15%
Accessibility improvement e.g. toilet upgrade, entrance, pathway access, sensory play space etc	26	14%
Sports court resurfacing, sport field or equipment upgrade	26	14%
School hall, library or classroom upgrade e.g. AV equipment, extension, accessibility lighting, ventilation	16	9%
Yarning Circle, landscaping, drainage, irrigation, fencing	13	7%
Shade, awning, pergola	10	5%
Others	10	5%
Canteen or kitchen upgrade	9	5%
Water refill stations	7	4%
Signage , notice board etc	4	2%
Equipment purchase	2	1%
Grand Total	185	100%

How to claim grant



1 Submit online forms and docs

2 Receive grant payment

3 Submit Progress Report

4 Submit Completion Report



You can start your project **after 10 June 2022**.



Log into *SmartyGrants* using the same account you used to sign up for the grant.

Dear John Smith,

Congratulations! You have been successful in receiving \$xxxx in the Community Building Partnership 2022 grant round for the following project:

CBP22 – xxxx – Project Title|

Announcements have been made on www.nsw.gov.au/cbp today. You can view the list of successful projects [here](#).

You will find very useful information on the steps required for you to claim the grant funding at www.nsw.gov.au/cbp2022/howtoclaim

NEXT STEPS

The following online forms have been uploaded to your [SmartyGrants](#) profile. The Funding Deed and EFT Banking Details forms **must be completed by 31 March 2023**:

- CBP22 - Funding Deed
- CBP22 - EFT Banking Details
- CBP22 - Completion Report

Failure to meet due dates may result in the withdrawal of your grant offer.

INSTRUCTIONS

Attached is the *CBP2022 - Step by Step Guide for Grantees* to help you access, complete and submit your forms. Please follow the instructions closely.

- Log in to [SmartyGrants](https://communitybuildingpartnership.smartygrants.com.au/applicant/login) at <https://communitybuildingpartnership.smartygrants.com.au/applicant/login>
- Enter the same email address you used to log in to [SmartyGrants](#) to apply for your grant application
- Click 'My Submissions' on the top red bar to access your forms

Please read the Terms and Conditions of the Funding Deed carefully, as they are different from previous grant rounds.

TIPS

- Remember to take before, during and after photos of your project where applicable
- Keep copies of your quotes, invoices and payment records for use in demonstrating progress and completion of your project and for your organisation's own records.

If you have any questions or require further assistance, please contact us at CBP2022@facs.nsw.gov.au and provide your CBP Application ID ([APPLICATION ID](#)).



East Hills Girls Tech High P&C (CBP2021)



Funding Deed



Funding Deed between **P&C** and the **CBP Program**

1 Read all information on the form

2 Complete all required fields

3 Download and print draft deed

4 Sign off by P&C executive

5 Upload signed deed

6 Submit form

CBP22 - Funding Deed with Single Instalment

* indicates a required field.

Parties

This deed is made between:

- (1) The Crown in right of the State of New South Wales represented by the Department of Communities and Justice ABN 36 433 875 185 ("**us**", "**we**", "**our**" and "**the Department**"); and
- (2) The community organisation described below ("**you**", "**your organisation**").

Background

The **Community Building Partnership (CBP) Program** provides funding to improve community infrastructure for the people of NSW, and encourage the enhancement of local community based activities that create more vibrant and inclusive communities.

The **CBP Program** is a NSW Government initiative coordinated by the Department on behalf of the Department of Premier and Cabinet.

Contact Details of the CBP Team

Phone: 02 8753 8144

Email: CBP2022@facs.nsw.gov.au

Community Organisation's Details



Project scope

- If change of scope required, contact us
- Already completed your project after 10 June 2022? Submit the Complete Report as well.

Public liability insurance

- Insures your P&C by name
- Covers public liability for at least \$5 million
- Do not provide certificate of school or contractors

AMU Approval – SINSW DOC1.3




Asset Management Unit (AMU)



Consult your school Principal for more information



The form **must** be signed by AMU Director

 Education School Infrastructure	School, Community or Joint Funded Project Managed by SINSW	
Description of the Work (provide block no/s, room no/s dimensions, surfaces, what does the work involve)		
Up to \$150,000 incl. GST Approved SINSW AMU Director		
Name	Signature	Date

AMU Approval – Tier 1



NSW Education

Tier 1 - Checklist


School Name:	
Principal Name:	
Category: Landscaping & Playground	
Project Name: Click for Options	
Project Description / Scope:	




NSW Education

School or Community Funded Works Notification

School:	
Description of Work:	
Location:	

 *Tier 1* is a simpler pathway for smaller projects.

 Principal to determine if *Tier 1* is suitable

Signature – who can sign



President
Vice President
Secretary
Treasurer



Principal
Deputy Principals



The authorised signatories **cannot** be a witness to the Funding Deed signatures.

EFT form



Provide your P&C bank account details



Ensure you use the same ABN as in your application.



Enter the name of your P&C, not the school.



Double check your banking details! Funds released to wrong bank account may be unrecoverable

Electronic Fund Transfer Details

**indicates a required field.*

Please ensure bank details are correct as funds transferred to an incorrect bank account may not be recoverable.

Applicant Organisation Name

This question is read only.

Organisation Postal Address *

Start typing and select address from dropdown. Must be street address including suburb, state and postcode. Do not use: PO Box; Lot Number; Cnr of; Level #; or Confidential.

Organisation Phone Number *

Must be an Australian phone number (include your area code)

Organisation Email *

Where possible, use a generic email address for your organisation eg: office@.....; info@.....

Organisation Contact for Finance *

Title	First name	Last name
-------	------------	-----------

Q & A



Narara Public School P&C (CBP2019)



Westport Public School P&C (CBP2019)



Reporting – Points system



Points required

\$30,000 and under	0 points	
\$30,001 – \$60,000	50 points	from Category B OR C
\$60,001 – \$100,000	90 points	from Category B AND C
100,001 or more	130 points	from Category B AND C

Reporting - Evidence



Category A

Required for any amount	CBP22 - Completion Report
-------------------------	---------------------------

Category B

50 points	Certificate of occupancy
50 points	Local council letter of completion
50 points	Before and after photos
50 points	Licensed tradesperson's letter of completion
40 points	Published media coverage

Category C

50 points	Invoices & proof of payment
40 points	Transaction ledger
50 points	Statutory Declaration

Reporting – photographic evidence



Before

Community Building Project Grant 2020

The BBQ works are complete and it looks fantastic:



Before



After

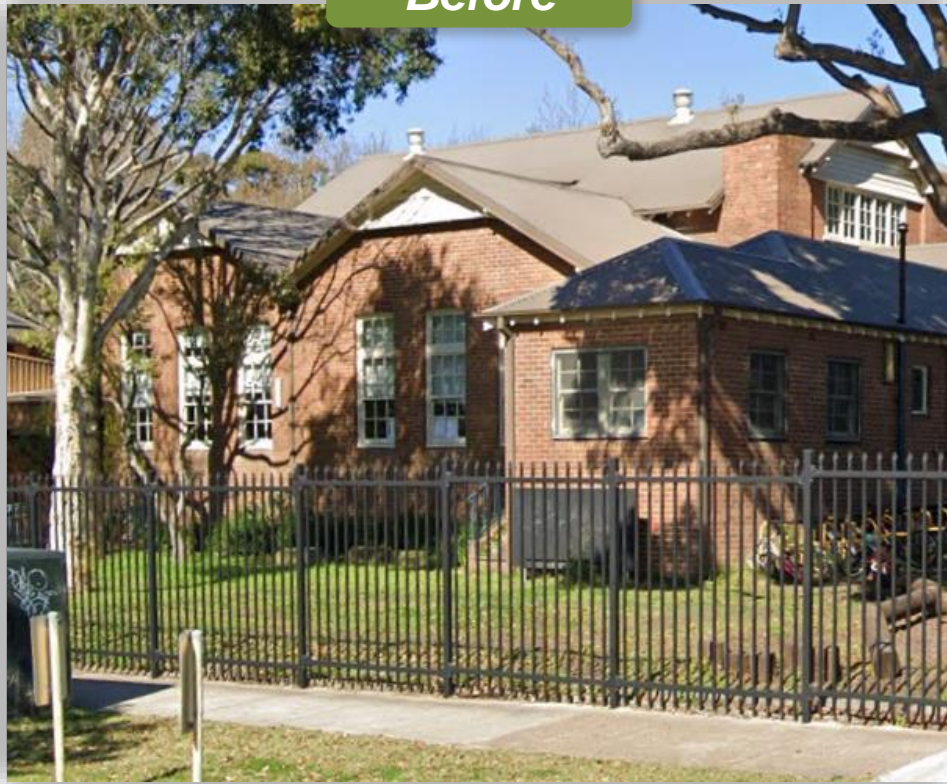


The area will be great for community events and also intended to be useful as an outdoor teaching location in association with the vegetable garden nearby.

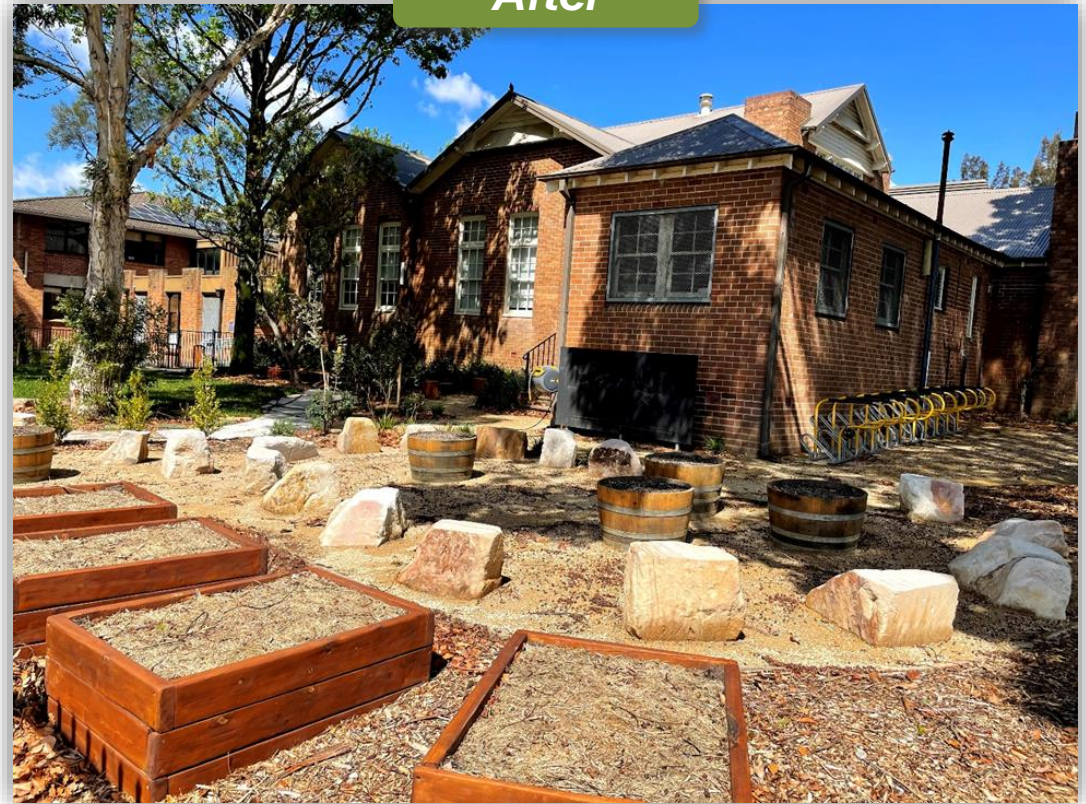
Reporting – photographic evidence



Before



After



Haberfield Public School P&C (CBP2019)

What you need to do



It is **your** responsibility to:

1. Notify us of any change in contact details, in particular user email address. Your *SmartyGrants* login email is our main point of contact with you.
2. Request CBP approval for any variation before undertaking works.
3. Carefully read all terms and conditions.
4. Provide correct banking details.
5. Adhere to all due dates.

31 March 2023 Submit online EFT Banking Details

31 March 2023 Submit online Funding Deed

30 July 2023 Submit online Progress Report

31 March 2024 Complete project

30 April 2024 Submit online Completion Report



Contact us

CBP2022@facs.nsw.gov.au
(02) 8753 8144

www

nsw.gov.au/cbp2022



CommunityBuildingPartnership.smartygrants.com.au