

Dear Gabrielle Gene Levette ,

Congratulations! You have been successful in receiving \$33,245.00 in the Community Building Partnership 2021 grant round for the following project:

CBP21 - 1738 - Balmain Public School Capital Works

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/cbp2021/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 2022:**

- CBP21 - Funding Deed
- CBP21 - EFT Banking Details
- CBP21 - Completion Report

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

INSTRUCTIONS

Attached is the *CBP2021 - Step by Step Guide for Grantees* to help you access, complete and submit your forms. Please follow the instructions closely.

- Log in to SmartyGrants 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 CBP2021@dcj.nsw.gov.au and provide your CBP Application ID (**CBP21 - 1738**).

Regards,

Community Building Partnership Program

Department of Communities and Justice

P: 02 8753 8144

CBP2021@dcj.nsw.gov.au
nsw.gov.au/cbp2021