

About the Grant Program

Instructions for Applicants

Please complete and submit this form to apply for funding under the Holiday Break Autumn and Winter 2027 Grant Program.

Before starting the application please read the [Grant Program Guidelines](#), [Frequently Asked Questions](#) (FAQs) and [Guiding Principles for Youth Grants](#).

These documents contain important information about eligibility, assessment criteria, funding requirements and the application process.

Please Note:

- Funding provided under this program is **one-off and for a fixed term**.
- **Incomplete applications and applications received after the closing date will not be considered.**
- **Applications cannot be amended after the closing date.**
- **Submitted applications that do not provide all required information may be deemed ineligible.**
- Your organisation must be **operating in NSW**.
- All funded projects must be **delivered in NSW and completed by 19 July 2027**.
- Your organisation must hold or be willing to obtain **Public Liability Insurance of at least \$10 million per claim**.
- If successful, grant funding must be used in accordance with the terms and conditions of your executed **Grant Funding Agreement**.
- Successful applicants will be required to complete the relevant reporting requirements through SmartyGrants.
- Applications close at **4:00 pm on Friday 6 November 2026**. Late applications will not be considered.

Support available:

If you need support or have any questions about the grant program, please contact the Grants Team at: grants@officeforyouth.nsw.gov.au

Application Number

This field is read only.

Grant Program Details

The NSW Government is investing up to \$650,000 (excl GST) for initiatives to support the delivery of **free**, structured activities for young people aged 12–24 years during school holiday periods.

The Program aims to improve access to inclusive, high-quality recreational and social opportunities for young people, particularly those who may otherwise experience barriers to participation.

Funding is available for activities to be delivered during the following school holiday periods:

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- **Autumn 2027:** 10 to 28 April 2027; and/or
- **Winter 2027:** 3 to 19 July 2027.

Applicants may apply to deliver activities in one or both holiday periods through a single application.

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application **does not guarantee funding** will be granted for any project, and the Office for Youth expressly reserves its right to accept or reject this application at its discretion;
- it must **bear the costs** of preparing and submitting this application and the Office for Youth does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has **read** the [Grant Program Guidelines](#) and has **fully informed** itself of the program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Office for Youth will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Office for Youth may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

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- the Office is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act). Any personal information (as defined by the Privacy Act) collected by the Office in relation to this program will be handled in accordance with the Privacy Act and its privacy policy which is available at [privacy policy](#).
- the information it provides to the Office in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Office and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Eligibility Confirmation

* indicates a required field

To be eligible to apply for the grant program you **must be**:

Local government organisations, boards or groups:

- NSW local councils operating under the Local Government Act 1993 (LG Act)
- Joint Organisations (s400O of the LG Act)
- Regional Organisations of Councils (which are voluntary groupings of councils).
- the Lord Howe Island Board
- the Unincorporated Far West group
- Section 355 Committees of Councils (**must apply in the name of the relevant Council and must have permission to apply**)

Indigenous and Aboriginal Organisations

- a Local Aboriginal Land Council
- Not-for-profit Indigenous Corporation (registered under Corporations (Aboriginal and /or Torres Strait Islander) Act 2006)

Other

- Not-for-profit organisations and community organisations registered with the Australian Charities and not-for-profits Commission (ACNC)
- Incorporated organisations registered with NSW Fair Trading under the Associations Incorporations Act 2009.

Organisation's legal entity

Select organisation type *

- ☐ NSW Local Councils operating under the Local Government Act 1993 (LG Act)
- ☐ Joint Organisations (LG Act s400O)
- ☐ Regional Organisations of Councils (which are voluntary groupings of councils).
- ☐ Lord Howe Island Board
- ☐ Unincorporated Far West group

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- ☐ Section 355 Committees of Councils (must apply in the name of the relevant Council and must have permission to apply)
- ☐ NSW Local Aboriginal Land Councils
- ☐ Not-for-profit Indigenous Corporation (registered under Corporations (Aboriginal and /or Torres Strait Islander) Act 2006)
- ☐ Not-for-profit companies limited by guarantee (ACNC/DGR)
- ☐ Incorporated organisations registered with NSW Fair Trading under the Associations Incorporations Act 2009.

Evidence of Legal Structure

Evidence that the Applicant organisation is a "not-for-profit" body. This may include a registration certificate from: • NSW Fair Trading • Australian Charities and Not-for-profit Commission (ACNC) • Aboriginal Health & Medical Research Council of NSW • Office of the Registrar of Indigenous Corporations (ORIC) • Supply Nation • NSW Indigenous Chamber of Commerce

For Section 355 Committees - upload relevant Council's permission to apply.

Please attach evidence of the Applicant organisation legal structure selected above: *

Attach a file:

Please note: Incorporated organisations and associations should upload a copy of their certificate of incorporation from NSW Fair Trading. Not-for-profit companies should upload a copy of their ACNC certificate or certification of DGR status. Indigenous Corporations should attach a copy of their registration certificate from the Office of the Registrar of Indigenous Corporations (ORIC)

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/ services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include a minimum of \$10 million Public Liability Insurance or a willingness to purchase it.

Does the applicant organisation have at least \$10 million in public liability insurance, or is willing to obtain \$10 million in public liability insurance? *

- ☐ Yes
- ☐ No, but willing to obtain if successful

Applicants must hold at least \$10 million in public liability insurance to enter a funding agreement with the NSW Government; if not currently in place, it must be obtained and evidence provided.

Evidence of Insurance

Please provide a certificate of currency that fulfils the following criteria:

- Currently valid
- Issued to, or confirms coverage for the applicant organisation
- Covers "Public Liability" for at least **\$10,000,000**

Please upload a current and valid copy of your Public Liability Insurance *

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Attach a file:

HINT: PLI must be a minimum value of \$10,000,000

Please confirm that your organisation has not been publicly identified as declining to join the NSW National Redress Scheme OR failing to join the scheme at the expiry of six months after being notified to join the Scheme. *

- ☐ Yes, I confirm
☐ No I cannot confirm (you may be deemed ineligible for this grant)

Note: For more information on the NSW Government Redress Scheme Sanctions Policy, visit <https://arp.nsw.gov.au/c2021-13-nsw-government-redress-scheme-sanctions-policy/>

Does your organisation have any outstanding acquittals due to the Office for Youth or the Department of Communities and Justice? *

- ☐ Yes - (you may be deemed ineligible for this grant program)
☐ No

Note: If your organisation has any outstanding acquittals due, you are not eligible to apply to this grant program. Please complete any outstanding acquittals prior to submitting your application.

Is your organisation operating in NSW? *

- ☐ Yes
☐ No

As per guidelines organisation must be operating in NSW to be eligible.

Will the project be carried out in NSW? *

- ☐ Yes
☐ No - activity location must be declared if outside of NSW

LGAs or Unincorporated Areas on border locations within NSW may be eligible to conduct projects and activities in their neighbouring state if declared in the application.

Not eligible

Based on the responses you have provided above you are not eligible to apply for this grant.

If you have further queries please email Grants Team at: grants@officeforyouth.nsw.gov.au

Eligibility Confirmation

Please declare this application meets the Grant Program eligibility criteria:

- I have read and understand the **Holiday Break Autumn and Winter 2027 Grant Program Guidelines**, the **FAQs and its relevant documents**.
- It has been prepared by and is being submitted by an eligible applicant.
- Grant funding must be spent within the terms of the executed Grant Funding Agreement.
- Proposed project aligns with the objectives of the program that are included in the Grant Program Guidelines.
- All activities/events must be developed, delivered, and completed by 19 July 2027.

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- If successful, the applicant organisation can maintain adequate and current insurance cover as appropriate. This may include, but not limited to Workers Compensation Insurance, Professional Indemnity Insurance, Personal Accident Insurance, and a **minimum of \$10 million Public Liability Insurance.**

I confirm that I have read and understand the Grant Program Guidelines and the information above and I can confirm this grant submission meets the Eligibility Requirements for the Holiday Break Autumn and Winter 2027 Grant Program: *

☐ Yes

Applicant Organisation Details

* indicates a required field

Organisation Details

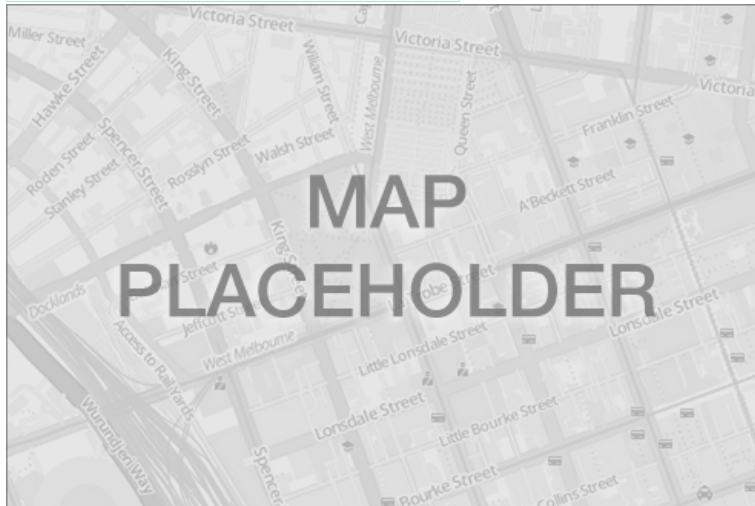
Organisation Name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address

Address



Postal Address

Address

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Primary Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Email Address *

Must be an email address.

Website

Must be a URL.

Aboriginal and Torres Strait Islander Community Controlled Organisations

DCJ has committed to asking the following question for all grant opportunities, to allow for reporting against the NSW Government's Closing the Gap commitments.

DCJ is committed to funding Aboriginal and Torres Strait Islander Community Controlled Organisations ([Definitions of an ACCO](#)).

For the purpose of this grant an [Definitions of an ACCO](#) delivers services that build the strength and empowerment of Aboriginal and Torres Strait Islander communities and people, and is:

- incorporated under relevant legislation and not-for-profit
- controlled and operated by Aboriginal and/or Torres Strait Islander people;
- connected to the community or communities in which they deliver the services; and
- governed by a majority Aboriginal and/or Torres Strait Islander governing body.

Is your organisation an Aboriginal and Torres Strait Islander Community-Controlled Organisation (ACCO), per the definition above? *

☐ Yes

☐ No

Does the applicant have an Australian Business Number (ABN)? *

☐ Yes

☐ No

Not eligible

Based on the responses you have provided above you are not eligible to apply for this grant.

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If you have further queries please email Grants Team at: grants@officeforyouth.nsw.gov.au

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

About your organisation

Please outline the purpose of your organisation and the programs you operate, particularly those supporting children and families *

Word count:

Must be no more than 100 words.

Primary Contact Details

Primary Contact *

Title First Name Last Name

This is the person we will correspond with about this grant. (This person must be from the applicant organisation and must not be an external supplier that will financially benefit from the grant)

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

Must be an Australian phone number.

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Country code not required, area code for landlines is required.

Primary Contact Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Email *

Must be an email address.

This is the address we will use to correspond with you about this grant.

Applicant Bank Details

If your application is successful and you are registered for GST, you are not required to submit an invoice, as a Recipient Created Tax Invoice (RCTI) will be issued by the Department.

All successful applicants will receive a remittance advice.

Applicant Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Account name must match applicant organisation name

Please provide a recent bank statement of the account you would use to receive the grant funding if you are successful. *

Attach a file:

You do not have to show transaction details, however, the statement must:

- Be for an account in the name of the applicant organisation
- Clearly show the BSB, account number and name of the account holder
- Be a statement on financial institution letterhead
- Not be an online transaction list

Finance Contact

Should your application be successful, this person may be contacted by our payments team to confirm payment of your grant.

Finance Contact *

Title

First Name

Last Name

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Primary Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Authorised Signatories

- The Authorised Organisation Contact will receive formal correspondence from the Office for Youth and will be the organisation's **authorised delegated contact and sign the Grant Funding Agreement**.
- Grant Funding Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.
- The Office for Youth will add your contact details to the Payment and Contracting system. **Please note that each email address must be unique and cannot be associated with more than one individual.**
- It is your responsibility to update the Office of any contact detail changes during the delivery of the project.

Note: More information on [DCJ authorised signatories](#) is available on our [website](#). The 2 authorised signatories have delegated authority to sign on behalf of the organisation and should be the General Manager, CEO or Executive Officer, President, Organisation Board or Committee of Management Chair. It is your responsibility to update the Office for Youth, DCJ of any changes to contact details during the delivery of the project.

Applicant First Authorised Signatory *

Title	First Name	Last Name

First Authorised Signatory Position *

First Authorised Signatory Phone Number *

Must be an Australian phone number.

First Authorised Signatory Email *

Must be an email address.

Must be a unique and individual email address to the person not the organisation. Please do not include a generic or mailbox address.

Applicant Second Authorised Signatory *

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Title	First Name	Last Name

Second Authorised Signatory Position *

Second Authorised Signatory Phone Number *

Must be an Australian phone number.

Second Authorised Signatory Email *

Must be an email address.

Must be a unique and individual email address to the person not the organisation. Please do not include a generic or mailbox address.

About your Activities and Events Details

*** indicates a required field**

Funding is available for activities to be delivered during the following school holiday periods:

AUTUMN 2027: 10 to 28 April 2027; and/or

WINTER 2027: 3 to 19 July 2027.

Select the school holiday period(s) for project delivery *

☐ Autumn ☐ Winter ☐ Both

You may apply for activities in one or both holiday periods within a single application.

Title *

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Briefly describe your activities and how the grant will be used.

Anticipated start date *

If you are delivering your project in one holiday period only (e.g. only Autumn), the start and finish dates must be within this season's delivery dates. If you are delivering your project in both seasons,

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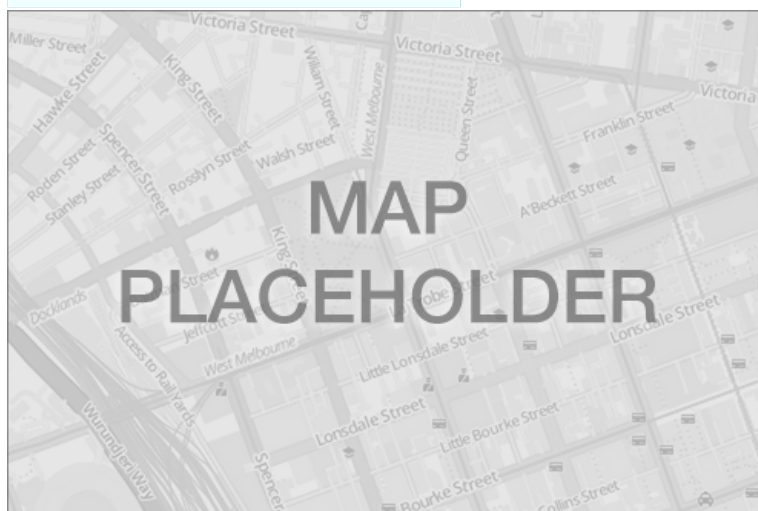
then the start date must be within the Autumn delivery period and the finish date must be within the Winter delivery period.

Anticipated end date *

If you are delivering your project in one holiday period only (e.g. only Autumn), the start and finish dates must be within this season's delivery dates. If you are delivering your project in both seasons, then the start date must be within the Autumn delivery period and the finish date must be within the Winter delivery period.

Primary location of your initiative

Address



Primary location is primary location of your project. It does not need to be a specific address, and can be postcode, suburb, state (NSW), etc. If delivered online, please specify the area of focus for delivery.

Target Participants

The Program supports a diverse range of activities for **young people primarily aged 12-24 years** who may face different needs and challenges in accessing recreational and social activities within their communities. Some young people experience greater barriers to participation, including financial, geographic or social barriers.

Target groups include:

- Aboriginal and Torres Strait Islander young people
- Culturally and Linguistically Diverse young people
- Young people with disability
- LGBTQIA+ young people
- Rural and regional young people
- Young women and girls
- Young people experiencing poverty

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- Young people with adverse childhood experiences (including youth justice, out of home care, homelessness, caring responsibilities)

In the Project Activities Table, provide details about the participants you are targeting for each activity, including the primary age group.

Then for each activity, provide the total expected number of participants.

Age categories include:

12–15 years

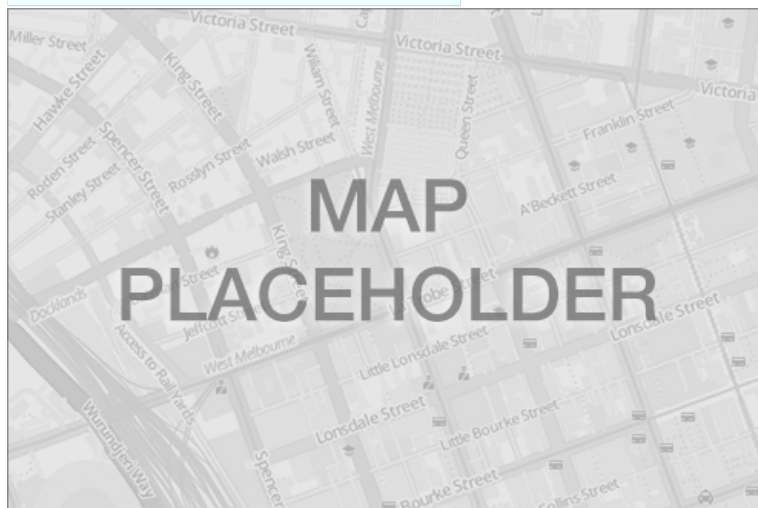
16–18 years

19–24 years

[Holiday Break Region Map](#)

Primary location of where target participants will be from *

Address



Suburb/Town, State/Province, Postcode, and Country are required.
Primary location does not need to be a specific address, and can be postcode, suburb, state (NSW), etc. If delivered online, please specify the area of focus for delivery.

Primary region where target participants will be from *

Primary LGA of target participants

Primary Electorate of target participants

Project Activities

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- Add **one activity per row**.
- If the same activity will be delivered in both holiday periods, **list it separately for each season**.
- Provide **enough detail about each activity** so assessors can clearly understand the activity you are proposing to deliver.

Click 'Add More' at the bottom of the table to add additional rows if required.

Select the Activity description (Provide detail about the activity)
 Activity Location (Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia)
 Participant cohort primarily targeted by the activity
 Participant age group primarily targeted by the activity
 Total number of participants (From all age groups for this activity)
 Participant NSW REGION

Select one for each activity	Describe and provide detail. Add rows '+' to list additional activities.	Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia	Which youth cohort is this activity primarily targeting?	What age group is the activity primarily targeting?	Must be a number.	Which region are the participants from? Refer to Holiday Break Region map
			Other:			

Total number of participants *

This number/amount is calculated.

It is the sum of the total number of participants for each activity listed in the table.

Total number of proposed activities *

Must be a number.

Downstream Recipient

A downstream recipient is a third-party organisation that will deliver part or all of your project activities and receive a portion of or all of the grant funding for that work. The applicant organisation remains solely responsible for the management of the project and compliance with the Funding Agreement.

Ensure you read the program guidelines for eligibility requirements as **limits apply for applicants**.

Will your organisation engage any downstream recipient(s) to deliver part of the project? *

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☐ Yes

☐ No

Please provide details of the downstream recipient organisation:

Type of downstream recipient: *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Attach written confirmation that the downstream recipient agrees to participate in the project. *

Attach a file:

Downstream Recipient ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Downstream Recipient Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Downstream Recipient Primary Phone Number *

Must be an Australian phone number.

Downstream Recipient Primary Email *

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Must be an email address.

Scope of Work - downstream recipient organisation:

Describe the role in project delivery and the activities that will be delivered as part of the project *

Briefly describe your activities and how the grant will be used. Outline which holiday period the activities are to be delivered in.

Total amount of requested funding to be passed onto downstream recipient

Must be a dollar amount.

Compliance declaration - downstream recipient organisation

Please confirm you agree with the below: *

☐ I understand that if an organisation applies directly and is also listed as a downstream recipient in another application, only the organisation's direct application will be considered. Any other application listing the organisation as a downstream recipient will be deemed ineligible.

Assessment Criteria

* indicates a required field

Applicants should refer to and the utilise the [Guiding Principles for Youth Grants](#) in the design on their grant.

All eligible applications will be assessed against the criteria below. Applications must demonstrate how the proposed activities or events aligns with the Program objectives and will contribute to achieving the intended outcomes.

Program Objectives:

- **Increase access to activities** Increase the availability of free, structured recreational and social activities for young people aged 12–24 years during school holiday periods.
- **Reduce barriers to participation** Address financial, geographic and accessibility barriers that may limit young people's ability to participate in activities within their local communities.
- **Support inclusive and targeted delivery** Encourage activities that are inclusive and responsive to the needs of diverse groups of young people, particularly those who may experience disadvantage or exclusion.
- **Promote positive youth development** Support activities that build young people's skills, confidence, creativity and social connection in a safe and supportive environment.

- **Encourage community engagement and connection** Strengthen connections between young people, their peers and their local communities through meaningful participation in shared activities.

C1: Alignment with program objectives and community benefit The application must demonstrate:

- how the proposed activities will increase access to free, structured activities for young people aged 12-24 years (noting that activities may target a specific age subgroup, e.g. 12-16 years).

C2: Responding to barriers, inclusion and reach The application must demonstrate:

- an understanding of the needs of young people in the target group,
- how the project will address barriers to participation (e.g. cost, transport, accessibility), and
- how the activities will be inclusive and accessible to the young people in the target group

Applicants must:

- describe how the activities have been designed to meet the needs of the young people in the **target group**, and
- outline how activities will be promoted to reach the target group.

C3: Quality of activities and youth outcomes Application demonstrates that the proposed activities:

- are age-appropriate, safe and well-designed
- provide engaging and meaningful experiences for participants, and
- support positive outcomes for young people, including wellbeing, skills development, confidence and social connection.

C4: Delivery capability and value for money Application demonstrates:

- organisational capacity and experience to deliver the project,
- a clear and achievable delivery plan within the required timeframes, and
- a detailed and reasonable budget that represents value for money.

Criteria 1 - Alignment with program objectives and community benefit

C1. How will your proposed activities benefit the young people you are targeting in your local community? *

Word count:

Must be no more than 150 words.

Provide specific examples where possible.

Criteria 2 - Responding to barriers, inclusion and reach

C2. How will you ensure each activity is inclusive and accessible for your priority cohort? *

Word count:

Must be no more than 150 words.

In your answer also explain how the promotion of activities will reach your intended target group(s).

Criteria 3 - Quality of activities and youth outcomes

C3. Why did you choose these activities for your target cohort? *

Word count:

Must be no more than 150 words.

Explain how the activities will be age appropriate, provide engaging and meaningful experiences and support positive outcomes for them.

Criteria 4 - Delivery capability and value for money

C4. Demonstrate your organisations capacity to deliver the project and why your budget provides value for money? *

Word count:

Must be no more than 150 words.

Project Budget

* indicates a required field

Request for funding

Eligible organisations may apply for funding between **\$1,500 and \$10,000 (ex GST) per application**.

Funding can be allocated to activities delivered in **one or both holiday periods**. For example, you may request the full amount for one period or split the funding across Autumn and Winter (e.g. \$4,000 for Autumn and \$6,000 for Winter).

A **Rural and Remote Subsidy (RRS) of \$2,000 (ex GST) per holiday period** may be available for eligible projects in delivering activities to young people from remote or very remote locations listed in **Appendix B of the [Program Guidelines](#)**.

A budget with supporting evidence is required and will be assessed for value for money.

All requested costs must be eligible, reasonable, and directly related to delivering your project.

Please note:

- The Office for Youth may choose to **part-fund your project** if some costs are assessed as ineligible.

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- The Office for Youth may offer a **lower amount than requested**.
- If the removal of ineligible costs reduces the total amount requested to **less than \$1,500** your project may be deemed ineligible for funding.

Base funding requested (EXCLUDING Rural Remote Subsidy (RRS) amount)

Must be a dollar amount and between 1500 and 10000.

Enter the total financial support you are requesting under this grant. Note: funding amount excludes GST

Rural and Remote Subsidy (RRS)

Up to **\$2,000 (ex GST) per holiday period may be requested**

(A maximum of \$4,000 ex GST may be requested, e.g. \$2,000 Autumn and \$2,000 Winter)

Eligible LGAs and Unincorporated Areas:

- Balranald
- Bogan
- Bourke
- Brewarrina
- Broken Hill City (classified as outer regional but eligible as a service hub for remote and very remote areas)
- Carrathool
- Coonamble
- Central Darling
- Cobar
- Hay
- Lachlan
- Lord Howe Island
- Moree Plains
- Unincorporated Far West Area
- Walgett
- Warren
- Wentworth

The Office is not responsible for applications that **incorrectly claim** the rural and remote subsidy where this impacts the application outcome.

Are you applying for the Rural and Remote Project Delivery Subsidy? *

☐ Yes ☐ No

Rural and Remote Subsidy (RRS) amount requested

The rural and remote project delivery subsidy is expected to be expended and reported on within the holiday period for which it is allocated.

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However, if the subsidy is not fully utilised in one holiday period, the remaining balance may be carried forward to a subsequent approved holiday period. **Where funding is approved for two periods, the total subsidy cannot be fully expended in one period.**

RRS amount requested AUTUMN 2027 *

Must be a whole dollar amount (no cents) and no more than 2000.

RRS amount requested WINTER 2027 (overall amount requested will calculate below) *

Must be a whole dollar amount (no cents) and no more than 2000.

Total Amount Requested

*

\$

This number/amount is calculated.

This number/amount is calculated. It includes the total funding requested plus any Rural and Remote Subsidy (if applicable).

Grant Funding Exclusions

Organisations must use the grant funds, including any interest earned, for the purposes of the grant.

Items or activities that funding cannot be used for include:

- activities that impose any costs on participants (e.g. entry fees, club memberships, fundraising to cover participation costs). Activities **must be free** for participants.
- ongoing operational or “business as usual” expenses
- hire of facilities and/or equipment owned by the applicant
- capital works or major equipment purchases
- any activity of a commercial nature that is for profit
- activities that generate private or commercial benefit
- costs not directly related to the approved project
- existing debt or budget deficits
- purchases of gift cards, vouchers, prepaid cards, or other cash equivalents are not permitted.
- equipment purchases exceeding \$250 in total, for example gaming consoles, furniture, laptops, mobile phones, computers
- activities that encourage gambling such as bingo, or the consumption of alcohol, tobacco and other drugs.
- existing programs/projects/activities/events.
- donations or commissions to third parties.
- staff training and professional development

Please confirm that you will not spend grant funding on the above excluded items. *

☐ Yes

Project Delivery Costs

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- Please include all expenditure items that you are seeking to fund under the grant. **You must include expenses for Rural and Remote Subsidy if applicable.**
- Note, these items must be eligible under the grant according to the guidelines.
- Do not include co-contributions.

Expenditure	Cost description	Amount (exc GST)	Upload supporting documents
	e.g. Catering, 20 participants at \$15 p/head; Cooking facilitator 1 person, 3 hours at \$30 p/hr	Ensure amount excludes GST Must be a dollar amount.	e.g. quotes

Combined Administration Costs

Administration costs should generally not exceed 40% of the total grant amount requested, unless a clear reason is provided.

Administration costs apply to costs incurred by the applicant staff, external suppliers or downstream recipients and include at minimum:

- Marketing and promotion
- Activity-related insurance
- Wages for administration, design, planning, travel, and management for the activity or project
- Travel, accommodation, and meal expenses

All costs must be reasonable, necessary, and directly linked to delivering the project.

The Office will consider whether administration and staffing costs are reasonable in relation to the outcomes being delivered.

Category Admin	Description Admin	Amount Admin (exc GST)	Upload Supporting documents
Administration, staffing and promotion costs combined should generally not exceed 40% of the total grant requested.		Must be a dollar amount.	

Budget Totals

Total Project Delivery costs	Total Admin costs	Admin % costs	Admin cost % PLUS RRS
Total Project Delivery costs *	Total Admin costs	Admin % costs	Admin cost % PLUS RRS

HB Autumn / Winter 2027 - Application form

Form Preview

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Proposed grant funded Expenditure Total

Total Funding requested *

This number/amount is calculated.

Total Grant Funded Expenses *

This number/amount is calculated.

To have an equal budget the number below must equal "0"

Total Amount Requested minus Total Expenditure *

This number/amount is calculated.

Budget - Co-contributions

Providing co-contributions is encouraged but not required.

Will your organisation or partners provide any cash or in-kind contributions to support this project? *

☐ Yes

☐ No

Total value of all co-contributions *

Must be a whole dollar amount (no cents).

Briefly describe your co-contributions and how they support project delivery. *

This may include staff time, venues, equipment, or partner support.

Declaration and Authorisation

* indicates a required field

Declaration

Below you are asked for the details of the person who can provide 'Authorisation' of your application. This may not necessarily be the SmartyGrants user or the person who has filled in this form. It should be a position holder authorised on behalf of your organisation to make application for funding.

The authorised signatory agrees to the following statements:

- I certify that the information in this application is true and correct.
- I declare that I have the appropriate authority to submit this application on behalf of my organisation.

HB Autumn / Winter 2027 - Application form

Form Preview

- I acknowledge that this is one-off grant funding.
- I confirm our Organisation will acknowledge NSW Government funding in events/ activities and any promotional material.
- I agree that if successful, details about the outcomes may be used by NSW Department of Communities and Justice for informative and evaluation purposes.

***Please tick the 'check box' below if you agree to these statements**

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title First Name Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find the online application process?

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour 60

Were there any parts of the application process that were difficult to navigate or unclear?

What additional information or guidance would have made the application process easier?

Do you have any suggestions to improve the application form or process?

Submission

- **Once you have submitted your application, no further editing or uploading of support materials is possible.**

You will not be able to submit your application until all the compulsory questions are completed. If you are having trouble submitting your application, please ensure you have complied with word count limits, dates, minimum/maximum dollar amounts, address conventions etc before trying again to submit your application.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you supplied under Organisation's Details.

If you do not receive a confirmation of submission email then your application has **NOT** been submitted. Please email Grant Team at grants@officeforyouth.nsw.gov.au please quote your Application ID in all correspondence.

GMS-SGO/2025 v2.0