

About the Grant Program

Instructions for Applicants

Please complete this form to submit an application for funding under the Holiday Break Spring Summer 2026/27 Grant Program. Before starting the application please read the [Grant Program Guidelines](#) and [Frequently Asked Questions](#)(FAQs) to ensure all requirements are clear.

Please Note:

- Eligibility and submission of an application does not guarantee funding.
- This grant is one-off funding with a fixed term ending 27 January 2027.
- Grant funding must be spent within the terms of the executed Grant Funding Agreement.
- If successful, you are required to submit a Progress report (for Spring activities only) and a Final Report and Acquittal in SmartyGrants no later than 30 days after your project end date.
- Your application must be accurate and complete upon submission. Your application will be deemed ineligible if the required information is not completed.
- The cost of preparing an application is the responsibility of the applicant.
- All projects must be located within NSW and must be delivered in full by 27 January 2027.
- Your organisation must be based in NSW and maintain current and adequate Public Liability insurance (minimum \$10 million) per claim or be willing to purchase it.
- **Applications that are incomplete or received after the closing date will not be considered.**
- **Once an application is submitted, your form cannot be varied.**
- Submissions close on **22 July 2026 at 4pm**. 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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- **Spring 2026:** 26 September to 11 October 2026; and/or
- **Summer 2026-27:** 18 December 2026 to 27 January 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 relevant 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
- an 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 *

- ☐ Incorporated organisations registered and approved as a not-for-profit body by NSW Fair Trading under the Associations Incorporations Act 2009.
- ☐ Indigenous Corporation ORIC registered
- ☐ NSW Local Aboriginal Land Councils
- ☐ NSW Local Councils operating under the Local Government Act 1993 (LG Act)
- ☐ Not-for-profit companies limited by guarantee (ACNC/DGR)

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- ☐ Joint Organisations (LG Act s4000)
- ☐ Section 355 Committees of Councils (must apply in the name of the relevant Council and must have permission to apply)
- ☐ Regional Organisations of Councils (which are voluntary groupings of councils).
- ☐ Lord Howe Island Board
- ☐ Unincorporated Far West group

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 *

Attach a file:

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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 based in NSW? *

- ☐ Yes
- ☐ No

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

Will the project be carried out in NSW? *

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

You may be eligible if your activities are in a neighbouring state. Activity location must be declared with your 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 Spring/Summer 2026/27 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 27 January 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 Spring/Summer 2026/27 Grant Program: *

☐ Yes

Applicant Organisation Details

* indicates a required field

Organisation Details

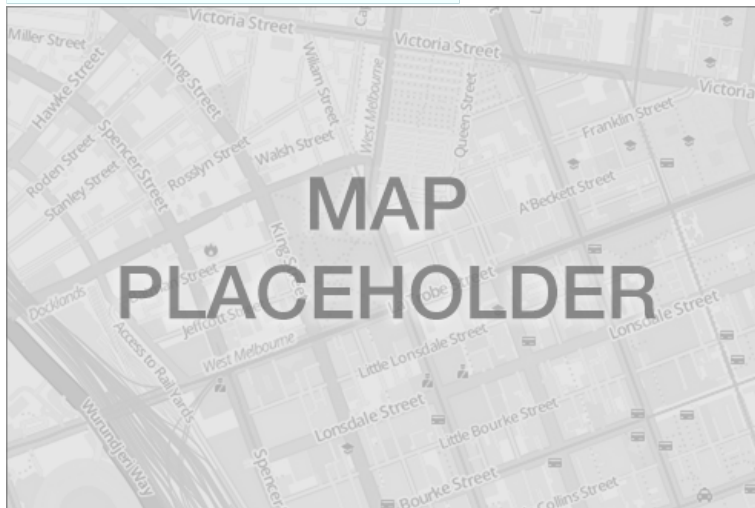
Organisation Name *

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 DCJ of any contact details change 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

Second Authorised Signatory *

Title First Name Last Name

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Second Authorised Signatory Position *

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Second Authorised Signatory Phone Number *

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Must be an Australian phone number.

Second Authorised Signatory Email *

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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:

SPRING 2026: 26 September to 11 October 2026; and/or

SUMMER 2026-27: 18 December 2026 to 27 January 2027.

Which school holiday period(s) will your project deliver activities? *

☐ Spring ☐ Summer

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

Title *

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Word count:

Must be no more than 25 words.

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

Brief description *

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

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Anticipated start date *

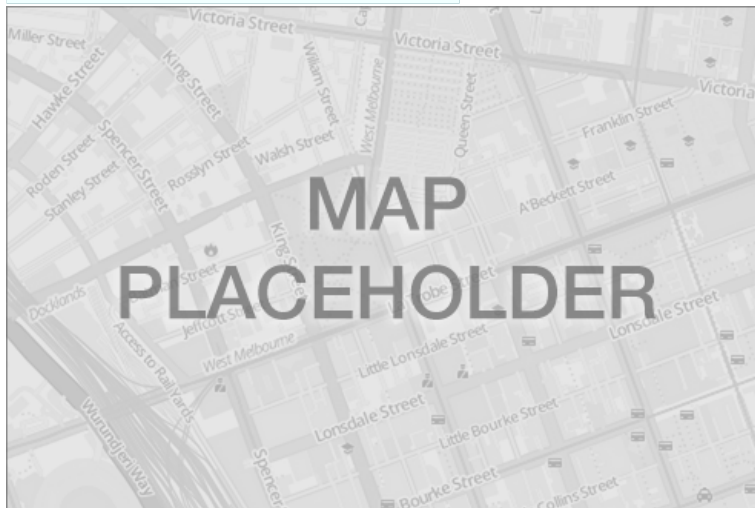
Start date must be between 26 September to 11 October 2026 (Spring); or 18 December 2026 to 27 January 2027 (Summer). A delivery date outside of the school holidays is not eligible.

Anticipated end date *

End date must be between 26 September to 11 October 2026 (Spring); or 18 December 2026 to 27 January 2027 (Summer). A delivery date outside of the school holidays is ineligible.

Primary location of your initiative

Address



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.

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.

Provide details about the young people who will participate in your activities, including age groups and expected number of participants per group and age group.

Options:

12-15 years

16-18 years

19-24 years

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Activity/Event

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

[Holiday Break Region Map](#)

Select a Holiday Period	Activity	Location	Activity Region	Participant s - Spring/Summer 2026/27	Participant s age groups	Number of Participant s
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	One per row. Add more rows if you want to list additional activities. Must be no more than 25 words.	Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia	Refer to Holiday Break Region map	Which of the following groups is your project targeting? (Select all that apply)	What age group(s) will participate in this activity/event?	Must be a whole number (no decimal place).
				Other:		

Total Number of participants *

This number/amount is calculated.

Downstream Recipient

A downstream recipient is a third-party organisation that will deliver part of your project activities and receive a portion of the grant funding for that work.

For example, hiring a workshop provider, youth service, or cultural organisation to run activities as part of your program.

If an applicant includes a downstream recipient:

- They **can only be nominated once** in the program.
- They **cannot be both an applicant and a downstream recipient**.
- The application must include:
 - **Written confirmation of participation**
 - **Itemised budget for their activities**

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

☐ Yes ☐ No

Please provide details of the downstream recipient organisation:

*

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☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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 *

Must be an email address.

Scope of Work - downstream recipient organisation:

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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.

Compliance declaration - downstream recipient organisation

Please confirm you agree with the below: *

- ☐ The downstream recipient is not applying separately to this grant program
- ☐ The downstream recipient is not listed in another application
- ☐ This application complies with downstream recipient application limits
- ☐ I understand that if a downstream recipient appears in multiple applications, only the first submitted application will be considered eligible.

At least 4 choices must be selected.

Assessment Criteria

* indicates a required field

All eligible applications must meet the following assessment criteria to be considered for funding:

1. 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).
- a clear benefit to young people in the local community; and
- how the project will support participation, engagement and social connection.

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

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

Applicants must:

- describe how the activity has been designed to meet the needs of young people and/or **priority cohort(s) targeted**, and
- outline partnerships, referral pathways, and promotion to support participation.

1. Quality of activities and youth outcomes The 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.

1. Delivery capability and value for money The 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. Describe how your project will increase access to free, structured activities and deliver benefits to the young people you are delivering to in your local community. *

Word count:

Must be no more than 250 words.

Provide specific examples where possible.

Criteria 2 - Responding to barriers, inclusion and reach

C2. Describe how your project has been designed to meet the needs of the young people you are delivering to, how it overcomes barriers to participation, and ensures inclusive and accessible delivery. *

Word count:

Must be no more than 250 words.

Describe key barriers they face in participating (e.g. cost, transport, accessibility) and how your project will address them. how your activities are designed to be inclusive and accessible for diverse young people and/or priority cohorts

Criteria 3 - Quality of activities and youth outcomes

C3. Describe how your proposed activities are designed to be safe, engaging, and deliver meaningful outcomes for young people you are delivering to. *

Word count:

Must be no more than 250 words.

Describe how your activities are safe, age-appropriate, and well-designed. how you will create engaging and meaningful experiences for participants.

Criteria 4 - Delivery capability and value for money

C4. Describe your organisation's capacity to deliver the project, your delivery approach, and how your budget represents value for money. *

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Word count:

Must be no more than 250 words.

Describe your organisation's experience and capacity to deliver the proposed activities. your plan for delivering the project, including key tasks, timelines, and roles.

Project Budget

* indicates a required field

Funding Category selection

Eligible organisations may apply for funding between **\$1,500 and \$10,000 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 Spring and Summer (e.g. \$4,000 for Spring and \$6,000 for Summer).

An additional **Rural and Remote Project Delivery Subsidy** of up to **\$2,000 per holiday period** may be available for eligible projects in remote or very remote locations. Please refer to the Program Guidelines for further details.

A detailed and itemised budget 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
- 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

Total Amount Requested

*

\$

Must be a whole dollar amount (no cents) 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)

This funding is provided **in addition to the maximum grant amount of \$10,000 per application**.

Eligible LGAS and locations are outlined in **Appendix B** of the program guidelines.

Funds must be spent in the **eligible location** and clearly reflected in your budget.

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The Office is not responsible for application 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.

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.**

All the subsidy expenditure must be:

- clearly itemised in the application budget; and
- supported by appropriate evidence.

RRS Amount Requested SPRING 2026 *

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

RRS Amount Requested SUMMER 2026/27 *

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

Total amount requested including RRS

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

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- 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

- 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
		Ensure amount excludes GST Must be a dollar amount.	eg. Quotes

Combined Administration Costs

Category Admin	Description Admin	Amount Admin (exc GST)	Upload supporting documents
Administration, staffing and promotion costs combined must not exceed 40% of the total grant requested.		Ensure amount excludes GST Must be a dollar amount.	eg Quotes

Budget Totals

Total Project Delivery Expenses	Total Admin Expenses	Admin % cost	Admin % cost Plus RRS
Total Project Delivery costs *	Total Admin Costs *	Admin cost % *	Admin cost % PLUS RRS *

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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.

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- I acknowledge that this is one-off grant funding.
- 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**

Registered Name of Organisation *

Must match the organisation ABN entity name.

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?

HB Spring / Summer 2026/27 - Application Form

Form Preview

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