

Communities and Justice



Holiday Break Autumn and Winter 2027

Grant Program Guidelines

October 2026

Acknowledgement of Country

The Office for Youth, Department of Communities and Justice acknowledge the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this document.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

Holiday Break Autumn and Winter 2027

Published by Office for Youth, Department of Communities and Justice

dcj.nsw.gov.au

First published: October 2026

Copyright and disclaimer

© State of New South Wales through Department of Communities and Justice. The information contained in this publication is based on knowledge and understanding at the time of writing, July 2026, and is subject to change. For more information, please visit dcj.nsw.gov.au/copyright.

Contents

1	Key dates and Information.....	1
2	Overview of the Holiday Break Autumn and Winter 2027 grant program.....	2
2.1	Purpose of the grant program	3
2.2	Program Objectives	3
2.3	Program Outcomes	3
2.4	Target group	3
2.5	Holiday Break Regions	4
2.6	Grant funding amounts	5
2.7	Rural and remote project delivery subsidy	5
2.8	Grant fund expenditure	6
2.8.1	Use of grant funds.....	6
2.8.2	Eligible project costs	6
2.8.3	Ineligible project costs and activities.....	6
2.8.4	Co-contributions.....	7
2.9	Eligibility Criteria.....	7
2.9.1	Other Mandatory Criteria.....	8
2.10	Application limits	9
2.11	Downstream recipients	9
2.12	Assessment Criteria	9
2.13	NSW National Redress Scheme sanctions	10
2.14	Insurance	10
3	Application process.....	10
4	Assessment process	11
4.1	Eligibility Assessment	11
4.2	Merit Assessment.....	11
4.3	Prioritisation	11
4.4	Decision Making	12
4.5	Feedback and appeals process.....	12
5	Successful grant applications	12
5.1	Grant funding agreement	12
5.2	Bank Details.....	13
5.3	Variations.....	13
5.4	Funding Acknowledgement.....	14
5.5	Unspent project funds.....	14
5.6	Publication of grant information.....	14
6	Performance, monitoring and reporting.....	14
6.1	Reporting requirements.....	14

6.2	Financial accountability	14
6.3	Monitoring and evaluation	15
6.4	Media and consent requirements.....	15
7	Additional information	15
7.1	Getting Support.....	15
7.2	Complaint handling	15
7.3	Access to information.....	15
7.4	Ethical conduct	16
7.5	Disclaimer	16
Appendix B – Remote & Very Remote LGAs and Unincorporated Areas.....		19

1 Key dates and Information

Grant Round Applications Open	9 October 2026 at 9am
Grant Round Applications Close	6 November 2026 at 4pm
Assessment of submitted applications	Assessment begins from receipt
Notification of application outcomes	February 2027
Autumn 2027 project delivery	10 – 28 April 2027
Winter 2027 project delivery	3 – 19 July 2027
Progress report due	25 May 2027
Final Completion and Acquittal Reports (based on completion of project delivery)	Autumn: 25 May 2027 Winter: 17 August 2027
Decision-maker	Director Office for Youth
NSW Government Agency	Office for Youth
Type of grant opportunity	Open, competitive
Grant Program Allocation	\$650,000 (excluding GST)
Grant project funding	\$1,500 up to \$10,000 (excluding GST)
Grant program enquiries	grants@officeforyouth.nsw.gov.au

Please note that the dates may change respectively based on when the program guidelines are approved.

2 Overview of the Holiday Break Autumn and Winter 2027 grant program

The **Holiday Break Grants Program** is an NSW Government initiative delivered by the Office for Youth 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:

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

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



2.1 Purpose of the grant program

The purpose of the Holiday Break Grants Program is to support the wellbeing, development and social connection of young people by enabling access to free, safe and inclusive activities during school holiday periods.

The Program focuses on addressing barriers to participation, including cost, location and accessibility, and supporting opportunities for young people to engage with their communities in meaningful and positive ways.

2.2 Program Objectives

Successful applications funded under this grant round will utilise the **Guiding Principles for Youth Grants** and address all the Program objectives:

1. 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.

2. 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.

3. 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.

4. Promote positive youth development

Support activities that build young people's skills, confidence, creativity and social connection in a safe and supportive environment.

5. Encourage community engagement and connection

Strengthen connections between young people, their peers and their local communities through meaningful participation in shared activities.

2.3 Program Outcomes

The intended outcomes are:

- Increased participation of young people in free, structured activities during school holidays
- Improved access to inclusive recreational and social opportunities across NSW
- Enhanced wellbeing, social connection and engagement of young people
- Greater reach of activities to young people experiencing barriers to participation
- Stronger community connections and positive engagement outcomes for young people

2.4 Target group

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.

Applicants are encouraged to design activities that specifically target one or more of the priority cohorts listed below.

Aboriginal and Torres Strait Islander young people	Culturally and Linguistically Diverse young people
Young people with a disability	LGBTIQ+ young people
Rural and regional young people	Young women and girls
Young people experiencing poverty	Young people with adverse childhood experiences (including youth justice, out of home care, homelessness, caring responsibilities).

Note: applications are not ineligible if they include a broader age range than 12-24, but this is the primary goal.

2.5 Holiday Break Regions

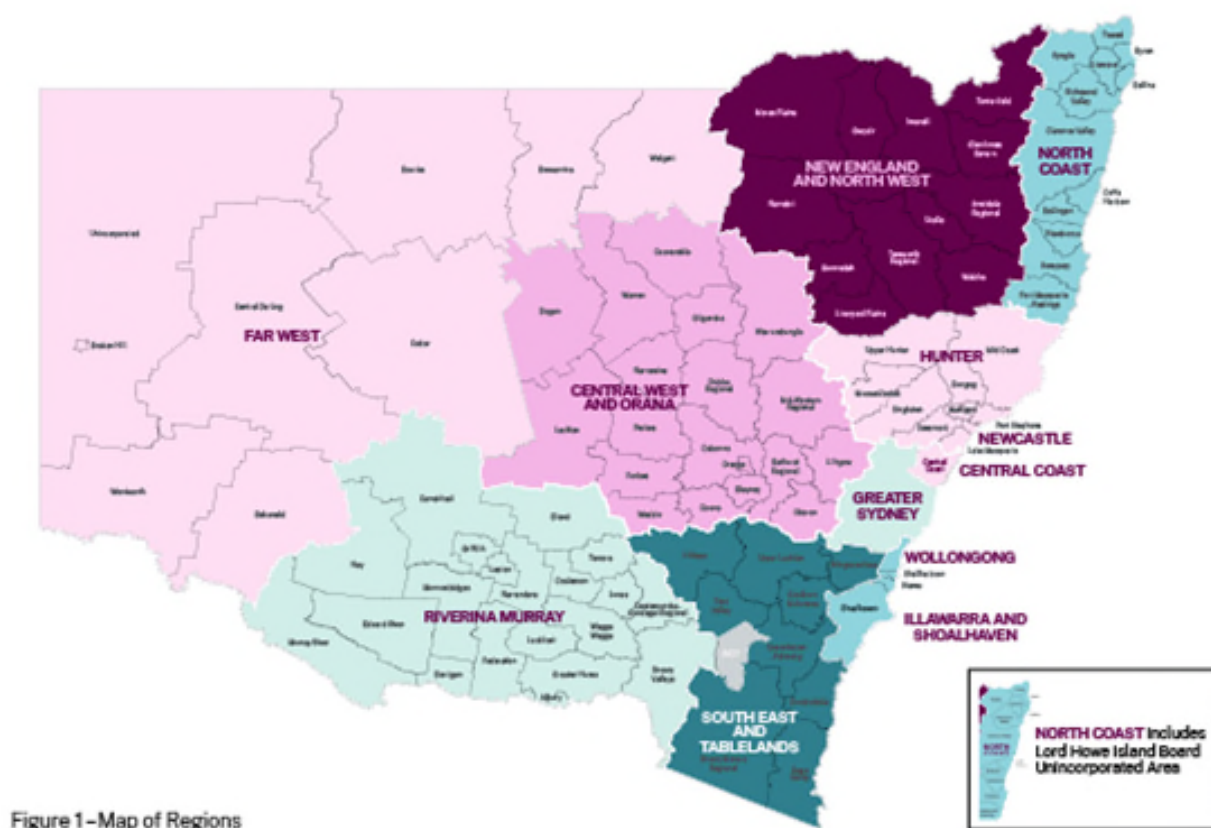
To ensure a fair and equitable distribution of funded activities, NSW has been divided into nine Holiday Break Regions, covering all Local Government Areas (LGAs) and Unincorporated Areas*.

Applications will be assessed within their respective region based on the location of young people participating in the project activities. Please refer to **Section 4: Assessment Process** and **Section 4.3: Prioritisation** within regions. Funding decisions will consider a range of priorities including the **distribution, diversity and coverage of activities** for young people across each region.

The Office for Youth may reallocate funding between regions where there are insufficient eligible applications to ensure effective use of available funds.

Central West and Orana	New England and North West
Far West (includes unincorporated Far West)	North Coast (includes Lord Howe Island Board Unincorporated Area)
Greater Sydney	Riverina Murray
Illawarra Shoalhaven and Wollongong	South East and Tablelands
Newcastle, Hunter & Central Coast	

Figure 1. Map of Holiday Break Regions



*Please refer to **Appendix A** for the list of LGAs and Unincorporated Areas located in each region

2.6 Grant funding amounts

The Holiday Break Grants Program provides up to \$650,000 to support young people across NSW to access social and recreational activities. Funding will be allocated across the Autumn and Winter 2027 school holiday periods.

Eligible organisations may apply for a grant between **\$1,500 to \$10,000 per application** (which may be allocated across one or both holiday periods).

An additional **Rural and Remote project delivery subsidy of up to \$2,000 per holiday period** is available for eligible projects in remote and very remote locations.

The Office for Youth has discretion to part-fund a project where some project costs have been assessed as ineligible.

2.7 Rural and remote project delivery subsidy

To support the delivery of activities and the travel costs associated with delivering in rural and remote areas of NSW, a subsidy of up to \$2,000 per holiday period is available to applicants. This funding is provided **in addition to the maximum grant amount of \$10,000 per application**.

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.

Eligible locations are outlined in the **Appendix B**.

2.8 Grant fund expenditure

2.8.1 Use of grant funds

Grant funding must be used only for expenses directly related to the delivery of approved project activities under the Holiday Break Grants Program.

A **detailed budget** is required as part of the application. Applicants must clearly itemise all proposed expenditure and **provide supporting evidence**. Budgets will be assessed to determine whether the project represents **value for money**.

Funded activities must align with the project described in the application and Funding Agreement.

2.8.2 Eligible project costs

Eligible costs are those **directly associated with the delivery** of activities and may include:

- activity materials and consumables
- venue, equipment or facility hire
- transport and entry costs for participants
- staff and delivery costs (including facilitators and support workers)
- promotion and communication activities
- administration costs related to the project

To help ensure grant funding delivers good value for young people in NSW, **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.

2.8.3 Ineligible project costs and activities

Grant funding must not be used for:

- 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
- 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

2.8.4 Co-contributions

Applicants are encouraged, but not required, to provide a **cash or in-kind contribution** to support the delivery of project activities.

Co-contributions may include, but are not limited to:

- staff time (coordination and administrative support)
- venue provision (access to office spaces, meeting rooms, community centres, event spaces and recording studios)
- equipment (video and photography) or materials (marketing and promotion)
- partner organisation support (guest speaker, workshop facilitator, industry mentors)

2.9 Eligibility Criteria

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 (s4000 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.

During the assessment process, checks will be conducted to confirm the eligibility of organisations. Registers such as the ACNC, ASIC, ABN Lookup, ORIC and the NSW Fair Trading Register will be considered.

Your organisation applicant name must match the name associated with your ABN in the application. If your organisation's name does not match the details for the ABN, please visit www.abr.gov.au to update your details prior to submitting your application.

2.9.1 Other Mandatory Criteria

The following are mandatory program requirements:

- have public liability insurance of at least \$10 million per claim or be willing to purchase it. Please note that the Office for Youth will not enter into a Funding Agreement with an eligible entity until the evidence of such an insurance is provided.
- address the NSW National Redress Scheme sanctions.
- Must not have outstanding acquittals with the Department of Communities and Justice or the Office for Youth.
- the organisation must be operating in NSW, and all proposed activities or events must be delivered in NSW for young people living in NSW. LGAs or Unincorporated Areas on border locations within NSW may be eligible to conduct projects and activities in their neighbouring state if declared during the application process.
- activities or events must be held during relevant school holidays period.
- each organisation may submit **one application only** under this program and cannot be included as a downstream recipient in another application.

2.10 Application limits

Each organisation may submit **one application** only under this program and cannot be included as a downstream recipient in another application.

If an organisation submits **more than one application**, only the first submitted application will be considered. All other applications will be deemed ineligible.

If an applicant is a downstream recipient in another application, only the application submitted by the applicant will be considered and all other applications will be deemed ineligible.

2.11 Downstream recipients

Applicants may distribute grant funding to a downstream recipient where this supports the delivery of the funded project and achievement of program outcomes.

A downstream recipient is an organisation that receives whole or a portion of the grant funding from the successful applicant to manage and/or undertake part or all the project. The lead applicant remains solely responsible for:

- Management and administration of the grant funding.
- Undertaking appropriate due diligence on downstream recipients and ensuring that funding is not provided to an organisation that does not meet relevant program requirements.
- Ensuring downstream recipients comply with the funding agreement requirements.
- Monitoring the performance and expenditure of downstream recipients.
- Reporting on all project activities, outcomes and expenditure, including funding provided to downstream recipients.

Applicants must provide the downstream recipients legal organisation name and Australian Business Number (ABN) or equivalent registration number (where applicable) and the amount of grant funding proposed to be provided to the downstream recipient.

2.12 Assessment Criteria

Applicants should refer to and 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.

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).

2. 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 has 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.

3. 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.

4. 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.

2.13 NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time, it is notified to join the Scheme, has failed to do so.

[Visit the website](#) for further information about the [NSW National Redress Scheme](#) sanctions.

2.14 Insurance

Grant recipients must maintain current and adequate insurance, at their own cost, 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 but is not limited to a minimum of \$10 million Public Liability Insurance.

Applicants will be asked to provide a copy of all relevant insurance policies and certificates in the application form.

You must provide evidence of the above insurance for an amount recommended by a professional insurance adviser, or any such other insurance policies as may reasonably be required by DCJ, and as required by law, for you and any of your employees or sub-contractors, in relation to the performance of the services.

3 Application process

Step 1 – Check your eligibility

Before you start an application, read these Guidelines fully to make sure you understand all the relevant requirements, including your organisation's eligibility (see **2.9 Eligibility Criteria**).

Step 2 – Prepare your application

Once you have confirmed that your organisation is eligible to apply, you can commence the application process.

- Applications must be submitted via SmartyGrants, an online grants administration system.
- The application form can be accessed via <https://ORY.smartygrants.com.au/AWHB2027>

Before submitting your application, you should:

- Review the **Program Objectives** to ensure alignment with the program.
- Review the **Grant Fund Expenditure** and **Exclusions** to ensure proposed costs are eligible. Also consider any applicant contributions.
- Review the **Assessment Criteria** to understand how applications will be assessed.

As part of the application process, applicants must:

- Provide organisation's bank details (EFT), and upload supporting evidence (eg bank statement showing account name, BSB and account number)
- Ensure Organisation's contact details are current and accurate
- Nominate a Project Contact (the SmartyGrants user) who will be responsible for all communications and reporting.
- Provide details of Organisation's two authorised representatives who can enter into the funding agreement, authorise expenditure and submit acquittals.
- Applicants are responsible for managing conflicts of interest, including ensuring that Project Staff or Project Contacts are not engaged as third-party suppliers for project delivery.

4 Assessment process

The assessment process has multiple steps as outlined from 4.1 to 4.4.

4.1 Eligibility Assessment

Eligibility assessment: An Office for Youth will review each application to confirm eligibility against the eligibility criteria and compliance with these guidelines. Only eligible applications will go through to the next steps of the assessment.

4.2 Merit Assessment

Competitive merit-based assessment: Each eligible application will be assessed against the assessment criteria provided in 2.12.

4.3 Prioritisation

The next step in the Assessment is Prioritisation. The Office for Youth may prioritise applications with consideration of the following:

- the variety of activities proposed for young people
- variety of providers supported by the program
- the range of Priority Youth Cohorts supported ensuring as many groups as possible are reached
- the accessibility and inclusiveness of activities
- the number of young people reached (noting that a smaller reach may be appropriate where activities are targeted to priority groups)
- the geographical distribution of activities to support a balanced spread
- the value for money and efficient use of funds
- the applicant's capacity and capability to deliver the activities
- evidence of community need or local demand
- collaboration or partnerships that enhance reach and impact
- anticipated outcomes and benefits for young people, including social connection and wellbeing
- the extent to which the activity avoids duplicating existing activities or services in the community or by the applicant (e.g. business as usual)

The assessment team/panel will make recommendations to the Decision Maker.

4.4 Decision Making

The Delegated Department Officer, Director, Office for Youth is the final decision-maker for the Autumn and Winter 2027 Grants program. The Director will consider the recommendations of the assessment panel and make a final decision.

Once a decision has been made, the outcomes will be posted on the [NSW Grants Funding Finder](#).

4.5 Feedback and appeals process

All applicants will be notified in writing of the outcome of their application.

As funding is limited, not all applications will be successful. An unsuccessful outcome does not mean that an application was without merit.

Due to the high volume of applications, the Office for Youth is unable to provide individualised feedback on applications.

There is **no appeals process** for funding decisions under this Program.

5 Successful grant applications

5.1 Grant funding agreement

Successful applicants are required to:

- enter into a Grant Funding Agreement with NSW Department of Communities and Justice within two weeks of the grant offer being made.
- the application, Grant Funding Agreement and acquittal for the grant will be managed using the SmartyGrants management system.

- a Funding Agreement 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.
- start and complete funded activities and events within the dates specified in the Grant Funding Agreement.
- successful applicants will be required to provide all supporting documentation and approvals before a funding agreement can be entered into. This includes Insurance and Landowners Consent (if applicable).
- the NSW Government makes no binding funding commitment to an Applicant until the funding agreement has been fully executed.
- A funding agreement is considered executed once it has been signed by the organisation and the Office for Youth.
- successful applicants must not make financial commitments for funded activities prior to receiving a funding agreement. Any such financial commitment made will be entirely at the risk of the applicant.
- grants will be paid as set out in the funding agreement. Timing and requirements will vary at NSW Government's discretion.
- be responsible for any project cost overruns
- participate in a program evaluation or audit with the Office for Youth as required to share the extent to which projects have contributed to the fund objectives, insights and learnings.

5.2 Bank Details

It is your responsibility as the applicant to provide correct banking details, including the authorised signature to verify your bank details in the application form. Funds transferred to an incorrect bank account may not be recoverable.

5.3 Variations

Successful applicants are responsible for delivering their project in accordance with the approved application and Funding Agreement.

Requests to vary aspects of the approved project — including **scope, location or activities** — must be submitted in writing. Some changes may require **approval by the Office for Youth prior to implementation**.

Variations may be considered where the proposed changes:

- align with the intent and objectives of the Program; and
- can be delivered within the approved funding amount and project timeframe.

Activities must be delivered during the **approved school holiday periods**.

Applicants must not undertake changes to the approved project without contacting the Office.

Failure to obtain approval may result in the withdrawal of funding or other action in accordance with the Funding Agreement.

To request a variation, applicants must submit a formal request outlining the proposed changes and rationale. Please contact grants@officeforyouth.nsw.gov.au

5.4 Funding Acknowledgement

Recipients of NSW Government funding must acknowledge the support of the NSW Government in all written materials for the activity or event, in accordance with the NSW Government Branding Guidelines. The NSW Government Logo (provided on request) and an acknowledgement statement such as '*Proudly funded by*' or '*Proudly supported by*' should appear in materials such as annual reports, media releases, digital and printed materials, web pages and online documents, advertising, posters and signs.

For more information regarding the NSW Government's Funding Acknowledgement Guidelines, please visit <https://www.nsw.gov.au/branding/grants-and-funding-acknowledgement>.

5.5 Unspent project funds

If a grant recipient's project is completed and there are unspent project funds of more than \$250 remaining, these must be returned to NSW Department of Communities and Justice unless otherwise specified in the grant funding agreement.

5.6 Publication of grant information

The NSW Grant Administration Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

6 Performance, monitoring and reporting

Failure to meet the required reporting requirements may impact eligibility for future funding.

6.1 Reporting requirements

Successful applicants are required to submit reports via the SmartyGrants portal in accordance with the Funding Agreement.

Reporting requirements are as follows:

- all successful applicants must submit a **Progress Report** at the end of the Autumn school holiday period.
 - all successful applicants must submit a **Final Completion Report and Financial Acquittal** within 30 days of project delivery.
-

6.2 Financial accountability

Grant recipients must:

- use funds in accordance with the **approved budget and Funding Agreement**

- ensure all expenditure is supported by appropriate documentation
 - retain all financial and project records for a minimum of **seven (7) years**
 - have an authorised officeholder certify that:
 - o grant funds have been expended as reported; and
 - o the information provided is accurate
-

6.3 Monitoring and evaluation

The Office for Youth may monitor funded projects, including:

- requesting additional information on project progress
- conducting phone or online check-ins
- undertaking site visits (with notice)

Grant recipients may also be required to participate in program evaluation activities.

6.4 Media and consent requirements

Any photographs or videos submitted must comply with privacy requirements.

Images or footage containing **identifiable individuals** must be supported by a signed DCJ still and moving images consent form or your own comparable form.

Consent for any child under the age of 18 to participate in the Program or any activities under the Program to be managed by the grantee as appropriate and in line with grantee's legislative requirements and risk management practices.

7 Additional information

7.1 Getting Support

Additional information and resources will be available to applicants on the Holiday Break webpage, including relevant application templates and frequently asked questions,

<https://www.nsw.gov.au/living-nsw/young-people/regional-youth/holiday-fun-for-regional-youth>.

For more information, please contact grants@officeforyouth.nsw.gov.au.

7.2 Complaint handling

Any concerns about the Fund or individual applications should be submitted in writing to grants@officeforyouth.nsw.gov.au. If you do not agree with the way the Office handled the issue, you may wish to contact the NSW Ombudsman via ombo.nsw.gov.au.

7.3 Access to information

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

Before information is released in response to an application under the GIPA Act, there will be an assessment of the public interest considerations in favour of and against disclosure of that information, and there may be consultation requirements that apply.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

7.4 Ethical conduct

Conflict of interest management

Conflicts of Interest between Office for Youth, DCJ and applicants will be managed in accordance with the DCJ's code of conduct, and declarations are made and recorded by all persons involved in performing functions related to the assessment process.

Confidentiality

Office for Youth, DCJ staff who assist an applicant with an application will not be involved in assessment for that application.

Information relating to the successful applications, including the name of the applicant, description of the funded project and the funding amount, will be included in:

- public media releases.
- an announcement on the Office for Youth, DCJ website.
- the NSW Grants finder website.
- office for Youth, DCJ social media.

Applicants must not participate in any anti-competitive conduct.

It is a condition of the grant program application process that no gifts, benefits, or hospitality are to be made to any Office/Agency employee at any time. Any inducement in contravention of this condition may result in an applicant's proposal not being considered.

7.5 Disclaimer

Every effort has been made to ensure that this publication is free from error and/or omission at the date of publication. The authors, publisher and any person involved in the preparation of this publication take no responsibility for loss occurring to any person acting or refraining from action as a result of information contained herein.

Appendix A – Holiday Break Regions

Local Government Areas and Unincorporated Areas and Boards located in each **Holiday Break Region**.

Riverina Murray	North Coast	Central West Orana
Albury City	Ballina	Bathurst Regional
Berrigan	Bellingen	Blayney
Bland	Byron	Bogan
Carrathool	Clarence Valley	Cabonne
Coolamon	Coffs Harbour City	Coonamble
Cootamundra-Gundagai Regional	Kempsey	Cowra
Edward River	Kyogle	Dubbo Regional
Federation	Lismore City	Forbes
Greater Hume	Lord Howe Island	Gilgandra
Griffith City	Nambucca Valley	Lachlan
Hay	Port Macquarie-Hastings	Lithgow
Junee	Richmond Valley	Mid-Western Regional
Leeton	Tweed	Narromine
Lockhart		Oberon
Murrumbidgee		Orange City
Murray River		Parkes
Narrandera		Warren
Snowy Valleys		Warrumbungle
Temora		Weddin
Wagga Wagga City		
Far West	New England and North West	Wollongong, Illawarra and Shoalhaven
Balranald	Armidale Regional	Kiama Municipal
Bourke	Glen Innes Severn	Shellharbour
Brewarrina	Gunnedah	Shoalhaven City
Broken Hill City	Gwydir	Wollongong City
Central Darling	Inverell	
Cobar	Liverpool Plains	
Unincorporated Far West Area	Moree Plains	
Walgett	Narrabri	
Wentworth	Tamworth Regional	
	Tenterfield	
	Uralla	
	Walcha	

Greater Sydney	Newcastle, Hunter & Central Coast	South East and Tablelands
Bayside	Newcastle City	Bega Valley
Blacktown City	Cessnock City	Eurobodalla
Blue Mountains City	Dungog	Goulburn Mulwaree
Burwood	Lake Macquarie City	Hilltops
Camden	Maitland City	Queanbeyan-Palerang Regional
Campbelltown	MidCoast	Snowy Monaro Regional
Canada Bay City	Muswellbrook	Upper Lachlan
Canterbury-Bankstown City	Port Stephens	Wingecarribee
Cumberland	Singleton	Yass Valley
Fairfield City	Upper Hunter	
Georges River	Central Coast	
Hawkesbury City		
Hornsby		
Hunters Hill		
Inner West		
Ku-ring-gai		
Lane Cove		
Liverpool City		
Mosman		
North Sydney		
Northern Beaches		
Parramatta City		
Penrith City		
Randwick		
Ryde City		
Strathfield		
Sutherland Shire		
City of Sydney		
The Hills Shire		
Waverley		
Willoughby City		
Wollondilly		
Woollahra		

Appendix B – Rural and remote project delivery subsidy

LGAs and Unincorporated Areas eligible for Rural and Remote project delivery subsidy are those classified by The Australian Statistical Geography Standard (ASGS) Remoteness Structure (2021) as the majority or the entirety of the LGA or Unincorporated Area categorised as remote or very remote and include:

Local Government Areas, Unincorporated Areas and Boards

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

Office for Youth, Department of Communities and Justice

Ground Floor,
219-241 Cleveland Street,
Strawberry Hills NSW 2012

Locked Bag 5000
Parramatta 2124

Office hours:
Monday to Friday
9:00am – 5:00pm

E: grants@officeforyouth.nsw.gov.au