

NSW Government's Holiday Break Program Frequently Asked Questions

Here are the most Frequently Asked Questions for the Holiday Break Spring 2025 Program

What is changing with the Holiday Break Program?

The Holiday Break Spring 2025 Program has introduced several changes. Applicants must review the updated Program Guidelines and Application Form before applying.

Key changes include (but are not limited to):

- This is not a demand driven, first in first served Program. All eligible applications will be reviewed by an Assessment Panel against defined Selection Criteria on a per Region basis. Applications will not be assessed against other applications.
- A target maximum of six (6) eligible applications will be recommended for funding per Region. However, if a Region is undersubscribed or fewer than six eligible applications can be recommended for funding in a Region, the Office for Youth (the Office) reserves the right to reallocate any available funding to another Region, which may result in more than six applications being funded in that Region.
- If the number of eligible applications meeting the Selection Criteria exceeds the Region allocation, the Panel may consider the range, diversity, and type of proposed activities to inform final funding recommendations within that Region.
- Applications can be submitted at any time before the closing date and time on 8 August at 5:00pm.
- Application limits for applicants and downstream recipients.

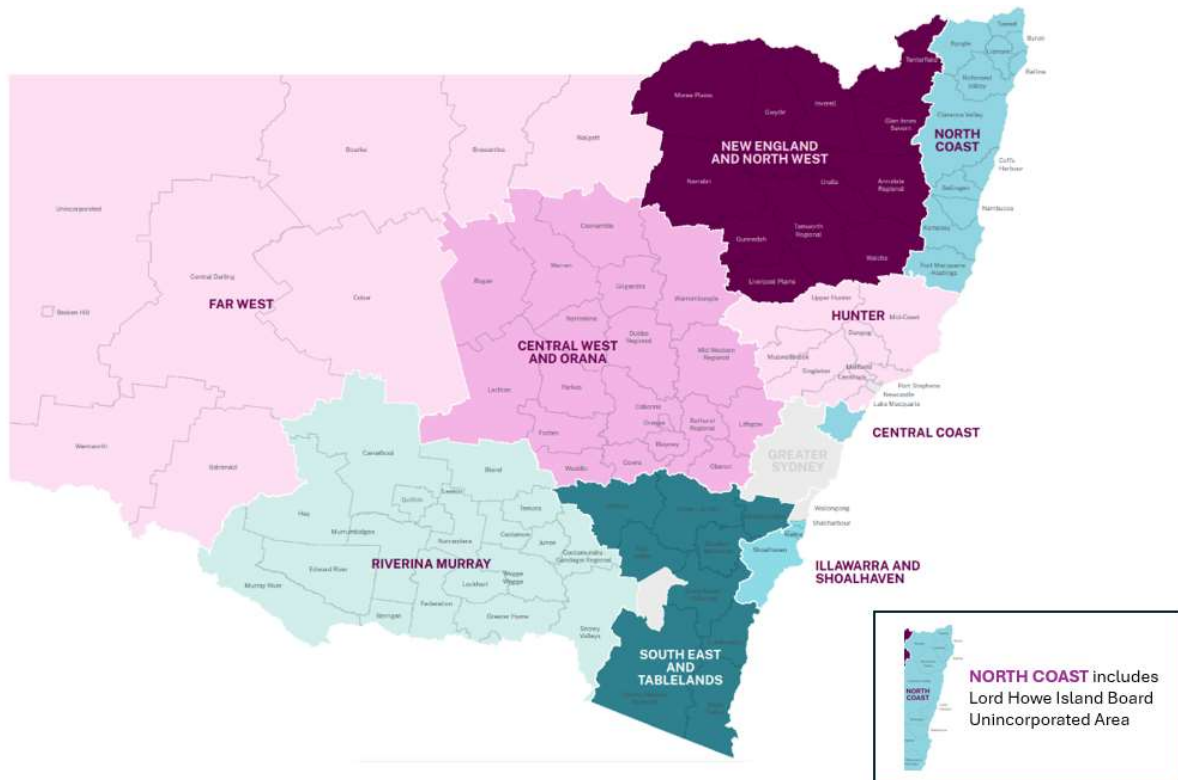
Applicants should carefully review these changes in the Program Guidelines to ensure eligibility and alignment with the new assessment requirements.

What are the Holiday Break Regional Youth Regions, and which one is my LGA or Unincorporated Area in?

There are 9 Holiday Break Regional Youth Regions. Each LGA and Unincorporated Area is assigned to a Regional Youth Region on the map below.

At the end of this document there is a full list of LGAs for each Holiday Break Regional Youth Region.

Map of the Holiday Break Regional Youth Regions



*This map does not indicate eligible project locations. Please refer to Appendix A in the Program Guidelines for the list of eligible LGAs and Unincorporated Areas

Is there a limit to how many times I can apply?

Yes. An eligible applicant may submit one application only for the Program.

Is there a limit to how many times I can be a downstream recipient?

Yes. An organisation may be nominated as a downstream recipient once only for the Program.

An eligible applicant cannot also be listed as a downstream recipient in another application for the Program.

What is a downstream recipient?

When grant funding is received from the NSW Government by a grantee and then is transferred by the grantee to another organisation/individual (an indirect grantee), the indirect grantee is known as a 'downstream recipient'

What happens if my organisation is listed more than once as an applicant or downstream recipient?

If an applicant or a downstream recipient is listed in multiple applications (as both applicant and downstream recipient or as downstream recipient more than once), only the first submitted application will be considered. All other affected applications will be deemed ineligible. The Office will not provide notification to applicants regarding any impacted applications during the assessment process.

Applicants must secure proof from the nominated downstream recipient, confirming their awareness and agreement to their nomination, as well as a quote outlining the cost of delivering the proposed activity in their application.

Does this change how to apply for funding?

Applicants can apply for funding through SmartyGrants to deliver an activity(ies) in the Spring school holidays after the relevant opening date. Successful applicants will receive a funding agreement for the Program that covers the delivery period.

Can I apply for more than one school holiday period?

No, you can only apply for funding for the Spring 2025 school holiday period.

How much funding am I eligible for?

Grants of up to \$5,000 are available per organisation for Spring 2025 Holiday Break.

To help increase opportunities for young people in remote and very remote areas of NSW to participate in social and recreational activities, up to \$3,000 per round, per application, is available to support the travel costs of external suppliers delivering activities in these regions.

Travel loading is in addition to the \$5,000 limit per application.

Conditions apply on who is eligible for travel loading and is published in the guidelines.

Who can apply for travel loading and what can I claim?

Applicants in LGAs or Unincorporated Areas listed in Appendix B of the Program Guidelines can apply for travel loading when an external supplier is engaged to deliver an activity in a remote or very remote area. To qualify, the supplier must travel over 180km each way to the program location.

Eligible travel costs for external suppliers include flights or other modes of transport, accommodation, fuel and meals while travelling and delivering holiday break activities (excluding alcohol).

Example: A proposed art and theatre workshop in Balranald LGA lacks local suppliers. If the applicant sources a provider from over 180km away, they may apply for up to \$3,000 in travel loading to cover eligible expenses.

What is the closing date for applications?

Applications for Spring 2025 Holiday Break funding close at 5pm on Friday 8 August 2025.

How do I submit an application for funding?

Applicants can complete and submit an application via SmartyGrants.

What activities can be funded?

Eligible projects include age appropriate social and recreational activities for the exclusive participation of young people aged 12-24 years.

Examples of activities that may be eligible for funding include, but are not limited to:

- concerts and music events appropriate for and aimed at young people aged 12-24
- cooking and life skills activities
- sports and recreational activities
- creative and cultural activities
- dance / disco events
- art and theatre workshops
- outdoor activities
- sporting and sight-seeing activities
- science, technology and gaming activities.

Can my project or activity also include young people under the age of 12 or over the age of 24?

No. If your project or activity includes participation from young people outside of the eligible age range of 12-24 years, your project and activity will no longer be eligible for funding through the program.

If successful in securing funding for my project, can I promote my Holiday Break activity with other activities I am running during the school holidays?

No. You must advertise and promote your Holiday Break program funded project separate to any other activity(ies) or projects you are delivering.

When do activities need to be delivered?

Spring activities are to be delivered between Saturday 27 September 2025 and Sunday 12 October 2025.

How will funding be allocated?

Completed applications submitted through SmartyGrants before the closing date and time will undergo the following assessment process which is outlined in more detail in the Program Guidelines. The process is as follows:

1. Eligibility assessment
2. Panel assessment
3. Approvals

How long does it take to receive funding?

Successful applicants will receive a notification via email and will be required to upload a signed funding agreement via SmartyGrants.

Successful applicants will be required to provide all supporting documentation and approvals before the Office can enter into a funding agreement. This includes an eligible tax invoice, Insurance and Landowners Consent (if applicable).

Due to high volumes of funding agreements, requests are considered in order of receipt. Applicants are strongly encouraged to submit their funding agreement within 14 days.

Funding may be received after program delivery.

Should my invoice be inclusive or exclusive of GST?

Invoices from local councils should be **exclusive** of GST.

Invoices from other eligible organisations can **include** GST.

What do I do if the scope of activities changes between application and completion?

Successful applicants will be responsible for delivering activities in accordance with the funding agreement. Applicants are permitted to reschedule the dates of planned activities, provided all activities are delivered within the school holiday period. Funding cannot be extended (or 'rolled over') from one funding agreement to another.

For more information, please contact the Office for Youth at grants@officeforyouth.nsw.gov.au.

Can I deliver activities outside of the school holidays?

Activities must be delivered during the Spring 2025 school holidays.

Why isn't my council eligible for funding?

Councils within the Greater Sydney Area, Newcastle LGA and Wollongong LGA are ineligible for funding as they are outside of the program scope.

I am having difficulty signing my funding agreement, what can I do?

Funding agreements can be signed by authorised staff at the council/organisation with delegation. The funding agreement can be electronically signed as a legal document. Funding agreements are not required to be witnessed.

What are administration costs?

Administration costs include advertising, marketing, promotion, project insurance, reporting and completion of grant documentation. Administration costs may be no greater than 10% of the total requested grant amount.

How much can I allocate to staff costs?

Staff costs (including wages, travel, meals, support workers / activity delivery staff, project coordination staff) for the planning and delivery of the program may be no greater than 40% of the total requested grant amount.

I have an activity in mind but am having trouble finding a venue, what can I do?

The Share Our Space website is available for applicants who are seeking venues for potential project activities. Please visit [Share Our Space \(SOS\) \(nsw.gov.au\)](http://Share Our Space (SOS) (nsw.gov.au)) for further information.

If I am successful, do I have to advertise my activity(ies) on the Interactive Holiday Break map if asked to do so?

Yes. Successful applicants will be required to provide the activity time, date (both of which can be updated), location, activity/event contact, and a website/link for participant registration prior to the commencement of a school holiday period. This may be advertised on the Holiday Break website to assist with promoting approved project activities.

If the Office requests updated information from you about your activity closer to the holiday period, you MUST respond to this request and either confirm in writing the activity information has not changed or provide updated information.

Requests to be excluded must be approved by the Office upon request.

LGA List – Holiday Break Regional Youth Regions

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

Central Coast	Illawarra and Shoalhaven	South East and Tablelands
Central Coast	Kiama Shellharbour Shoalhaven	Bega Valley Eurobodalla Goulburn Hilltops Queanbeyan-Palerang Snowy Monaro Regional Upper Lachlan Wingecarribee Yass Valley