

Application checklist

Holiday Break Spring and Summer 2026-2027 grant program

Applicants must demonstrate their ability to deliver the proposed project in line with program requirements.

The following checklist is a resource to support you when completing your application. It is the applicant's responsibility to read and comply with the [program guidelines](#).

My application...

- ☐ Ensure your organisation is eligible for the grant.
- ☐ Ensure your project or activity is eligible for the grant.
- ☐ Check the application can be completed and submitted by the deadline.
- ☐ Ensures I am an eligible applicant and my 'applicant name' is the same as the organisation name listed for the ABN (*This is essential to eligibility requirements*).
- ☐ Ensures the applicant has no outstanding acquittals or money owing to DCJ / Office for Youth and complies with the NSW National Redress Scheme requirements.
- ☐ Meets the one application limit, and my organisation is not a downstream recipient in another application (*refer to section 2.10 in the program guidelines*).
- ☐ Provides activities that will be delivered during the Spring and Summer school holiday dates and ensures activities are 100% free for participants (*including no sign-up or membership fees*).
- ☐ Clearly meets the program objectives and outcomes and provides meaningful and structured activities for young people aged between 12-24 years in NSW that promote wellbeing, skills, or social connection.
- ☐ Addresses barriers to inclusion for young people and demonstrates how the activities are suitable for the young people they will target, including any priority youth cohorts.
- ☐ Represents value for money relative to the scale, duration, and number of participants for each activity and the project.
- ☐ Does not include any activities that may be considered dangerous or risky by the Office and does not include any ineligible cost items (*refer to section 2.8.3 in the program guidelines*).
- ☐ Has a project contact nominated, correct bank details provided (*with evidence*), and two authorised signatories included (*must be people in your organisation with financial delegation and ability to sign legal documents*).
- ☐ The project contact, SmartyGrants user, or [authorised signatories](#) are not also a supplier that will financially benefit from the grant.
- ☐ Has answered all questions fully and provided clear and concise responses. Evidence and supporting documents are uploaded in SmartyGrants.
- ☐ Is for a project that I can deliver if successful. I can deliver the project in the required timeframes and meet reporting requirements

Final tip: Strong applications meet all eligibility requirements, merit criteria and show how their activities will contribute to meaningful outcomes for participating young people during the school holiday periods.