

Communities and Justice



Holiday Break Autumn and Winter 2027

Frequently Asked Questions

October 2026

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1 Overview

These questions and answers have been developed to support your understanding of what is involved in the Holiday Break Autumn and Winter 2027 grant round.

Please read these in combination with the [Program Guidelines](#).



2 Eligibility

To be eligible for the Holiday Break Autumn and Winter 2027 funding, your organisation must meet the eligibility requirements set out in the Program Guidelines.

Before starting your application, you should check that:

- your organisation is an eligible organisation type, as outlined in the Program Guidelines; and
- you can provide all required supporting documentation.

If you are unsure whether your organisation is eligible, you should carefully review the eligibility criteria in the Program Guidelines before applying. The Office for Youth cannot confirm eligibility for individual organisations or projects prior to assessment.

2.1 Can individuals or for-profit entities apply?

No, these organisation types are ineligible.

2.2 Do activities need to be in NSW?

Yes. Activities must be delivered in NSW for young people living in NSW.

LGAs or Unincorporated Areas on NSW borders may be eligible to conduct activities in a neighbouring state if declared during the application process.

2.3 How many applications can I submit?

Each organisation may submit one application only. If more than one application is submitted, only the first submitted application will be considered, and all others will be deemed ineligible.

2.4 Are there any restrictions for applicants as downstream recipients?

Yes. An applicant cannot also be a downstream recipient in another application. 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.

2.5 Can I partner with another organisation to deliver my project?

Yes. Applicants can partner with a downstream recipient to support delivery of the project. A downstream recipient is another organisation that is engaged by the applicant to deliver part or all of the project.

2.6 Is a downstream recipient someone contracted to facilitate the delivery of an activity, or does it refer to an external organisation subcontracted to coordinate and run the activity?

- A **downstream recipient** is an organisation receiving grant funds from the successful applicant to undertake a defined component or all of project delivery.

- A **supplier/contractor** is typically engaged by the applicant to provide specific goods or services (for example, a workshop provider or activity facilitator) for an agreed fee.
 - A **delivery partner** generally refers to an organisation working collaboratively to deliver project activities but may or may not receive grant funding.
 - A **support organisation** generally provides referrals, promotion, venue access, in-kind support, letters of support or other assistance without taking responsibility for project delivery.
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2.7 Do I have to provide a detailed budget if I am partnering with a downstream recipient?

Yes. Your application must include a detailed, itemised budget covering all project expenditure, including activities delivered by a downstream recipient. You must also provide the downstream recipient's legal organisation name, ABN or equivalent registration number, and the amount of grant funding proposed to be provided to them.

2.8 Do organisations need to comply with the National Redress Scheme?

Yes. Organisations must comply with the NSW National Redress Scheme sanctions policy to be eligible for funding. Applicants should ensure compliance before applying.

2.9 Can organisations with outstanding acquittals apply?

No. Organisations with outstanding acquittals with the Department of Communities and Justice or the Office for Youth are not eligible to apply. Ensure all outstanding acquittals are complete and submitted before applying.

3 Funding

3.1 How much can I apply for?

You can apply for between \$1,500 and \$10,000 per application (plus the Rural and Remote Subsidy (RRS) in eligible LGAs and areas).

3.2 Can I apply for both holiday periods?

Yes, you can apply for both periods in one application.

3.3 Is there extra support for rural or remote areas?

Yes, organisations delivering projects to young people in rural and remote locations listed in **Appendix B** can apply for up to **\$2,000 per holiday period** in addition to the base funding amount.

Appendix B is located at the end of this document and in the Program Guidelines. The rural and remote subsidy (RRS) is expected to be expended and reported on in the nominated holiday period; however, any remaining balance may be carried forward to a subsequent approved holiday period.

3.4 Do activities need to be free?

Yes. All activities must be **completely free** for participants.

4 Activities and Costs

4.1 What types of activities are suitable?

Activities should be:

- Structured and supervised
- Safe and age-appropriate
- Engaging and meaningful

Examples may include workshops, sports, arts, recreation, or social programs.

4.2 What costs can be included?

- Venue and equipment hire
- Project delivery expenses
- Staff and facilitation
- Transport for participants
- Materials and promotion

Please refer to the Program Guidelines for the full list of eligible and ineligible project costs.

4.3 Are there limits on the included costs?

While there are no specific limits, administration costs should generally not exceed **40% of the total grant amount requested, unless a clear reason is provided**. This applies to the combined cost of marketing and promotion, activity-related insurance, wages for administration/design/planning/travel/management, and travel, accommodation and meals.

4.4 Can I claim costs for hiring equipment or facilities owned by my organisation?

No, hire of facilities and/or equipment owned by the applicant are ineligible project costs.

5 Priority Groups

5.1 Do I need to target specific groups?

This is not required but strongly encouraged.

5.2 Which groups are prioritised?

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

6 Application Process

6.1 How do we apply?

Through the online SmartyGrants system.

6.2 What information is required?

- Project description
- Delivery plan
- Budget
- Organisation and contact details
- Supporting documentation

6.3 Can we submit more than once?

No. Only the first submission will be assessed.

7 Assessment Process

7.1 How are applications assessed?

Applications are reviewed through:

1. Eligibility check
2. Merit assessment
3. Prioritisation
4. Final decision

7.2 What are we looking for during the assessment of applications?

Projects and activities that align with program objectives, engage with the youth cohorts they are targeting, and address the assessment criteria. Strong applications will demonstrate:

- Clear benefits for the young people targeted and community benefit
- Barriers to inclusion and accessibility have been identified and addressed
- Engaging activities are designed specifically for the young people targeted
- Organisational delivery capability and value for money

8 Outcomes and Feedback

8.1 Will we receive feedback if unsuccessful?

No. Individual feedback is not being provided due to high volume of applications.

8.2 Can we appeal the decision?

No. There is no appeals process.

9 Successful Grant Applicants

9.1 What happens next?

Successful applicants must:

- Sign a funding agreement within 2 weeks
- Deliver activities within the approved timeframe
- Meet all reporting requirements

9.2 Can we change our project?

Projects must be delivered in accordance with the approved application and Funding Agreement. If you need to change the scope, location or activities, contact the Office for Youth before making the change. Some changes will require formal approval.

The rural and remote subsidy (RRS) is expected to be expended in the allocated holiday period. Any remaining RRS balance may be carried forward to a subsequent approved holiday period.

Email grants@officeforyouth.nsw.gov.au if you require any changes and the team can advise if a formal variation is required. Failure to notify the Office of changes may result in a request for funds to be returned.

9.3 Do I have to get a parent's consent for all my activities?

Your organisation (grantee) is responsible for conducting appropriate risk assessments, complying with all applicable laws and legislative requirements, and **recording how these requirements are being met.**

9.4 Do facilitators / contractors need to hold a Working with Children Check?

It is the responsibility of the organisation (grantee) to ensure that all workers, contractors, volunteers, trainees or other persons who may reasonably be expected to engage in child-related work in connection with the approved activities **hold a current and valid WWCC before commencing and for the duration of their involvement.**

You must ensure that no person begins any child-related activity until their WWCC clearance has been confirmed as valid.

10 Reporting Requirements

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

10.1 What reports are required?

All successful applicants must submit a **Progress Report** following completion of the Autumn delivery period and a **Final Completion Report and Financial Acquittal** within 30 days of completion of project delivery.

10.2 What happens to unspent funds?

Any amount over \$250 must be returned unless approved otherwise.

10.3 How long must I keep financial records relating to the grant?

It is a requirement that all financial records related to grant expenditure and acquittal be retained by the organisation for seven years.

11 Support and Contact

11.1 Where can we get help?

- [Holiday Break Program](#)
- Email: grants@officeforyouth.nsw.gov.au

Helpful Tips

- Clearly align your project to program objectives
- Clearly demonstrate how your activities will support the young people (aged 12-24) you are targeting
- Show how you'll reduce barriers for participation
- Your activities must be free of charge and provide engaging experiences for the young people you are targeting
- Provide a realistic and detailed budget

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