

May 2025

Holiday Break Spring 2025

Program Guidelines

The Holiday Break Spring 2025 Program provides young people in regional NSW opportunities to connect, socialise, learn new skills, and have fun during the school holidays. It supports the delivery of free activities, including sport and recreation camps, creative, artistic, scientific activities, and more.

Key dates are provided below and are subject to change.

Holiday Break Spring 2025	
Applications open	Monday, 21 July 2025 at 9am
Applications close	Friday, 8 August 2025 at 5pm
Application outcome date	From 27 August 2025
Funding agreements executed	5 September 2025
Project delivery period	Saturday, 27 September 2025 to Sunday, 12 October 2025
Completion reports due	Friday, 31 October 2025

Applicants are advised that the Holiday Break Spring 2025 Program (the Program) introduces **several changes from previous rounds**. It is essential that applicants carefully review both the updated **Program Guidelines** and the **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**.

- This Program is an **open non-competitive Grant Program** that is defined in the NSW Grant Administration Guide (2024): “Applications are assessed individually against the selection criteria, without reference to the comparative merits of other applications.”
- These Program Guidelines are for the **Spring 2025 holiday period only**.
- Applicants are strongly encouraged to familiarise themselves with the Program changes to ensure eligibility and alignment with updated assessment requirements.

1.1 Program Purpose and Objectives

Young people are an essential part of vibrant regional communities but often lack free opportunities for social connection in their communities with their peers. There is substantial evidence that young people thrive and develop when they can regularly participate in recreational and social activities.

The five (5) **Program objectives** for the Program are detailed in the following table:

	Program objective	Purpose of activities under this objective
1	Address geographical, financial and accessibility barriers that impact the ability of young people in regional NSW to enjoy recreational and social activities within their local communities.	To remove and/or address barriers (such as lack of transport or financial means) that prevent young people from accessing recreational and social activities.
2	Provide funding to eligible applicants to host fully subsidised recreational and social activities.	To encourage and build the capacity of eligible applicants to service the recreational and social needs of regional young people.
3	Deliver a program of engaging, high-quality activities during the NSW school holidays.	To encourage and deliver innovative, age-appropriate (for young people aged 12 - 24 years) activities from program applicants.
4	Provide young people with a series of activities that encourage play, experimentation, reflection, and expression.	To enhance the creativity, imagination, self-confidence and self-efficacy as well as the physical, social, cognitive and emotional, strength and skills of regional young people. (For example, art and drama activities; rock climbing, sports and recreation activities or cooking workshops)
5	Increase access to free and local activities designed to meet the needs and interests of young people aged 12-24.	To increase social and recreational activities for regional young people. For example, to assist in the prevention of crime due to youth disengagement and boredom in school holiday periods.

1.2 Program Target - Regional Youth Regions

To ensure equitable access to activities for young people across NSW, the Office for Youth has designated **nine (9) Regional Youth Regions**, encompassing the **95 eligible Local Government Areas (LGAs)** and **Unincorporated Areas**.

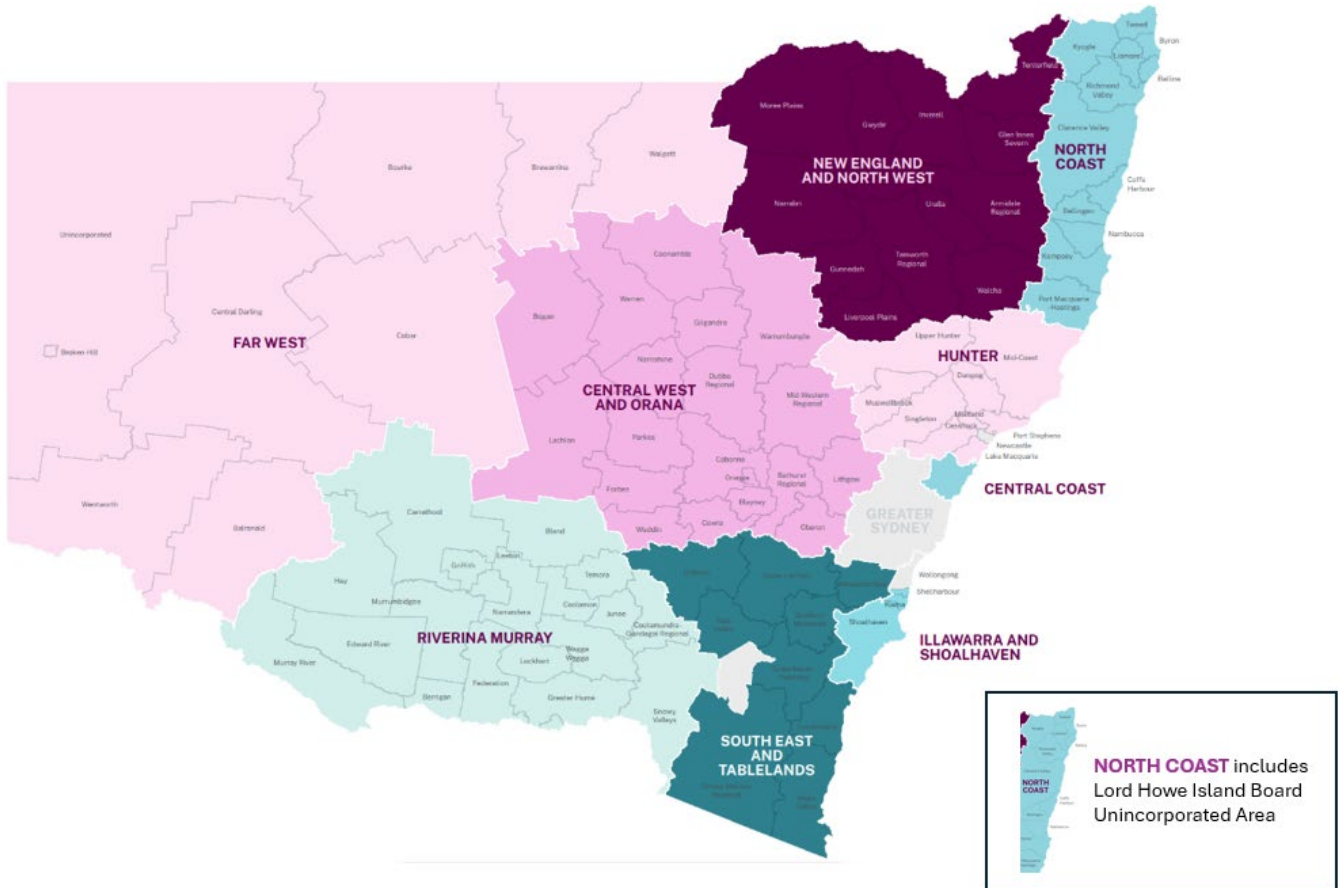
The **9 Regional Youth Regions** are as follows and are shown in the map:

- | | |
|--|-----------------------------|
| 1. Far West (includes unincorporated Far West) | 6. Hunter |
| 2. New England and North West | 7. Central Coast |
| 3. Central West Orana | 8. Illawarra and Shoalhaven |

- 4. Riverina Murray
- 5. Northern Coast (this Region includes the Lord Howe Island Board Unincorporated Area)

- 9. South East and Tablelands

Map of Regional Youth Regions



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

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 reserves the right to reallocate any available funding to another Region, which may result in more than six applications being funded in that Region.

1.3 Selection Criteria - Priority youth cohorts

The Office for Youth has identified **nine (9) priority youth cohorts** for the Program.

Young people have different needs and challenges when accessing recreational and social activities within their communities. Some experience more barriers to participation than others.

Eligible applicants are encouraged to design and deliver activities which engage one (or more) of the priority cohorts. This will be considered by the Panel in their review of applications against Program Target.

The **priority cohorts** are:

1. Aboriginal young people
2. Young people that are carers
3. Young people from a refugee background
4. Culturally and linguistically diverse young people
5. Young people experiencing socio-economic disadvantage
6. Young people living with a disability
7. LGBTQIA+ young people
8. Young people in detention centres
9. Young people at risk of engaging with the justice system

Targeting a priority cohort is not mandatory. However, if applicants select that their activities target one or more priority cohorts in their application, they will be asked to:

- **List their referral pathways or partnerships** that enable them to engage with priority youth to promote their activity and encourage participation to successful delivery the activity
- **Describe how their activity has been specifically considered or designed** to consider the different needs and challenges of the priority cohort specified.

Each eligible application will be **individually assessed by the Panel** against this Selection Criteria, based solely on the strength of the evidence and information provided within the Application Form. Applications will not be assessed in comparison to one another.

All eligible applications will be **grouped and reviewed within their respective Regional Youth Region**. The Panel will assess applications on a **per-region basis**.

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.

Applicants must ensure that proposed activities are **culturally safe, respectful, and inclusive** for all participants. In recognition of transport being a significant barrier to participation, applicants are **strongly encouraged to include free transport options** to and from activities as part of their project design.

Program Funding

The Program has up to \$250,000 available to support young people in regional communities to access social and recreational activities. The available funding will be allocated to projects using an

Eligibility assessment (section 4.2) and Panel assessment (section 4.3) to ensure a fair and equitable distribution of activities for young people across the Regional Youth Regions.

2.1 Grant Amounts

Project Type	Maximum Program Funding (GST exclusive)	Total Funding Available (GST exclusive)	Applications open
Holiday Break Spring 2025	\$5,000 per organisation*	\$250,000*	Monday, 21 July 2025

* Travel loading of up to an additional \$3,000 for the Program is available for projects being delivered in remote and very remote NSW where an external supplier is required for the delivery of the program. Refer to the Travel Loading section below for further information.

2.2 Travel Loading

To create more opportunities for young people in **remote and very remote NSW** to attend and be able to access social and recreational activities, an **additional \$3,000 per application** may be available. These funds will be **in addition to the \$5,000 limit** per application. The additional funding will support eligible travel and accommodation costs of external suppliers delivering activities for young people living in remote and very remote regions. These funds will be allocated within the total funding available for the Program. Additional criteria and evidence are required for this travel loading. Refer to **section 3.7 and Appendix B** for eligible costs and locations.

2.3 Payment and funding agreement

Successful applicants will receive a funding agreement for the Holiday Break Spring 2025 Program.

Successful applicants are required to submit a signed funding agreement, invoice & supporting documents to have funding released. Funding will only be released once all supporting documentation is reviewed and approved.

Supporting documents may include but are not limited to, public liability insurance, landowner's consent, an invoice for your approved funding (addressed to the Office) and any additional approvals (if required).

Funding agreements must be signed by authorised office bearers within your organisation.

Funding agreements are considered executed once the Office confirms via email that the signed agreement and all required documentation has been provided to the Office.

2.4 Variations

Successful applicants will be responsible for delivering activities in accordance with the funding agreement. Applicants are permitted to reschedule the dates of planned activities within the approved project delivery period of the Program. Funding cannot be extended (or 'rolled over') from one holiday period to another or extended to holiday periods outside the Program funding agreement e.g. Summer 2026.

2.5 Co-funding

Co-contributions and collaborative project delivery are encouraged but not required.

2.6 Unspent funds

If a grant recipient's project is completed and there are unspent funds remaining from the grant allocation, the Office will require the grant recipient to return the unspent funds. If a grant recipient requests to use the funds to extend the scope of the project, the Office may assess whether the request aligns to the objectives of the grant Program and the project delivery period. To undertake this assessment, the Office may require the grant recipient to provide supporting information. Following assessment, the Office has discretion to approve or refuse the grant recipient utilising the unspent funds.

Eligibility Criteria

Applications must meet all **five** criteria to be assessed as eligible:

1. An applicant must be an eligible applicant
2. An eligible applicant must apply for a grant of funding for an eligible project
3. An eligible project must benefit youth in an eligible project location(s)
4. An eligible project must include a budget with appropriate costings or reasonable estimations that represents value for money
5. An eligible project must meet **all 5 program objectives** listed in the 'Program Purpose and Objectives' (section 1.1).

3.1 Eligible Applicants

An applicant must meet **all four** requirements to become an eligible applicant for the Program:

1. have an Australian Business Number (ABN)
2. be one of the following:

Local Council Groups and Unincorporated Areas (refer to Appendix A)

- a local council recognised under relevant NSW legislation (excluding Greater Sydney Newcastle and Wollongong local government areas)
- regional joint organisation of councils
- Section 355 Committees of Councils (must apply in the name of the relevant Council and must have permission to apply)
- the Lord Howe Island Board
- the Unincorporated Far West group

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 and community organisations registered with the Australian Charities and not-for-profits Commission (ACNC)
 - an association registered with NSW Fair Trading under the Associations Incorporation Act 2009
3. acknowledge that funding will only be made available to the applicant on successful execution and Office approval of a Funding Agreement
 4. either currently hold public liability insurance of a minimum \$20 million per occurrence or better self-insurance to the satisfaction of the Office or confirm willingness to obtain relevant insurance prior to executing a Funding Agreement with the Office.

3.2 Ineligible Applicants

Unless specifically listed above all other entities are ineligible to apply for Holiday Break funding, including but not limited to:

- Unincorporated entities
- Other Organisations (unless entity type is listed within eligible criteria as above)
- Sole traders
- Partnerships
- Individuals
- De-registered or Insolvent businesses
- Organisations that do not have an ABN or are unable to obtain an ABN
- Trusts or Trustees (unless entity type is listed within eligible applicants as above)
- State and Commonwealth Government Entities

Where an application does not demonstrate that the applicant meets the above eligibility requirements, the Office will deem the application to be ineligible and may set it aside from further consideration.

The Office reserves the right to seek clarification or further information from applicants for the purpose of confirming eligibility against the above requirements, within the parameters of probity and fairness.

The Office reserves the right to not award a grant to an applicant where it has outstanding acquittals from a previous program and/or where it represents greater than acceptable reputational risk to the NSW Government.

3.3 Application Limits for Applicants and Downstream recipients

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'.

- Each eligible applicant may submit **one application** only for the Program.
- 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.
- 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.
- 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
- The Office will **not provide notification** to applicants regarding any impacted applications during the assessment process.

3.4 Project Locations

Activities funded under this Program must be for the benefit and attendance of young people from one or more of the 95 regional NSW LGAs and Unincorporated Areas (found at **Appendix A**). Applications for projects located in Greater Sydney, Wollongong LGA and Newcastle LGA are not eligible.

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.

The Share Our Space website is available for applicants who are seeking venues for potential project activities. Please visit Department of Education's website Share Our Space (SOS) (www.schoolinfrastructure.nsw.gov.au) for further information.

3.5 Eligible projects

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

Examples of activities that may be eligible for such 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.

3.6 Eligible Project Costs

Eligible project costs may include but are not limited to:

- Refreshments for attendees
- Entry fees and tickets
- Transport for attendees
- Consumable supplies for the nominated activity (items necessary for project delivery such as printing, pens, pencils)
- Low-cost activity equipment (total cost must not exceed \$500)
- Hire of event spaces, equipment, and facilities
- Administration costs (including advertising, marketing, promotion, activity insurances, reporting and completion of grant documentation) - no greater than 10% of the total requested grant amount
- Staff costs (including wages, travel, meals, support workers/ activity delivery staff, project coordination staff) for the planning and delivery of the program - no greater than 40% of the total requested grant amount
- Additional travel loading for suppliers travelling to remote and very remote NSW.

The Office has discretion to part fund a project where itemised project costs have been assessed as ineligible.

3.7 Eligibility for travel loading for external suppliers travelling to remote and very remote NSW

To increase access to social and recreational activities for young people in remote and very remote NSW, an **additional \$3,000 travel loading**, per applicant can be requested.

The additional travel loading is for eligible travel and accommodation costs where the applicant is required to engage an external supplier to deliver activities to young people living in remote and very remote locations (**Appendix B**).

An external supplier is contracted by the Applicant to perform a specific activity. However, the overall organisation, responsibility, and management of the project activities as well as the expenditure on items listed in the budget, remain under the Applicant's control.

These costs are eligible if the external supplier is required to **travel more than 180km each way** to deliver an activity. Eligible projects and activities in eligible LGAs or Unincorporated Areas listed in Appendix B can apply for the travel loading for external suppliers up to a maximum of \$3,000 per applicant for the Program.

Applicants are not eligible for this additional travel loading for their own organisations' travel costs or for travel by ongoing or contract staff employed by the applicant. Applicant travel costs can be

considered eligible project costs within the standard application, if they align with the requirements set out in these Guidelines. We have provided a worked example of where an applicant would and would not be eligible for travel loading within the FAQs on the Holiday Break webpage.

LGAs and Unincorporated Areas eligible for travel loading (**Appendix B**) 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.

Eligible travel costs for external suppliers include:

- Flights
- Other modes of transport
- Accommodation
- Fuel
- Meals while travelling and delivering holiday break activities (excluding alcohol).

An applicant must itemise and clearly mark additional travel loading costs in the budget as “external supplier travel” and the following evidence is needed to support claims up to \$3,000 for the Program:

- Confirmation that the supplier will travel to the eligible LGA or Unincorporated Area listed in Appendix B to run the activity
- Accommodation and flight quotes
- Estimate of fuel costs.

Applicants are ineligible to apply for travel loading for the transportation of young people to another location.

The Office has discretion to award all or only part of the travel loading for external suppliers.

3.8 Ineligible Projects

A project is ineligible if it:

- is located outside an eligible LGA or Unincorporated Area (refer to Appendix A for the list of eligible locations), except in cases where the activity is based in a border location and the Office has deemed it eligible. In such instances, activities may be conducted in a neighbouring state, provided this is clearly declared during the application process.
- targets club members or a pre-formed social/recreational group without genuine additional invitation or engagement of the wider community aged 12-24 years
- is considered ‘business as usual’ for the organisation
- the proposed activity is not exclusively designed for the participation of young people aged 12–24 years and includes broader community involvement or participants outside the target age group.
- is for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Commonwealth Government
- is seeking grant funding for operational costs such as utilities, cleaning equipment, telephone, and electricity costs
- is for a general works package without specific scope, costs, and location (e.g. upgrading lighting at community youth centre without identifying the work required, number of sites or the locations)

- is predominantly for marketing, branding, advertising or product promotion including tourism marketing
- provides direct commercial and/or exclusive private benefit to an individual or business
- is already being funded or is approved for funding by another NSW Government grant program
- seeks to solely subsidise memberships for existing services
- promotes the consumption of alcohol or drugs
- poses a reputational risk to the Office for Youth. The Office has sole discretion in determining if activities pose a reputational risk
- includes activities that are potentially high risk or dangerous, such as bull riding, sky diving, scuba diving and carnival rides. The Office has sole discretion in determining if activities are potentially high risk or dangerous
- is not considered age appropriate for young people aged 12 to 24 years.

3.9 Ineligible Project Costs

Ineligible project costs may include but are not limited to:

- costs related to buying or upgrading equipment or supplies not essential to the activity
- donations or commissions to third parties
- financing, including debt financing or rental costs
- rental/hire costs for equipment, venues or facilities owned by the applicant or 'parent' organisations or subsidiaries
- staff training and development costs
- funding for ongoing staff or operational costs beyond the scope and timeframe of the funded activity
- costs that are considered 'business as usual' for the organisation including activity costs and organisational insurances such as Public Liability Insurance
- purchase of assets or equipment e.g. gaming consoles, laptops, mobile phones and other capital items with a total cost exceeding \$500
- administration costs totalling more than 10% of the requested grant amount
- staff costs totalling more than 40% of the requested grant amount
- includes an activity that incurs costs for attendees (e.g. entry fees, club memberships and fundraising to cover these costs)

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

Application, Assessment and Approval Methodology

The application, assessment and approval will occur as outlined below.

4.1 Stage One: Application submission

- Applications are submitted in accordance with the published Program Guidelines via the SmartyGrants online portal. Applications will be accepted at any time between the opening of the Program on **21 July 2025 at 9:00am up until 8 August 2025 at 5:00pm**.
- The Office will only accept late applications received after the round closing date where it would not compromise the competitiveness and integrity of the process.
- The program is a single stage application process. Applicants will be able to view the application form once the round opens. Applications cannot be reopened or amended once submitted, unless specifically requested and approved by the Office.
- The Office reserves the right to consider or not consider applications which have been started in SmartyGrants but not lodged or completed in full at the time applications close.

4.2 Stage Two: Eligibility assessment

- Submitted applications will proceed to eligibility assessment.
- Submitted applications will then be assessed against the **five Eligibility Criteria**:
 1. An applicant must be an eligible applicant
 2. An eligible applicant must apply for a grant of funding for an eligible project
 3. An eligible project must benefit youth in an eligible project location(s)
 4. An eligible project must include a budget with appropriate costings or reasonable estimations that represent value for money
 5. An eligible project must meet all 5 program objectives listed in section 1.1 'Program Purpose and Objectives'

4.3 Stage Three: Panel assessment

All applications that meet the eligibility criteria will proceed to assessment by the Panel against the published **Selection Criteria (section 1.3)**.

Eligible applications will be categorised by their respective Regional Youth Region. The Panel will assess each eligible application **individually** against the Selection Criteria; **comparative assessment between applications will not occur**.

A target maximum of **six (6) eligible applications** will be recommended for funding in each Region. However, where a Region is undersubscribed or the maximum number of recommended applications cannot be met in a Region, the Panel reserves the right to **allocate any available funding** to another Region. This may result in **more than six applications** being recommended in another Region, to ensure full distribution of Program funding. If the number of eligible applications meeting the Selection Criteria exceeds the regional allocation, the Panel may consider the range, diversity, and type of proposed activities to inform final funding recommendations within that Region.

4.4 Stage Four: Approvals

- Projects recommended for approval will proceed to the Director, Office for Youth, Department of Communities and Justice for approval (or non-approval) and provision of funding in accordance with the Government Sector Finance Instrument of Delegation (Secretary of Regional NSW) 2020.
- The Office will notify successful and unsuccessful applicants via email.
- The NSW Minister for Youth and the Advocate will be advised of the successful applicants.

4.5 Decision making

The decision maker for the Grant is the Director, Office for Youth, Department of Communities and Justice.

The decision maker will review the availability of grant funds and the recommendations by the Panel before deciding which grant applications to approve for funding.

The decision maker may take other factors into account that may make an application ineligible for funding, including issues that could cause reputational or other risks to the NSW Government.

The decision maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and

- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

The decision maker may approve or decline grants in variance from the recommendation of the assessment team. If the decision maker decides to approve or decline a particular grant where this would depart from the recommendation, the decision maker must declare this in the relevant documentation, including the reasons for the departure.

4.6 Probity advice

Independent probity advisors will provide guidance to the Office on any issues concerning integrity, fairness and accountability that may arise throughout the application and decision-making process can be made with integrity, fairness, and accountability, while delivering value for money for New South Wales.

Should applicants have concerns in relation to the probity of the process, they can contact the Program's Probity Advisor directly:

Beth Nilan, Associate Director

O'Connor Marsden & Associates Pty Ltd

M: 0425 809 856

E: bnilan@ocm.net.au

Successful Applications

Successful applicants must upon request:

- Supply details of the activity time, date, location, activity/event contact, and a website/link for participant registration which will be used to publicise events.
- Submit a final report on their activities at the end of the Program
- Repay any unspent funds (unless otherwise agreed by the Office)
- Be responsible for any project cost overruns
- Participate in a program evaluation or audit to determine the extent to which projects have contributed to the fund objectives.

5.1 Application Outcomes

The Office will advise applicants, via email, of the outcome of their application.

The NSW Government Grant Administration Guide (March 2024) mandates the publication of information about all grants awarded no later than 45 calendar days after the grant agreement takes effect. The publication of program evaluations is also required. This information is published on the NSW Government Grants and Funding Finder website <https://www.nsw.gov.au/grants-and-funding>.

5.2 Funding agreement

Successful Applicants will be required to enter into a funding agreement with the NSW Government.

Successful applicants will be required to provide all supporting documentation and approvals before the Office can enter into a funding agreement. 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.

Funding agreements are considered executed once signed by the organisation and the Office has received a signed uploaded copy of the final funding agreement, with all required documentation accurate and current. The Office will advise upon Agreement approval, via email.

Successful applicants must not make financial commitments for funded activities prior to receiving a funding agreement.

Grants will be paid via milestone payments set out in the funding agreement. Timing and requirements will vary at NSW Government's discretion. Applicants who have previously been awarded Holiday Break funding, may be required to provide acquittal evidence prior to the execution of new funding agreements.

Successful applicants are required to submit progress reports to the NSW Government as outlined in the funding agreement.

5.3 Important Terms and Conditions

The NSW Government typically receives far more applications than it can fund. Applicants are not guaranteed funding. Further, even if an application is successful, it may not be funded to the full amount requested. All projects must demonstrate they can commence and be completed within the period of the funding agreement.

Applicants must either hold all relevant insurances, including a minimum \$20 million Public Liability Insurance or hold equivalent or better self-insurance to the satisfaction of the Office, or be willing to obtain relevant insurance coverage prior to executing a Funding agreement with the Office.

Requests for variations or changes to the project will only be considered in limited circumstances.

All awarded grants will be GST exclusive. If the Applicant is registered for GST, this will be applied on top of the agreed grant value when payment is made. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office (ATO). The NSW Government does not provide advice on individual taxation circumstances.

Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding agreement (unless otherwise agreed by the Office).

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 will be advertised on the Office for Youth's website to assist with promoting approved project activities. Requests to be excluded must be approved by the Office upon request.

Successful applicants may be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the Program. The evaluation may require Applicants to provide evidence of how projects have resulted in a measurable change to the lives of residents that is consistent with the objective of the Program.

Any information submitted by an applicant may be used for promotional material prepared by the NSW Government.

The NSW Government Grant Administration Guide (March 2024) mandates the publication of information about all grants awarded no later than 45 calendar days after the grant agreement takes effect. The publication of program evaluations is also required. This information is published on the NSW Government Grants and Funding Finder website <https://www.nsw.gov.au/grants-and-funding> may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies.

All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at <https://www.nsw.gov.au/branding>.

The Office reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding agreement.

Applicants must advise the Office of any changes to their legal status or of changes or delays to their project.

Additional Information

6.1 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.

6.2 Government Information (Public Access) Act 2009

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009 (NSW)*. Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009 (NSW)* makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

6.3 Complaints

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.

6.4 Ethical Conduct

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.

6.5 Conflicts of Interest

There may be a requirement for a conflict-of-interest declaration to be submitted with all proposals or in the application form.

Where a conflict-of-interest detrimental to the assessment process is identified, mitigation measures must be put in place, or an individual may be asked not to participate in the application, assessment, or delivery stage of the process.

All staff engaged in the program are required to complete a conflict-of-Interest declaration and a declaration register is maintained as per the Office's requirements.

6.6 Office for Youth rights

The Office may, in its absolute discretion, and without limiting any other right which the Office may have, do all or any of the following at any time without giving notice or reasons:

- require additional information from an applicant
- change any of the requirements of these Guidelines
- alter or vary any process, procedure or timing related to the grant opportunity, including any process, procedure or timing regarding the consideration or the evaluation of any application or all applications
- suspend or terminate the grant opportunity
- negotiate with one or more applicant(s) without prior notice to any other applicant
- terminate any negotiations being conducted with any applicant

- readvertise for new applicants
- consider any ineligible application
- terminate further participation in the grant opportunity by any applicant for any reason (including if the Office reasonably considers an application to contain any false or misleading claims or statements)
- not proceed with any funding agreement, or
- proceed with a funding agreement in ways not contemplated in these Guidelines.

6.7 Intellectual property

All intellectual property rights in these Guidelines remain the property of the Office. Applicants are permitted to use these Guidelines for the purpose of preparing an application only. Applicants must not use these Guidelines, or any information contained in these Guidelines for any other purpose.

Applications submitted in response to these Guidelines remain the property of the applicant, unless otherwise agreed between the applicant and the Office. The applicant agrees that the Office may make copies and reproduce applications for any purpose related to the grant opportunity. In addition, the Office will retain (electronic and hard) copies of all applications.

6.8 No offer

These Guidelines are not an offer, recommendation, or invitation by the Office in respect of any contract or commitment and, subject to a funding agreement being fully executed by the parties to it, nothing in these Guidelines will form the basis of any contract or commitment.

6.9 No guarantee of funding

Submission of an application does not guarantee an award of grant funding. These guidelines are subject to change at any time at the sole discretion of the Office.

6.10 Disclaimer

The Office does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency, or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The Office recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

These Guidelines are subject to change at any time at the sole discretion of the Office.

© State of New South Wales through Office for Youth 2025. The information contained in this publication is based on knowledge and understanding at the time of writing May 2025. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer or the user's independent adviser.

Appendix A

Eligible LGAs and Unincorporated Areas

- Albury City Council
- Armidale Regional Council
- Ballina Shire Council
- Balranald Shire Council
- Bathurst Regional Council
- Bega Valley Shire Council
- Bellingen Shire Council
- Berrigan Shire Council
- Bland Shire Council
- Blayney Shire Council
- Bogan Shire Council
- Bourke Shire Council
- Brewarrina Shire Council
- Broken Hill City Council
- Byron Shire Council
- Cabonne Council
- Carrathool Shire Council
- Central Coast Council
- Central Darling Shire Council
- Cessnock City Council
- City of Lithgow Council
- Clarence Valley Council
- Cobar Shire Council
- Coffs Harbour City Council
- Coolamon Shire Council
- Coonamble Shire Council
- Cootamundra-Gundagai Regional Council
- Cowra Shire Council
- Dubbo Regional Council
- Dungog Shire Council
- Edward River Council
- Eurobodalla Shire Council
- Federation Council

- Forbes Shire Council
- Gilgandra Shire Council
- Glen Innes Severn Council
- Goulburn Mulwaree Council
- Greater Hume Shire Council
- Griffith City Council
- Gunnedah Shire Council
- Gwydir Shire Council
- Hay Shire Council
- Hilltops Council
- Inverell Shire Council
- Junee Shire Council
- Kempsey Shire Council
- Kyogle Council
- Lachlan Shire Council
- Lake Macquarie City Council
- Leeton Shire Council
- Lismore City Council
- Liverpool Plains Shire Council
- Lockhart Shire Council
- Lord Howe Island Board
- Maitland City Council
- Mid-Coast Council
- Mid-Western Regional Council
- Moree Plains Shire Council
- Murray River Council
- Murrumbidgee Council
- Muswellbrook Shire Council
- Nambucca Valley Council
- Narrabri Shire Council
- Narrandera Shire Council
- Narromine Shire Council
- Oberon Council
- Orange City Council
- Parkes Shire Council
- Port Macquarie-Hastings Council

- Port Stephens Council
- Queanbeyan-Palerang Regional Council
- Richmond Valley Council
- Shellharbour City Council
- Shoalhaven City Council
- Singleton Council
- Snowy Monaro Regional Council
- Snowy Valleys Council
- Tamworth Regional Council
- Temora Shire Council
- Tenterfield Shire Council
- The Council of the Municipality of Kiama
- Tweed Shire Council
- Unincorporated Far West NSW
- Upper Hunter Shire Council
- Upper Lachlan Shire Council
- Uralla Shire Council
- Wagga Wagga City Council
- Walcha Council
- Walgett Shire Council
- Warren Shire Council
- Warrumbungle Shire Council
- Weddin Shire Council
- Wentworth Shire Council
- Wingecarribee Shire Council
- Yass Valley Council

Appendix B

Remote & Very Remote LGAs and Unincorporated Areas

LGAs and Unincorporated Areas eligible for travel loading 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

- Balranald Shire Council
- Bogan Shire Council
- Bourke Shire Council
- Brewarrina Shire Council

- Broken Hill City Council *classified as outer regional but eligible as a service hub for remote and very remote areas
- Carrathool Shire Council
- Coonamble Shire Council
- Central Darling Shire Council
- Cobar Shire Council
- Hay Shire Council
- Lachlan Shire Council
- Lord Howe Island Board
- Moore Plains Shire Council
- Unincorporated Far West Area
- Walgett Shire Council
- Warren Shire Council
- Wentworth Shire Council