

Central Coast Council Community Development Grant Program 2026/27

1. Guideline Objectives

The Community Development Grant Program Supports community organisations to implement specific projects, programs or activities that provide community outcomes and enhance the quality of life of residents of the Central Coast as well as strengthening their ability to deliver projects and services that respond to the needs of the community.

2. Guideline Scope

- Open 1 June and closes 30 June annually.
- The Community Development Grant Program is time limited and will cover activities that are able to be completed within an eighteen (18) month timeframe from the date of funding.
- Applicants can apply for up to \$20,000 per financial year, per activity.

3. Guideline Statement

The Community Development Grant Program is an open once annually to support projects, programs and activities delivered by community organisations.

4. Outcomes and Eligibility

4.1 Program Outcomes:

Each application is required to address a minimum of one of the following community outcomes:

- Increase in community identity and connections, including increased understanding of community issues and needs.
- Increase in number of people feeling a strong sense of connection within their local community, including social inclusion.
- Increase knowledge and appreciation of our local history, environment, culture, and diversity.
- Improve our quality of life.
- Build community expertise, capacity, networks and skills.
- Enhance a sense of local identity.

4.2 Activities and Projects Supported

- Projects that create, diversify, or enhance participation in the community; or that provide benefits to address an identified community need.
- Projects that aim to increase social inclusion.

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

- **NON-INFRASTRUCTURE** projects that enhance and improve accessibility options for the community.
- Projects that increase community identity and connection, enabling the community to come together and address community safety and/or identify emerging community needs and social issues.
- Projects that increase the skills and knowledge of a community organisation to better understand and serve the community through responding to community issues and needs.
- Projects that address environmental issues and concerns or contribute to environmental education and awareness.
- Creative community projects involving arts practitioners collaborating with communities.
- Projects that include the contracting of professionals including facilitators, producers, and project managers to deliver the project outcome and/or develop a community organisation's skills.
- Cost of Public Liability insurance linked directly to the project.
- Projects that include the hire or purchase of non-fixed equipment and materials that provide a demonstrated community benefit beyond the life of the grant (requested for purchase of equipment needs to demonstrate how the equipment relates to the overall objective/outcome of the event/project/activity)
- Hire of Council facilities and services.

4.3 Eligibility

4.3.1 Applicants must be:

- A legally constituted not-for-profit organisation.
- A legal entity with not-for-profit status.
- A registered charity with the Australian Charities and Not-for Profit Commission (ACNC).
- An unincorporated community group auspiced by a legally constituted not-for-profit organisation.

4.3.2 A modest auspice fee will be considered for legally constituted not-for-profit organisation who auspice an applicant. 4.3.3 Applicants must operate within the Central Coast area and/or be able to demonstrate that the project will benefit residents of the Central Coast Community.

4.3.4 All applicants must meet the grant program eligibility criteria and address one or more of the program outcomes.

4.3.5 Only one application per project, per financial year, may be successful in obtaining funding across any of Council's grant funding programs.

4.3.6 Central Coast based community run emergency service entities that are part of Government Departments and agencies such as RFS, SES and VRA.

4.3.7 Applicant must provide all required documentation as detailed in section six (6) of these Guidelines.

4.3.8 An organisation with no debt to Council, or an organisation who has entered into scheduled payment arrangements with Council, which are being met.

4.4 Ineligibility

4.4.1 Late or incomplete applications.

4.4.2 Proposals from other Councils, Government Departments, agencies with the exception of Central Coast based community run emergency service entities.

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

4.4.3 Proposals from employees or Councillors of Central Coast Council (both in a paid or voluntary capacity).

4.4.4 Expenditure for equipment not related to the specific project proposed.

4.4.5 Events, projects, or activities with a religious, political, or sectarian purpose, where the purpose may exclude or offend members of the broader community.

4.4.6 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations.

4.4.7 Applications seeking funds for retrospective projects and activities commencing, or project items purchased, prior to two (2) months from the end of the grant closing date. (For example, an applications submitted by deadline of 30 June must commence no sooner than 1 September to be eligible).

4.4.8 Proposals that duplicate a project, service or activity already existing within the Local Government Area.

4.4.9 A project, event, service, or activity which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship or a philanthropic trust.

4.4.10 Proposals that are funding the core business of the organisation.

4.4.11 Applications for purchases or expenses related to privately owned items.

4.4.12 Applications that do not have asset owner consent, if applicable.

4.4.13 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses.

4.4.14 Applications seeking funds for existing salaried or waged positions not related specially to the proposed project.

4.4.15 Applications seeking funds for benefits such as travel, meal or accommodation costs including cost to undertake activity outside or to the Local Government Area.

4.4.16 Applications seeking funds for goods or services to 'on-sell'.

4.4.17 Applications seeking funds for prize money and gift vouchers.

4.4.18 Funds for fees to attend a conference, congress, or seminar.

4.4.19 General fundraising events or appeals.

4.4.20 Existing projects or programs that require additional funding.

4.4.21 Applicants in a position to self-fund the project.

4.4.22 A project, event, service, or activity which primarily benefits a single, individual, or business.

4.4.23 Works to building or property.

4.4.24 Purchase of land or buildings.

4.4.25 Applications for commercial lease subsidy.

4.4.26 Research or studies (e.g.- feasibility economic and heritage).

4.4.27 Digital (e.g. website, app and web-based subscriptions) platform development and maintenance.

4.4.28 Applicants who have an unresolved debt to Council.

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

4.4.29 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council Grant.

4.4.30 Where alternative funding options exist for any of the above exclusions, applicants will be advised accordingly.

5. Assessment

5.1 Assessment Criteria

Each application will be assessed based on following:

Project plan

- The project has been properly researched and well planned.
- The project is feasible and will deliver a broader community benefit or outcome.
- The project involves participation and/or audience from local community.
- The project demonstrates tangible benefit to local the community, environment, or economy.
- The project will generate sustained social, economic, or environmental benefits to the community.
- The project addresses an identified gap and/or high priority area in the community.
- The organisation clearly demonstrated the capacity to deliver the project.
- The organisation demonstrates community consultation, support and promotes participation.

Budget

- The applicant is contributing to the cost of the project, including in-kind support.
- The applicant has provided a comprehensive project budget and supporting financial information.
- The applicant has supplied required quotes and pricing research for the requested items in the application budget.

Sustainability

- The applicant demonstrates, where practical any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended.

5.2 Assessment Process

- Applications are only accepted online through Central Coast Council's website and the appropriate online application form. Assistance is provided by Council's Grants team to any group or individual if requested to ensure access and support with the online system.
- All applications will be assessed by the Community Grants and Sponsorship Review Panel and recommendations presented to Council for endorsement.
- Central Coast Council reserves the right to request further information on considering any application as well as the right to reject any application that does not meet the criteria.
- Council reserves the right to award an amount less than within the application, if it is assessed that the amount requested is not justified by the information provided or the full amount is not available at the time of request.
- Applications may be assigned to another grants program as part of the assessment process if the original funding program selected by the applicant is not deemed the most appropriate for the initiative.

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

- As funding is limited, not every application that meets the assessment criteria will be successful.
- All decisions of Central Coast Council are final, and no negotiations will be entered into.

6. Responsibilities

- Council will notify all applicants will be notified of the outcome of their application; unsuccessful applicants are encouraged to seek feedback from Council's Grants team on their application.
- Successful applicants must review and are required to sign a Funding Agreement outlining the requirements of their grant. This Funding Agreement must be signed with any funding conditions met, prior to funding being provided.
- Council may withhold funding if stipulated grant conditions as per the Funding Agreement are not met.
- Applicants are required to complete all projects as per Council resolution set out in the Funding Agreement. Please note that Council funding may only be used as agreed with Council and may not be diverted to other budget line items, projects, or purposes. A request to divert funds must be submitted via a SmartyGrants variation request form.
- Applicants are required to provide to Council a final project report (grant acquittal). The report is due within twelve (12) weeks of the end of the project, as per application, or date of payment, whichever is the latest. The report must detail the outcomes and expenditure of funds granted and must include evidence of expenditure as detailed in the acquittal template.
- Applicants who do not complete and return a final project report (grant acquittal) by dates agreed will be ineligible for any future funding.
- Applicants are required to supply the following mandatory documentation in the application:
 - A copy of most recent auditing financial statements (or a statement of income and expenditure signed by your finance manager if your organisation is not subject to audit requirements).
 - Your organisations most recent Annual Report- minimum of Form A12, if this is your annual reporting obligation to NSW Fair Trading.
 - A copy of your organisations Certificate of Incorporation or evidence of being legally constituted not-for-profit organisation, or authority to fundraise from NSW Office of Liquor, Gaming and Racing if you haven't supplied an ABN or organisations constitution.
 - A copy of your organisations Public Liability insurance certificate or a written quotation for public liability insurance cover for \$20 million.
 - Applicants are required to provide quotes for each budget item. Items valued at \$1,000 or more for capital works and/or equipment are required to provide two (2) quotes.
 - Evidence of other funding secured or applied for (if relevant).
- Council staff and funding assessors are required to declare any potential pecuniary or non- pecuniary conflict in the application, to ensure an accountable and transparent assessment process is maintained

7. Guideline Definitions

- **Act** - means the *Local Government Act 1993* (NSW)
- **Council** - means Central Coast Council

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

- **CEO** - means the Chief Executive Officer of Council
- **Grant** - means a payment made by Central Coast Council to assist in meeting the local government area's strategic goals and objectives, encourages capacity building and provides a benefit to the local community.
- **In-kind** - means the provision of receipts of goods and services to support or enhance an initiative to the value of the goods or services at a reduced rate or free of charge.
- **Non-pecuniary interest** - are private or personal interests the person has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.
- **Pecuniary interest** - means a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
 - the person, or
 - the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, or
 - a company or other body of which the person, or a nominee, partner, or employer of the person, is a member.
- **Organisation** - means any group, incorporated or unincorporated operating for a defined purpose or function.
- **Subsidy** - means support provided in-kind in the form of the provision of receipt of goods and services to the community or enhance an initiative to the value of the goods or service at a reduced rate or free of charge.
- **Applicant** - an individual, organisation or business that submits a request for funding.

Grants Team Contact Information

E-mail: grants@centralcoast.nsw.gov.au

P: 02 4325 8861

Contact Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation Name

Organisation Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

Organisation Primary Phone Number *

Must be an Australian phone number.

Organisation Primary Email *

Must be an email address.

Website link

Must be a URL.

Which of the following best describes your organisation:

- Registered Charity
- Incorporated not for profit organisation
- Australian Public Company Limited by Guarantee
- Business
- Cooperative
- Charitable Foundation
- Benevolent Society
- Auspice by a legally incorporated not for profit
- Other

Are you auspicing this project? *

- Yes No

No more than 1 choice may be selected.

If yes, the organisation is the auspicing body and the contact is the group being auspiced

Does your organisation have an ABN? *

- Yes
 No

Auspice

Name

- Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email

Must be an email address.

Phone Number

Must be an Australian phone number.

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

Applicant Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Contact for Application- the person responsible for the project management

Contact Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Organisation *

Contact Position *

Contact Number *

Must be an Australian phone number.

Contact Email Address *

Must be an email address.

Are you an employee or Councillor of Central Coast Council? *

Yes No

No more than 1 choice may be selected.

If yes, you are not eligible to apply

Central Coast Council Community Development Grant Program Application 2026/27 Form Preview

Project Details

* indicates a required field

Project Title *

Brief project description and how the funding will be utilised: *

Word count:

Must be at least 50 characters no more than 150 words.

Provide a short description of your project - what are you out to do?

Project Start Date: *

Must be a date and no earlier than 1/9/2026.

CANNOT commence within two (2) months of the grant round closing date

Project End Date: *

Must be a date and no later than 30/4/2028.

Main suburb your project will take place: *

What venue (if any) will your project be located at? *

Are you as the applicant, the owner of the venue/property referred to in this application? *

Yes No

No more than 1 choice may be selected.

If you are not the owner of the property, you will need to attach a letter of consent from the legal owner of the property.

If not the owner of venue/property, please supply venue manager or owners details

Please upload booking confirmation, booking submission or owner approval to use the venue

Attach a file:

Please attach confirmation from Council's booking officer if using a Council venue:

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

Attach a file:

Upload project or event plan that includes actions, timeframes, resources and stakeholders/partners *

Attach a file:

Document required

Detailed project description of what you are applying for and how the funding will support the delivery of the project: *

Word count:

Must be at least 50 characters between 0 and 500 words.

Please select which objective/s from Our Future, Our Central Coast Community Strategic Plan 2025-2035 your project best aligns with: *

- Our People PE1 - A shared sense of community spirit and pride that celebrates our First Nations voices, diversity, art, creativity, culture and identity.
- Our People PE1.1 - Recognise diversity, cultures and identities and create opportunities for inclusion where all people feel welcome and participate in community life
- Our People PE2.1 - Enhance community safety within neighbourhoods, public spaces and places
- Our People PE2.2 - Support vulnerable community members including those people experiencing homelessness, domestic and family violence, and people from minority groups.
- Our Environment EN 1.2 - Protect, conserve and maintain natural landscapes and habitats, such as the beaches, waterways, bushlands, wetlands, local native species, including the Coastal Open Space System (COSS).
- Our Place PL3.2 - Advocate and invest in healthcare solutions including infrastructure, services and preventative programs to keep people well for longer
- Our Economy EC1.1 - Facilitate and provide accessible learning, education and vocational pathways that link with industry and supports lifelong learning.

At least 1 choice must be selected.

Click here to view [Our Future | Our Central Coast Community Strategic Plan 2025-2035](#)

Please select the main outcomes your project aims to achieve: *

- Increase in community identity and connections, including increased understanding of community issues and needs.
- Increase in number of people feeling a strong sense of connection within their local community, including social inclusion.
- Increase knowledge and appreciation of our local history, environment, culture, and diversity.
- Improve our quality of life.
- Build community expertise, capacity, networks and skills.
- Enhance a sense of local identity.

Describe how your activity strives to achieve the selected outcomes/objectives: *

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

Word count:

Must be at least 50 characters between 0 and 500 words.

Will your project be open for the general public to participate or attend? *

Yes No

No more than 1 choice may be selected.

Cost to participants (if any) *

\$

Must be a dollar amount.

Must be a dollar amount, if nil insert 0

What will the money from the 'cost to participants ' contribute to within the project, program or activity? *

If you make, a profit what will the profit be used for?

How many people do you anticipate will benefit from your project/program or activity? *

- 0-20
- 20-50
- 50-100
- 100-150
- 150-200
- 200-300
- 300-500

Describe how the community is involved in this project including any consultation that has taken place and what community support there is for the project: *

Word count:

Must be at least 50 characters between 0 and 500 words.

Attach evidence of community consultation:

Attach a file:

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

How will you promote your project to the community? e.g marketing plan *

Word count:

Must be at least 50 characters between 0 and 500 words.

If a marketing plan has been developed, please attach:

Attach a file:

Do you expect the project to continue after funding from the grant has ceased? *

Yes

No

Projects that require ongoing funding are required to demonstrate the organisations's plan towards project sustainability (finance, administration and governance) excluding Council Services. *

Word count:

Must be at least 50 characters between 0 and 500 words.

Considerations

To the best of your knowledge, what type of approvals, permits, licences will your group need to obtain:Consider

- Development Consent
- Traffic Committee/Road Closures
- Asset owner's approval
- Other:

Please note: If you are successful in receiving support from Council, this support does not replace any of the necessary paperwork and requirements of your event/activity. You are still required to complete and submit all necessary documentation.

If you selected any of the above, please provide evidence and include current status:

Attach a file:

Have you been dealing with a Central Coast Council staff member regarding this project? *

Yes No

Central Coast Council Community Development Grant Program Application 2026/27 Form Preview

No more than 1 choice may be selected.

Please note: if you are successful in receiving support from council, this support does not replace any of the necessary paperwork or approvals required for your project. You are still required to complete and submit all necessary Council documentation.

If yes, who? *

Project Budget - Please note this section is MANDATORY

* indicates a required field

Application Budget Details

Applicants must submit an accurate overall budget for the full project, program, activity or event, rather than only the funding sought from Council. Providing a complete budget demonstrates your organisation's understanding of the financial requirements and its ability to manage and deliver the activity.

Please refer to [Council's Fees and Charges](#) to determine the cost of Council Services.

The budget table allows applicants to identify any cash or in-kind contributions they will provide toward the project, program, activity or event.

In-kind contributions may include volunteer time, supplies, materials or services.

When calculating **in-kind** volunteer time or labour contributions, please use the below:

- **\$30 per hour for non-professional in kind contributions**
- **\$75 per hour for professional in-kind contributions**

Project Item(s) - please list/ detail all budget items below - see example above:	Amount Requested from Council	Applicant Contribution: Cash	Applicant Contribution: In-Kind (dollar value of contributions)	Please attach at least one quote per budget line item being requested from Council. Items valued at \$1,000 or more for capital works and/or equipment are required to provide two (2) quotes.
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	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

more for capital works and/or equipment are required to provide two (2) quotes.

	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

Part Funding Total

Part funding total requested

\$

This number/amount is calculated.

Part funding total applicant contribution cash

This number/amount is calculated.

Part funding total applicant contribution in-kind

This number/amount is calculated.

Part funding total project cost

This number/amount is calculated.

Are you seeking funding from other sources?

- Yes
- No

Evidence of other funding sought:

Attach a file:

Is the funding confirmed?

- Yes
- No
- Unsure

Amount of funding from other source/s:

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

Must be a dollar amount.

If no funding sought, insert \$0

Which budget item/s will this funding contribute to? *

Documentation Check List - These documents are MANDATORY.

* indicates a required field

Please select one of the following to attach: *

- Annual Report Document
- Annual Report website link
- Form A12
- Last two (2) Executive Committee Meeting Minutes signed by President, Vice President or Treasurer
- Most recent Annual General Meeting Minutes signed by President, Vice President or Treasurer

Attach a copy of your organisations most recent Annual Report *

Attach a file:

Annual Report website link: *

Attach a copy of your organisations Form A12 *

Attach a file:

Attach a copy of your organisations last two (2) Executive Committee Meeting Minutes signed by President, Vice President or Treasurer. *

Attach a file:

Attach a copy of your organisations most recent Annual General Meeting minutes signed by President, Vice President or Treasurer. *

Attach a file:

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

Signed Financials - Attach a copy of the most recent statement of financial position (balance sheet) and statement of financial performance (profit & loss, income statement) of your organisation signed by your Accountant/Finance Manager/Treasurer: *

Attach a file:

Certificate of Incorporation - If you don't have an ABN - attach a copy of your current Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from NSW Office of Liquor, Gaming and Racing:

Attach a file:

Public Liability Insurance - Attach a copy of Public Liability Insurance Certificate of Currency, or a written quote, for this project, for a minimum \$20 million *

Attach a file:

Support Material: please ensure all documents are aptly titled for identification

If applicable, please attach any support material.

Attach Files

Attach a file:

Declaration and Privacy Statement

* indicates a required field

Declaration and Privacy Statement:

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact Central Coast Council immediately if any information provided in this application changes or is incorrect.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Central Coast Council Community Development Grant Program Application 2026/27

Form Preview

I acknowledge that grant applications submitted to the Community Development Grant Program in June 2026 are scheduled to be presented to Council at its meeting on Tuesday 27 October 2026.

I understand that if my funding submission is incomplete, that is, if any of the required documents are missing without explanation, that the application can be withdrawn from consideration, and I will be notified accordingly.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Yes

Name

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position held *

Date *

Must be a date.