

Central Coast Council Community Support Grant Program 2026/27

1. Guideline Objectives

The Community Support Grant Program supports the community to deliver activities which require a small amount of funding and/or assistance with Council services.

2. Guidelines Scope

- The Community Support Grant Program is open for applications throughout the year with the closing date for each assessment period being the last day of each month.
- The Community Support Grant Program 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 \$5,000 per project, per financial year in combined funding and/or assistance with Council services.

3. Guideline Statement

The Community Support Grant Program remains open throughout the year to provide assistance for community activities that require:

- Support through the provision of subsidised access to Council services and facilities.
- Financial assistance for community activities, projects and events.

4. Outcomes and Eligibility

4.1 Program Outcomes:

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

- Increase the number of community members who feel safe, included, and welcome to participate in community life.
- Enhance a sense of local identity.
- Improve local facilities.
- Enhance positive social and cultural outcomes for local communities.
- Conserving and protecting the natural environment.

4.2 Activities and projects supported

Types of activities and projects supported.

- Road closures for events
- Waste services for events.

Central Coast Council Community Support Grant Program Application 2026/27

Form Preview

- 50% of hire of Council managed venues
- 50% rates subsidy of the ordinary component for community owned facilities.
- Hire of Council equipment.
- Development application fees.
- **MINOR INFRASTRUCTURE** improvements to enhance accessibility or safety within a neighbourhood amenity or public space. The **total** value of minor infrastructure projects can be no more than \$7,500 (Grant application limited to \$5,000).
- Tools, equipment, or support to further a volunteer-based community enterprise.
- Projects that allow the community to come together, celebrate and socialise.
- Minor sporting, community, heritage, arts and cultural activities or events.
- Projects that include the hire or purchase of non-fixed equipment and material that provides a demonstrated community benefit beyond the life of the grant (request for purchase of equipment needs to demonstrate how the equipment relates to the event/project/activity.)
- Cost of Public Liability insurance linked directly to the project.

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 Only four applications per organisation, per financial year may be successful in the Community Support Grant Program.

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

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

4.3.9 Rates subsidy is only available for community facilities that provide a community service to residents of the Central Coast. All rates must have been paid in full and rebates are only available for 50% of the ordinary rates component. Organisations are eligible to apply for one (1) retrospective year of rates subsidy in one application per financial year.

4.3.10 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

Central Coast Council Community Support Grant Program Application 2026/27

Form Preview

- 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.
- 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 one (1) month from the end of the grant closing date. (For example, an application submitted in July 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 Purchase of land or buildings.
- 4.4.24 Applications for commercial lease subsidy.
- 4.4.25 Maintenance or works to Council owned buildings that are a lease obligation of the hirer or leasee.
- 4.4.26 Research or studies (e.g.- feasibility economic and heritage).

Central Coast Council Community Support Grant Program Application 2026/27

Form Preview

- 4.4.27 Digital (e.g. website, app and web-based subscriptions) platform maintenance.
- 4.4.28 Applicants who have an unresolved debt to Council.
- 4.4.29 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council Grant.
- 4.4.30 A project, event, service, or activity which in the opinion of the assessment panel does not comply with Council's Sustainable Event Management Guide.
- 4.4.31 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 the 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 a Grants Review Panel and recommendations presented to Council for endorsement.
- Central Coast Council reserves the right to request further information in the consideration of any application as well as the right to reject any application that does not meet the criteria.

Central Coast Council Community Support Grant Program Application 2026/27

Form Preview

- 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.
- 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 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 the Successful Letter issued including any funding conditions set out in the letter.
- Council may withhold funding if stipulated grant conditions as per the Successful Letter are not met.
- Applicants are required to complete all projects as per Council resolution set out in the successful letter. Please note that Council funding may only be used as agreed with Council and may not be diverted to other line items, projects, or purposes. A request to divert funds must be submitted via a SmartyGrants variation request form.
- Applicants are required 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.
- All 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).
 - Organisations most recent Annual Report- minimum of Form A12, if this is your annual reporting obligation to NSW Fair Trading.
 - Organisations certificate of Incorporation or evidence of being legally constituted not-for-profit organisations, 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 the 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
- **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

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

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

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/body
- ☐ Australian Public Company Limited by Guarantee
- ☐ Business
- ☐ Cooperative
- ☐ Charitable Foundation
- ☐ Auspiced by a legally constituted 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

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Email

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

Must be an email address.

Phone Number

Must be an Australian phone number.

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

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Name of Organisation *

Applicant Position *

Contact Phone Number *

Must be an Australian phone number.

Contact Email Address *

Must be an email address.

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

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

Project Details

* indicates a required field

Project Title *

'Rates Subsidy', if that is your reason for applying

Brief project description and how the funding will be utilised:

Word count:

Must be no more than 250 words.

Provide a short description of your project - what are you out to do? Please write 'Rates Subsidy', if that is your reason for applying.

Project Start Date - The date you intend to start spending grant funds *

Must be a date.

CANNOT commence within four (4) weeks of the grant round closing date (last day of the month application is submitted in)

Project End Date - The date all grant funds will have been spent *

Must be a date.

Is your project an Event? *

- ☐ Yes
☐ No

Please enter the date your event will run.

Event Start Date *

CANNOT commence within four (4) weeks of the grant round closing date (last day of the month application is submitted in)

Event End Date - select the same event start date if a one day event *

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

Main suburb your project will take place: *

Venue where your project will be located: *

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:

Attach a file:

Upload project or event plan:

Attach a file:

Detailed project description and how the funding will support the delivery of the project: *

Word count:

Must be between 100 and 1000 words.

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

- ☐ Our People PE1.1 - 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.

Central Coast Council Community Support Grant Program Application 2026/27

Form Preview

- ☐ Our People PE3 - Opportunities for people to connect, engage and participate within their community.
- ☐ Our Place PL3 - Healthy and balanced lifestyles where people have access to essential amenities and services.

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 the number of community members who feel safe, included and welcome to participate in community life
- ☐ Enhance a sense of local identity
- ☐ Improve local facilities
- ☐ Enhance positive social and cultural outcomes for local communities.
- ☐ Conserving and protecting the natural environment.

At least 1 choice must be selected.

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

Will your project be open for the use/attendance of the general public?

- ☐ Yes
- ☐ No

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?

- ☐ 0-20
- ☐ 20-50
- ☐ 50-100
- ☐ 100-150
- ☐ 150-200

Central Coast Council Community Support Grant Program Application 2026/27

Form Preview

- ☐ 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:

Attach evidence of community consultation:

Attach a file:

Considerations

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

- ☐ 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.

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

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.

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

Considerations

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

- ☐ Development consent
- ☐ Traffic committee/road closures
- ☐ Asset owner approval
- ☐ Other

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

Attach a file:

If you are completing works is the item or building Heritage Listed? *

- ☐ Yes
- ☐ No
- ☐ Unsure
- ☐ N/A

Have you spoken with Central Coast Councils Heritage Officer?

- ☐ Yes
- ☐ No

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

- ☐ Yes ☐ No

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.

What is the name of the Central Coast Council staff member? *

Please attach a copy of any relevant correspondence you have had with any relevant Council Officer

Attach a file:

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	Amount Requested from Council	Applicant Contribution: Cash	Applicant Contribution: In-Kind e.g volunteer time (dollar value of contributions)	Please attach a quote or pricing research 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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	\$	\$	\$	
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Central Coast Council Community Support Grant Program

Application 2026/27

Form Preview

	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	
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Total Amount Requested

\$

This number/amount is calculated.
 What is the total financial support you are requesting in this application?

Total applicant contribution cash

\$

This number/amount is calculated.

Total applicant contribution in-kind:

\$

This number/amount is calculated.

Total Project Cost

\$

This number/amount is calculated.
 What is the total budgeted cost (dollars) of your project?

Part Funding - please fill in organisations budget priorities if Council choose to part fund the project.

** Community Support Grant Program is highly competitive which may lead to Council part funding projects.*

Priority Item	Amount request Applicant Contr	ed from Council bution: Cash	Applicant Contr ibution: In-Kind e.g. volunteer t ime (dollar valu e of contributio ns)	Please attach a t least one quot e per budget lin e item being req uested from Co uncil. Items valu ed at \$1,000 or more for capital works and/or eq uipment are req uired to provide two (2) quotes.
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	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

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

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

Please attach evidence of other funding sought: *

Attach a file:

Is the funding confirmed: *

- ☐ Yes ☐ No ☐ Unsure

No more than 1 choice may be selected.

Amount of funding from other source/s: *

\$

Must be a dollar amount.

If no funding sought, insert \$0

Which budget items 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

Central Coast Council Community Support Grant Program Application 2026/27

Form Preview

- ☐ 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: *

Must be a URL.

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:

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:

Central Coast Council Community Support Grant Program Application 2026/27

Form Preview

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:

For rate subsidy requests please attach proof of payment of your rates notice

Attach a file:

Rates must be paid in full to be eligible for a rebate

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

If applicable, please attach any support material.

Attach Files:

Attach a file:

Please note: If your funding submission is incomplete, that is, if any of the required documents are missing without explanation, your application will be withdrawn from consideration, and you will be notified accordingly.

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.

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

Authorised Person's Name *

Title First Name Last Name

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

Position held *

Date of declaration *

Must be a date.