

# COMMUNITY GRANTS PROGRAM

## Guidelines 2026/27



### About the Community Grants Program

The Community Grants Program supports eligible local not-for-profit organisations to deliver projects, activities and events that provide a clear benefit to the Liverpool Plains Shire community.

For 2026/27, the program will be delivered as **one annual funding round**.

Projects/Programs/Events must be delivered within 12 months upon funding being awarded by Council.

### Program key dates

| Milestone                                | Date                                                     |
|------------------------------------------|----------------------------------------------------------|
| Applications open                        | 28 August 2026                                           |
| Applications close                       | 30 September 2026                                        |
| Assessment by selection panel            | October 2026                                             |
| Council considers recommended recipients | 28 October 2026 Ordinary Meeting                         |
| Applicants notified of the outcome       | In writing during the week following the Council meeting |
| Funding paid and projects completed      | Within 12 months upon funding being awarded by Council.  |
| Acquittal due                            | Within one month of project completion.                  |

### Funding eligibility

Applications to the Community Grants Program must:

- Be applying for an event, activity or project that will take place within the Liverpool Plains Shire region.
- Be a not-for-profit entity, or have the project auspiced by a not-for-profit entity.
- Hold current Public Liability Insurance to the value of \$20 million.
- Be able to demonstrate the community benefits of the proposal.
- Complete the project by the agreed deadline.
- Use the approved Community Grants Program application form and provide all supporting documentation.
- Have acquitted any grants previously received through Council's Community Funding Program or Community Grants Program.
- Priority will be given to applicants who did not receive funding in the previous funding round.

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### Funding will not be considered for

- Ongoing administrative or operational costs.
- Retrospective projects or costs already incurred.
- Government agencies.
- Payment of debt or insurance premiums.
- Conferences or religious ceremonies.
- Projects that demonstrate or anticipate a budget surplus.
- Organisations whose core business is educational, religious or medical.
- Production of newsletters or social media sites.
- Activities that duplicate existing services.
- Individuals or political parties.
- Academic research or course work.

### The application process

Application forms and supporting information will be available from **[www.liverpoolplains.nsw.gov.au](http://www.liverpoolplains.nsw.gov.au)**. Forms may also be requested by emailing **[council@liverpoolplains.nsw.gov.au](mailto:council@liverpoolplains.nsw.gov.au)** or calling **(02) 6746 1755**.

Applicants are encouraged to contact Council before lodging an application to confirm eligibility and discuss the proposed project.

#### Each application must include:

- A fully completed application form.
- A copy of the organisation's latest financial statement.
- A current Certificate of Currency confirming \$20 million Public Liability Insurance.
- Evidence of not-for-profit status, or a letter confirming auspicing arrangements.
- A quote where funding is sought for the purchase of goods or capital works.
- Any other supporting information requested in the application form.

### Assessment and approval process

After applications close, Council officers will confirm whether each application meets the eligibility and documentation requirements.

Eligible applications will then be assessed by a selection panel comprising **one Councillor and two Council staff members**. The panel will assess applications against the published program criteria and prepare a recommendation for Council.

Council will consider the panel's recommendations at the **Ordinary Meeting of Council on 28 October 2026**. Final decisions about funding allocations are made by Council.

Council may approve a lower funding amount than requested, apply additional conditions or specify the items to be funded. Council's decision is final.

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## Successful applicants must agree to

- Use the funding only for the purpose approved by Council.
- Request and obtain Council approval before changing the approved project, activities, expenditure or delivery timeframe.
- Obtain all permits, approvals, licences and insurances required for the project.
- Acknowledge the assistance of Liverpool Plains Shire Council in related promotions and use Council's logo in accordance with Council's brand requirements.
- Notify and invite Councillors to any funded public event or activity, where appropriate.
- Keep receipts, invoices and evidence showing how the funding was spent.
- Complete the project and return the acquittal form within one month of project completion and within 12 months upon funding being awarded by Council.
- Return any unspent funds or funds not used for the approved purpose, if requested by Council.

## Insurance and taxation

Grant funding may have taxation implications. Applicants should obtain independent advice from a tax agent or financial adviser.

Successful applicants are responsible for all normal commercial obligations connected with the funded project, including public risk, workers compensation for employed staff and any other insurance required for the activity.

## Privacy, confidentiality and public reporting

Information provided by applicants will be used to receive, assess and administer applications and grants. Information will be handled in accordance with applicable privacy and access-to-information legislation, including the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*.

Council reports and meeting papers may identify applicants, project details, amounts requested and recommended funding outcomes where required for transparent Council decision-making.

### Need help?

Contact Liverpool Plains Shire Council before applications close.

Phone: (02) 6746 1755

Email: [council@liverpoolplains.nsw.gov.au](mailto:council@liverpoolplains.nsw.gov.au)

Website: [www.liverpoolplains.nsw.gov.au](http://www.liverpoolplains.nsw.gov.au)

### Program close

**30 September 2026**

Late or incomplete applications may not be considered.