

Minor Grants

* indicates a required field

Please note:

Your application must be received before your event / program takes place to be considered for a grant.

Applications for Minor Grants must be submitted no later than 8 weeks prior to the event, program or project commencing. Applications submitted for events or projects commencing in less than 8 weeks will not be considered for funding for a Minor Grant.

**** Please note:** Council will **no** longer consider applications for individuals.

[Minor Grants Guidelines](#)

[Community Grants Policy](#)

Have you applied and been awarded any other grant this financial year from THSC?

- ☐ Annual Community Grant
- ☐ Art. Culture and Events Grant
- ☐ Orange Bosson Festival Grant

What is the amount you have received from THSC this financial year?

Must be a dollar amount.

Minor Grants

Council will consider one THSC Minor Grant application per financial year up to \$1000 for not-for-profit and incorporated organisations that are delivering community services, organising small events or cultural activities for Hills Shire residence. (Minor grants do not require dollar for dollar match funding).

*The Event / Activities / Program **MUST** be a future date.*

**** Please note:** Council will **no** longer consider applications for individuals.

Application Requirement

Applications for Minor Grants must be submitted no later than 8 weeks prior to the event, program or project commencing. Applications submitted for events or projects commencing in less than 8 weeks will not be considered for funding.

2026/27 Minor Grants

Form Preview

Are you requesting funding for an event/ program/ project commencing within 8 weeks? *

- ☐ Yes
☐ No

• If yes - you are ineligible to apply for a Minor Grant. Please review the Minor Grants Guidelines

Date of your event / program / project *

Must be a date.

Please ensure your start date is at least 12 weeks from today's date.

Eligibility Criteria

Eligible to apply:

Applicants must:

- Be a recognised legal local not-for-profit and/or registered charitable organisation
- Provide the activity **in The Hills Local Government Area** (LGA)
- Ensure the activity is **free or low-cost** for the community to participate in
- Apply through Council's online grant management system
- The Event / Activity / Program **MUST** be a future date
- Organisations will need to include a copy of Public Liability insurance (minimum of \$20 million PL coverage)

Ineligible to apply:

- Projects that do not benefit residents of the Hills LGA
- Retrospective funding
- Organisations with outstanding completion reports or acquittals from previous funding
- State and Federal Government agencies and their entities (including schools, P&Cs, Childcare/Preschool Services, TAFE/Universities/Colleges, Area Health Services, hospitals and political organisations)
- Councillors, staff and their immediate family
- Applicants applying entirely for staff costs

Assessment Criteria

Applications are assessed against eligibility and application criteria and are approved at the sole discretion of Council subject to budget availability.

Project details

Project clearly articulates and reflects priority areas. The budget is achievable and deliverable.

Project innovation

Project is innovative and not previously funded by Council or any other level of Government and is not already being delivered locally.

Project reach

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Form Preview

Application clearly states who will benefit from this project and how many Hills Shire residents it will positively impact.

Organisational Capability

Applicant has demonstrated their operational capability and skills of key personnel delivering the project.

Social and Participant Impact

Application highlights how the project will improve social outcomes for The Hills Shire community (and not replicate preexisting programs).

Timeline

Applications for a Minor Grant may be made throughout the year and will be assessed on a regular basis.

Applications received will be assessed by a Grants Officer who will determine if the application is eligible.

All grant applications will be assessed by relevant staff at The Hills Shire Council.

Applications may be recommended for full funding, partial funding or no funding.

Applicants will be notified of the outcome.

Contact Details

* indicates a required field

Name of organisation *

Organisation Name

Organisation MUST be based in The Hills LGA.

Applicant Primary Address *

Address

The organisation MUST be based in the Hills LGA

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

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Form Preview

Authority to Apply *

☐ I have authority to submit an application on behalf of this organisation

For all organisations please upload a copy of your Public Liability Insurance *

Attach a file:

Public Liability Insurance is a requirement as per the grants policy. Please ensure the insurance is valid.

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	

Organisation must provide a current ABN

Minor Grant APPLICATION FORM

* indicates a required field

Grant Requested

Total Amount Requested *

\$

Must be a dollar amount between \$100 and \$1,000.

Total Cost of Project (project / event / activity)

Total COST *

\$

Must be a dollar amount.

Please indicate here the entire program / event cost.

Project Budget

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Form Preview

Expenditure (show how your donation will be expended)

	\$

Budget Totals

Total Expenditure Amount *

\$

This number/amount is calculated.

Total Expenditure Amount must equal Total Amount Requested

Project / Activity Details

Project Title *

Provide a name for your project. Your title should be short but descriptive

Project / Program LOCATION *

General Details of Project / Activity *

Word count:

Must be no more than 200 words.

Please provide a description (including activity / location / important details)

Organisation website

Start Date of Project/Activity *

Must be a date.

The application must be submitted 12 weeks prior to your event / project commencement date.

End Date of Project/Activity *

Must be a date.

Project INNOVATION - outline how the project is original and why Council should support it *

Word count:

Must be no more than 150 words.

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Form Preview

Project REACH - explain how residents from The Hills LGA will benefit from this project / event *

Word count:

Must be no more than 150 words.

Organisational CAPABILITY - demonstrate your operational capability to deliver this project *

Word count:

Must be no more than 150 words.

Social & Participant IMPACT - explain how the proposed project, event or activity will increase community outcomes and participation in The Hills LGA *

Word count:

Must be no more than 150 words.

Bank Details

If your application is successful the funds will be sent via Electronic Funds Transfer (EFT). You will receive written notification that the funds have been transferred.

Applicant Primary Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Conflict of Interest

IF APPLICABLE: Please complete a conflict of interest form. Forms can be completed here: [Conflict-Of-Interest Form](#)

Once the form has been completed, the form will be sent to the grants administrator to attach to your application.

If you or your committee does not have a conflict of interest with The Hills Shire Council - you are NOT required to complete a Conflict-of-Interest form.

Do you have a conflict of Interest with the Hills Shire Council? *

- ☐ Yes
☐ No

If you tick yes, please complete the Conflict of Interest Form link above. This will be automatically attached to your application form once completed.

Privacy Notification

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act (PPIPA) 1998.

The intended recipients of the personal information are:

- officers within Council;
- data service providers engaged by Council from time to time
- any other agent/contractor of Council, and
- other Statutory Authorities.

The supply of the information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, Council may be limited in dealing with your request.

Council has collected this personal information from you in order to process your application.

You may make application for access or amendment to information held by Council. you may also make a request that Council suppress your personal information from a public register. Council will consider any such request in accordance with PPIPA.

Council is to be regarded as the agency that holds the information.

Enquiries concerning this matter can be addressed to the Public Officer on 9843 0555.

I agree and accept the above privacy notification *

☐ Yes

For further information please contact Council's Community Outcomes Team at grants@thehills.nsw.gov.au

Declaration and Acceptance

I/we declare that the information contained within this application is true and correct at the time of submission. Should circumstances change, Council will need to be notified as soon as possible, and funds may need to be returned.

By clicking submit, I/we are agreeing to abide by the conditions of the ** ADD NEW Community Grants Policy.

*

☐ Yes