

Arts, Culture and Events Grants 2025/2026

Form Preview

Arts, Culture and Events Grants 2025/2026

* indicates a required field

Please read the below information before beginning your application for an Arts, Culture and Events Grants.

Applications will need to comply with The Hills Shire Council Grants Policy.

[Arts, Culture, and Events Guidelines](#)

[Community Grants Policy](#)

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

Background

Council's Arts, Culture & Events Grants will provide financial assistance to local not-for-profit, incorporated, registered charitable organisations, registered bodies and/or for-profit organisations delivering services or providing activities for residents of The Hills Shire.

Eligible applicants can apply for amounts between \$5,000 to \$30,000.

All grants are required to provide dollar-for-dollar match funding.

Projects **must** be delivered in the Hills Local Government Area.

Grant Objectives

The aim of the Arts, Culture & Events Grants round is to provide funding for arts, culture and event opportunities in line with The Hills Shire Plan and the Arts and Culture Strategy (once adopted). This will be achieved through funding diverse activities and events that support a vibrant community and prosperous economy. The Arts, Culture & Events Grants aim to:

a) Deliver creative opportunities for Hills Shire residents
b) Promote and support arts and culture in The Hills Shire
c) Support economic outcomes for The Hills Shire
d) Celebrate diversity in The Hills Shire through arts and culture

Applicants will be required to provide information within the application about how their project meets the relevant priority areas. Funding priority areas may be amended each year based on current or emerging needs within the community.

Project Completion and Funding Acquittals

When will I receive my funding to begin my project ?

Funding will be paid following Council endorsement of recommended applications by the assessment panel. Successful applicants should expect their funding payment by October 2025. **Subject to change.

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Projects must be delivered within the timeframes outlined in your project application.

What types of funding require an acquittal/completion report?

All grants require an acquittal or a completion report within 60 days of the end of the project or before the end of the financial year, whichever comes first.

For Grants amounts over \$5,000 the report must include a financial acquittal with all revenue and expenditure confirmed by accredited independent accountant or auditor.

Invoices and / or receipts will also be required for all expenditure items over \$2,000.

I confirm that I understand the requirements for funding acquittal. *

Yes

Grant Timelines

Arts, Culture & Events Grant funding will be administered once a year in line with the allocation specified by Council's annual budget process.

For relevant application dates, timelines and up to date information, please find details on the grant's webpage located on The Hills Shire Council's website.

Please ensure all event plans are made in line with the Local Event Planning Guide which can be located on The Hills Shire Council's website. All applications for events must include a detailed timeline reflecting the Local Event Planning Guide and must ensure all event permits are completed prior to the running of the event.

For information on Council's venues and availability, please visit the Venues webpage on Council's website. [Venues | The Hills Shire Council](#)

Grants Process

Council will run annual grants training sessions for applicants to attend. It is recommended that applicants attend a training session to better understand the application process and what is required. More information about these sessions can be found on the Grants webpage located on The Hills Shire Council's website.

Applications must be submitted online through Council's online grants management system. Council will not accept applications via any other means of communication (e.g. hard copy or via email).

Council will not accept any submissions received after the closing date and time.

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

Once the applicant has submitted their application, ineligible applications will be emailed and given five (5) business days to amend their application in order to make it eligible. Applications that are still deemed ineligible or incomplete after this five (5) day period will not progress to the panel for consideration.

All grant applications will be assessed in line with Council's adopted Grants Policy2024-2028.

The panel may recommend full funding, partial funding or no funding.

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Eligibility

Applicants must:a) Provide the activity in The Hills Local Government Area b) Ensure the activity is available to Hills Shire residents c) Apply through Councils online grant management system

Ineligibility

a) Applicants who have already received a grant in the same financial year, from the same grant pool (excluding auspice arrangements) b) Projects that do not benefit residents of the Hills LGAc) Retrospective funding d) Organisations with outstanding completion reports or acquittals from previous funding e) 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) f) Councillors, staff and their immediate family g) Applicants applying entirely for staff costs

Assessment Criteria

Assessment Criteria:• Applications must be made online and meet the applicable eligibility criteria. • All relevant sections of the Application Form are to be completed, and all supporting documents must be uploaded. **All applications must include the following:**

- Applicant's organisation or auspice organisation's ABN.
- For funding requests between \$5,000 and \$30,000, applicants are required to provide financial statements including profit and loss statements and balance sheets covering 24 months and certified by an accredited independent accountant or auditor.
- At least 2 quotes for all expenditure items over \$2,000, unless the grant is for a Council venue.
- Comments on the project or activities viability should Council not provide 100% of the financial assistance requested.
- Expected project dates, project milestones including acquittal and completion reporting dates.
- Current Public Liability Insurance for a minimum of \$20 million is required for all organisations applying for funding (mandatory).
- All organisations must declare whether their board members have any conflicts of interest.
- If the project involves children, applicants should include information on how their project meets child safe guidelines.

If fundraising, the following must be included with the application:• Amount expected to raise. • Articulate how the funds raised will be used. • Charity status of the organisation documentation. • Supporting letter from the charity the fundraising is for if another entity. • Any other assistance an applicant is planning on receiving from Council must be detailed in their application.

For Profit Organisations

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A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.

Application Checklist

Please prepare the following documents for inclusion in your application submission.

You may use the below checklist to tick off the forms as you collect them. You will be asked to upload these supporting documents within the application.

- Organisation's Annual Report (if applicable)
- Most recent bank statement/s - Must include current bank account balance
- Audited Financial statement completed by a Chartered Accountant or Certified Practising Accountant for the organisations previous years financials
- Certificates of Currency for Public Liability Insurance - minimum of \$20Mil coverage
- Details of any partnerships in delivering the project, including letters of support
- If raising funds for a charity, provide a supporting letter from the nominated charity/s
- Project Timeline Information including a comprehensive project plan
- A comprehensive and complete budget showing all income and expenditure along with match funding in your budget
- Two quotes for each item over \$2,000, applicable for all items of expenditure
- Background Statements and Conflict of Interest Disclosure forms for all Applicants and Organising Committee members

Please ensure you upload all required documents in the application form. Failure to do so may result in your application not proceeding to assessment

Single and Multi-year Funding

Single year and multi-year commitments may be approved under this Policy. Multi-year Funding Agreements may be approved for a maximum of three consecutive years in order for THSC to continue to support, develop and create a dynamic range of opportunities in the community into the future.

Funding Agreements will be available for between one (1) and three (3) consecutive financial years, subject to the requirements of the Grant category within the CGP, annual deliverables and an Acquittal and approval process tied to the annual payments. This is also subject to THSC's annual budget processes.

Based on the assessment score, projects will be eligible for funding up to the amounts outlined in the table below.

Applicants who apply for funding for the same project/event across consecutive years will be subject to the following funding reductions:**Grant Application Score Grant Funding**
21-25 Up to 100% Funding
16-20 Up to 75% Funding
11-15 Up to 50% Funding
6-10 Up to 25% Funding
0-5: Zero funding; applicant to be taken through the grant writing course.

Year of Application % of Eligible Funding
First Year 100%
Second Year 75%
Third Year 50%
Fourth Year and Beyond Not eligible

Please send an email to grants@thehills.nsw.gov.au should you wish to discuss a multi-year funding agreement.

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Enquiries

Community Outcomes Team

Email: grants@thehills.nsw.gov.au

Phone: 02 8848 6718

Application

* indicates a required field

General Information

Organisation Name *

Organisation Name

Applicant Name *

Applicant Position *

Applicant Primary Address *

Address

Suburb State Postcode

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

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Mobile Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant ABN *

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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	

Required Information

Does your organisation have an Annual Report *

Yes No

If yes please upload document - Providing a copy of your annual report allows the assessors to gain a better understanding of your organisation.

Please upload a copy of the latest Annual Report for your organisation

Attach a file:

Does your organisation hold a Certificate of Currency for Public Liability Insurance - min of \$20 Mil in Coverage *

Yes No

If yes please upload documentation. If you do not have public liability insurance, you are not eligible for a grant.

Please upload your Certificate of Currency for Public Liability Insurance *

Attach a file:

Has your organisation provided all project reports and acquittal information to Council for previous funding received from Council *

Yes No No previous funding received

If NO, please specify why you could not acquit your previous grant

No more than 100 words

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Conflict of Interest

You are required to provide information about the Organising Committee and persons that would be directly involved in managing the project that indicates to the assessment panel each person's background and relationship with Council and Council staff.

Examples include (but not limited to): participating on boards with current Council members, member of a political party, have an existing DA under consideration, etc.

Declaring a conflict will not prevent you from moving to assessment.

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 do 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

How many people are involved in the organising committee for the project (including the applicant) *

Must be a number.

Project Details and Budget

* indicates a required field

Project details

Please upload your Project's Timeline and Project Plan *

Attach a file:

An indepth timeline and project plan will allow the assessors to understand the project / program in greater detail.

Project Title *

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

What is the start date of your program/ activity?

Must be a date.

Must be a future date - within the 2025/2026 financial year.

What is the end date for your program/ activity?

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Must be a date.

Your program / activity must be completed within the 2025/2026 financial year.

Project Location *

Must be located in the Hills Local Government Area

Project Details *

Word count:

Must be no more than 150 words.

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

Word count:

Must be no more than 150 words.

Project Reach - please explain how residents from The Hills LGA will benefit from this project / event. Provide research or evidence on the proposed numbers. *

Word count:

Must be no more than 150 words.

Organisational Capability Statement - please demonstrate your operational capability to deliver this project *

Word count:

Must be no more than 150 words.

Social and Participation Impact - please explain how the proposed project, event or activity will increase community outcomes and participation and how will this benefit the Hills Shire Local Government Area? *

Word count:

Must be no more than 150 words.

Comments on the project or activities viability should Council not provide 100% of the financial assistance requested

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Word count:

100 words

Grant Funding Amount

Total Amount Requested *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application? (Council contribution)

Total Project Cost *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Budget

Note: Your request for a Community Grant must be an amount no greater than 50% of your total budget as Council requires dollar matching (excluding in-kind contributions). For example, if you are applying for \$15,000 in Council grant funding, your total expenditure budget must be a minimum of \$30,000.

Please provide clear descriptions for each budget item in the 'Income' and 'Expenditure' tables below, including details of other funding that you have applied for, whether it has been confirmed or not.

Examples of income include Council Community grant, self-funded, or fundraising. Examples of expenses include project materials or venue hire.

Please show all areas of income/expenditure including sponsorship, partnerships and in-kind arrangements and itemise each income and expenditure amount.

** Please note: As per the policy - Grant funding cannot be used for normal ongoing organisational expenditure that would normally be funded by the operations of the organisation on an ongoing basis.

** Please note: As per the policy, for transparency reasons, a statement will need to be provided if the applicant intends to remunerate any of the organizing committee with the name of the person and the amount included as a line item.

Income	\$	Expenditure	\$
eg. Council Grant		eg. Venue Hire	\$
eg. Self funded		eg. Project Materials	\$
eg. Ticketing		eg. Catering	\$
eg. Sponsorship		eg. Security	\$
		eg. Staff	\$

Budget Totals

Your budget **MUST** balance (TOTAL CASH INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

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This enables Council to ensure that all funds for the project are accounted for.

Total Income Amount *

\$

This number/amount is calculated.

Total Expenditure Amount *

\$

This number/amount is calculated.

Income - Expenditure *

\$

This number/amount is calculated.
This number should equal zero

Staff / Employee - Salary / Wages / Benefits

Will staff be remunerated with grant funds? *

- Yes
 No

** Volunteers are not eligible for remuneration.

If yes, please enter the amount of grant funding that will be used to pay staff during your program/ activity.

Must be a dollar amount.

Please ensure you add this amount under wages in your budget above.

Please use this space to provide the contact details for all staff who will remunerate from the program / activity.

Please add full name and contact phone number for all staff who are remunerating from your program / project.

Additional Funding

Are you are receiving funding for the same project from another governing body, such as but not limited to: Other Council grant funding, funding from a State or Federal grant?

If yes, please explain what type of funding and the amount you are receiving. *

You must declare all funding you are receiving from other sources. If no other funding is being received, please write no in the box provided.

Quotes for your project

Each single item of expenditure over \$2,000 must have two quotes provided, ie. any and all items of expenditure over \$2,000 whether funded by Council or not.

Do you have items in your budget over \$2,000 *

- Yes No

If you selected YES you must provide two (2) quotes for each item over \$2,000

Upload any quotes you have for items of expenditure over \$2,000 to support your project budget

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Attach a file:

You must provide 2 x quotes for each item over \$2,000

If you are unable to provide two quotes, please contact Council's Grants Officer immediately and no later than 5 business days before the program closes to discuss on 8848 6718. Summarise the outcome of the discussion below.

Must be no more than 150 words.

Partnerships

Are you partnering with another organisation/s to deliver this project, activity or event? *

Yes No

Please include financial contribution of partnerships in your budget

Partnerships

Please identify in the space below any partnerships you will engage for this project.

To include the details of more than one partnership you will need to click **Add More** at the bottom of this section.

Organisation Partner *

Organisation Name

The name of the organisation that you are partnering with.

Partner Primary Address *

Address

Suburb State Postcode

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

Partner Primary Phone Number *

Must be an Australian phone number.

Partner Primary Email *

Must be an email address.

Role in project *

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Must be no more than 100 words.

Funding / in-kind support committed *

\$

Must be a dollar amount.

Please upload a letter of support from the partnering organisation *

Attach a file:

The letter must include the amount of funding support provided.

Fundraising

Do you expect to raise funds for a charity (other than your organisation)? *

Yes

No

How much do you expect to raise for the charity(s)

\$

Leave blank if not applicable

Articulate how the funds raised will be used

Word count:

must be no more than 100 words

Please upload the Charity status documentation and supporting letter from the Charity you are fundraising for

Attach a file:

Supporting Documents - Audited Financial Statements

Please upload copies of the Organisation's Audited Financial Statement completed by a Chartered Accountant or a Certified Practising Accountant for the past two financial years.

Attach a file:

Please upload your most recent primary bank statement/s

Attach a file:

Applications without a copy of bank statement/s may be scored less in assessment as these are used to assess your financial capability to deliver your project

Child Safety Requirements

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Your organisation must comply with relevant legislation regarding the safeguarding of children. Please be aware, if your project is successful, you may be asked to provide evidence prior to the execution of the funding agreement.

Please describe how your organisation meets minimum child safety requirements. This might be in the form of a Child Safe policy. Please describe how your organisation demonstrates that they meet the minimum requirements and/or you can upload documents below. *

Word count:

Please upload a copy of your Child Safe Policy.

Attach a file:

Access and Inclusion

Please provide detailed information about how your event is accessible and inclusive to people with disability. *

Word count:

Must be no more than 200 words.

Privacy Notification & Acknowledgement

* indicates a required field

Acknowledgement

I acknowledge I have uploaded all the required documents and understand if not, my application will not proceed to assessment *

Yes

Privacy notification

All personal information obtained by Council will be collected and stored in conjunction with the Privacy and Personal Information Act (PPIPA) 1998.

The intended recipients of the personal information are:

- Officers within Council;
- Data service providers engaged by Council;
- Any other agent/contractor of Council; and
- 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.

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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