

## Guidelines

**Please note:** Applicants are eligible for one grant per financial year excluding auspice arrangements from only one of the 3 categories.

2.1 Minor Grants

2.2 Annual Community Grants or;

2.3 Other Financial Assistance

**Have you already received a grant this financial year from any of the 3 categories**

Yes

No

If YES you are not eligible to proceed with this application

### Minor Community Grants

*Council will consider one small grant application per financial year up to \$2500 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).*

*Council will also consider applications up to \$500 for individuals for their participation in state, national or international sporting, artistic, education or musical performances. (Minor grants do not require dollar for dollar match funding) (To be eligible, the event must be held outside the Sydney Metropolitan area).*

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

**\*\*Your application must be received before your event takes place to be considered for a minor grant\*\*.**

### Eligibility Criteria

**Eligible to apply:**

**Not For Profit Organisations:**

\* Applicants **MUST** be a Not -For -Profit and Incorporated Organisation.

\* The NFP Organisation **MUST** be based in the Hills LGA

\* NFP Organisations **MUST** be delivering community services or organising small events or cultural activities held within the Hills Shire LGA for Hills Shire residents.

\* The Event / Activities / Competition **MUST** be a future date.

\* NFP Organisations will need to include a copy of Public Liability with a min of \$20M coverage - **Mandatory.**

# THSC Minor Community Grants 2024/2025

## Form Preview

### For Individuals:

- \* An individual who is participating in State, National or International sporting, artistic, educational and musical performance competitions.
- \* The individual **MUST** be a resident of the Hills Shire LGA.
- \* The Event / Activities / Competition **MUST** be a future date.
- \* **The event MUST be held outside the Sydney Metropolitan area.**

### Ineligible to apply:

- For profit, commercial organisations.
- State and Federal Government agencies and their entities (including NSW Government schools, Area Health Services and public hospitals).
- Individuals who are not residents of The Hills LGA.
- Councillors, staff and their immediate family.

## Assessment Criteria

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

## Timeline

Applications for minor community grants may be made throughout the year and will be assessed on a regular basis.

Minor community grants will be approved by delegated authority to the Mayor and General Manager.

Applicants will be notified of the outcome.

## Contact Details

\* indicates a required field

### Name of applicant/organisation

Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Applicant Primary Address \*

Address

# THSC Minor Community Grants 2024/2025

## Form Preview

### Applicant Primary Phone Number \*

Must be an Australian phone number.

### Applicant Primary Email \*

Must be an email address.

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

Attach a file:

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

To be completed by Organisations who have an ABN

## Individual Applications

### For individual applicants - is the applicant under 18 years \*

- Yes - Under 18 years  
 No - 18 years or over

## Parent / Guardian

### Parent/Guardian

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

# THSC Minor Community Grants 2024/2025

## Form Preview

### Parent/Guardian Primary Address

Address

  

### Parent/Guardian Primary Phone Number

Must be an Australian phone number.

### Parent/Guardian Primary Email

Must be an email address.

## Minor Grant

\* indicates a required field

### Amount Requested

#### Total Amount Requested \*

\$

Must be a dollar amount and no more than \$500 for individuals and \$2500 for NFP Organisations.

### Total Amount of Event/Project

#### Total Event/Project Cost \*

\$

Must be a dollar amount.

- Please include total costs involved with the project / event.

### Budget

#### Expenditure (show how your grant funding will be expended) \$

<input type="text"/>	\$ <input type="text"/>
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### Budget Totals

#### Total Expenditure Amount \*

\$

This number/amount is calculated.

Total Expenditure Amount must equal Total Amount Requested

### Project/Activity Details

#### Project/Activity/Event Name \*

# THSC Minor Community Grants 2024/2025

## Form Preview

### Details of Project/Activity/Location \*

Must be no more than 100 words.  
Please provide a detailed description

### What is the purpose and objectives of your organisation/group?

Only to be completed by Organisations

### Start Date of Project/Activity \*

Must be a date.  
The application must be submitted prior to your event / project commencement date.

### For Individual Grants please upload a copy of your selection letter from the governing body

Attach a file:

This must be a formal document from the sporting / governing body.

### For Individuals: Is the event taking place within the Sydney Metro Area?

- YES - Please see eligibility.  
 NO

For ALL Individual sporting/academic/artistic/musical or educational events - these must be held outside of the Sydney Metropolitan Area to be eligible for a Minor grant.

## 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](#)**

# THSC Minor Community Grants 2024/2025

## Form Preview

**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 - Please complete a Conflict-Of-Interest Form - link located above.  
 NO

If you tick yes, please complete the Conflict of Interest Form link above. This will be then 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 0159.

**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](mailto:grants@thehills.nsw.gov.au)

## Declaration and Acceptance

# THSC Minor Community Grants 2024/2025

## Form Preview

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 [Community Grants Policy](#).

\*

Yes