

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

Central Coast Council Community Events and Place Activation Grant Program 2026/27

1. Guideline Objectives

The Community Events and Place Activation Grant Program aims to support local organisations to deliver community events and activities that activate spaces and places to compliment activity around town centres, foreshores, lakes and green spaces for the local community, visitors and tourists.

2. Guideline Scope

Opens 1 June and closes 30 June annually.

The Community Events and Place Activation Grant Program is time limited and 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 \$20,000 per financial year, per activity.

3. Guideline Statement

The Community Events and Place Activation Grant Program is open once annually to support events and activities that activate spaces and places and green areas of the Central Coast.

4. Outcomes and Eligibility

4.1 Program Outcomes

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

Quality program project or event for the Central Coast and Council.

The following examples are a guide as to how your project or event may achieve this:

- Showcases the local area and/or the Central Coast Region.
- Enhances sense of creativity, connections, and local identity.
- Is accessible to a large number of people.

Increased economic benefit to local areas and/or the Central Coast region.

The following examples are a guide as to how your project or event may build on our local economy:

- Promotes and grows tourism that celebrates the natural, cultural and heritage assets of the Central Coast in a way that is accessible, sustainable and eco-friendly.

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

- The project or event encourages links between community, cultural, sporting, business, and tourism.
- The project or event has the potential to grow and become of regional significance.

Project strengthens our community by creating opportunities for connection, creativity, and inclusion.

The following examples are a guide as to how your project or event may build on our local community:

- Supports reconciliation through the celebration of Aboriginal and Torres Strait Islander cultures.
- Sporting, community, heritage and cultural event or festival.
- The project extends cultural or artistic programs and has the ability to attract new audiences.
- The project or event encourages community engagement.
- The project or event will contribute to a vibrant cultural and community life for the Central Coast.
- The project or event encourages key stakeholders to participate in important issues and initiatives.

Project or events that activate spaces such as town centres, foreshores, lakes and green spaces for families, community, and visitors to the Central Coast.

The following examples are a guide as to how your project or event may achieve this:

- The transformation of public spaces into vibrant places where communities gather.
- Activities that empower community members to breathe life into streets and neighbourhoods making them attractive, inviting, and safe.
- Create opportunities for people to connect with their local neighbourhood.
- To experiment with fun and innovative ideas that generate community engagement.

4.2 Activities and Projects Supported

- Sporting, community, heritage and cultural events that play an important role in our local community and demonstrate community benefit and or capacity building.
- Activities that activate spaces in our local neighbourhoods such as town centres, foreshores, lakes and green spaces.
- An activity that has grown and is of interest to a particular community.
- An ongoing activity that provides entertainment or educational program where entry is open to the public to attend free of charge or at subsidised rates, e.g., local community festival.
- An annual activity that provides reasonable benefit to the Central Coast regional, e.g, regional sporting events.
- Projects that include the hire or purchase of non-fixed equipment and material that provides 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).

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

- An unincorporated community group auspiced by a legally constituted not-for-profit organisation.
- A business.

4.3.2 A modest auspice fee will be considered for legally constituted not-for-profit organisation who auspice the 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 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, may be successful in obtaining funding across any of Council's grant funding programs.

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

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

4.3.8 An organisation with no debt to Council, or have entered into scheduled payment arrangements with Council, which are being met.

4.3.9 Events that adhere to and promote environmentally sustainable in accordance with [Council's Sustainable Events Management Guide](#).

4.4 Ineligibility

4.4.1 Late or incomplete applications.

4.4.2 Proposal from other Council's, 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 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 raises 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 two (2) months from the end for the grant closing date. (For example, an application submitted by deadline of 30 June 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 purchased or expenses related to privately owned items.

4.4.12 Applications that do not have asset owner consent, if applicable.

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

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 wages positions not related specially to the proposed project.

4.4.15 Applications seeking funds for benefits such as travel, meals 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 Works to building or property.

4.4.24 Purchase of land or buildings.

4.4.25 Research or studies (e.g- feasibility, economic and heritage).

4.4.26 Digital (e.g- website, app and web-based subscriptions) platform development and maintenance.

4.4.27 Applicants who have an unresolved debt to Council.

4.4.28 Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council Grant.

4.4.29 A project, event, service, or activity which in the opinion of the assessment panel does not comply with [Council's Sustainable Event Guide](#).

4.4.30 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 the 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 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.

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

- 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 Council's Grant team to any group or individual if requested to ensure access and support with the online system.
- All applications will be assessed by the Community Grants and Sponsorship Review Panel and recommendations presented to Council for endorsement.
- Central Coast Council reserves the right to request further information on considering any application as well as the right to reject any application that does not meet the criteria.
- 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 provide or the full amount is not available at the time of request.
- Applications may be assigned to another grant 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 and are required to sign a Funding Agreement outlining the requirements of their grant. The Funding Agreement must be signed with any funding conditions met, prior to funding being provided.
- Council may withhold funding if stipulated grant conditions as per the Funding Agreement are not met.
- Applicants are required to complete all projects as per Council resolution set out in the Funding Agreement. Please note that Council funding may only be used as agreed with Council and may not be diverted to other budget line items, projects, or purposes. As requested, to divert funds must be submitted via a SmartyGrants variation request form.
- Applicants are required to 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 a date of payment, whichever is that latest. The report must detail the outcomes and

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

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.
- 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 of your organisation is not subject to audit requirements).
 - Your organisations most recent Annual Report- minimum of Form A12, if this is your annual reporting obligations to NSW Fair Trading.
 - A copy of your organisations Certificate of Incorporation or evidence of being legally constituted not-for-profit organisation, 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 your organisations Public Liability insurance certificate or written quotation for public liability insurance cover for \$20 million.
 - Applicants are required to provide quotes for each budget line-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 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
- **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 that a 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 involvements in sporting, social or other cultural groups and associations and may include an interest of 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 the 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.

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

- **Applicant-** an individual, or organisation or business that submits a request for funding.

Key Contacts

Grant Enquiries

E-mail: grants@centralcoast.nsw.gov.au

P: 4325 8861

Contact Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation Name

Organisation Postal Address *

Address

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

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

- Business
- Cooperative
- Charitable Foundation
- Auspiced by a legally constituted not for profit

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
 Unsure

Auspice

Name

- Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email

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

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Contact for Application- the person responsible for the event or project management

Contact Name *

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

Name of Organisation *

Applicant Position *

Contact Number *

Must be an Australian phone number.

Contact Email Address *

Must be an email address.

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

Event or Project Title: *

Brief project description and how the funding will be utilised: *

Word count:

Must be at least 50 characters no more than 150 words.

Provide a short description of your project - what are you out to do?

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

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

Must be a date and no earlier than 1/9/2026.

CANNOT commence within two (2) months of the grant round closing date

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

Must be a date and no later than 30/4/2028.

Does your event or place activation run over multiple dates?

- Yes
 No

Event Start Date: *

Must be a date and no earlier than 1/9/2026.

CANNOT commence within two (2) months of the grant round closing date

Event End Date: *

Must be a date and between 1/9/2026 and 30/4/2028.

Event Date: *

Must be a date and between 1/9/2026 and 30/4/2028.

CANNOT commence within two (2) months of the grant round closing date

Main suburb your project will take place: *

What venue (if any) will your project be located at? *

Are you as the applicant, the owner of the 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

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

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:

Detailed project description and how the funding will support the delivery of the project or event of what you are applying for? e.g- event management plan and goals *

Word count:

Must be at least 50 characters between 0 and 1000 words.

Please attach an Event Management Plan *

Attach a file:

If you do not already have an Event Management Plan [please click here to download a basic Event Management Plan template](#) to fill out and attach above.*

Please select which objective from One 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 PE3.1 - Promote and provide all types of entertainment, events and festivals that are accessible and offered day and night, throughout the year.
- Our People PE3.2 - Foster creative and performing arts through theatres, galleries and creative spaces.
- Our Economy EC2.1 - Promote and grow tourism that celebrates the unique beauty and attributes of the Central Coast.
- Our Economy EC3 - Town centres are activated, and local businesses are supported and flourishing.
- Our Economy EC3.1 - Revitalise and invest in town centres and place activation for residents, businesses and visitors.

At least 1 choice must be selected.

Click here to view [One - Central Coast, Community Strategic Plan 2025-2035.](#)

Please select the main outcomes your project aims to achieve: *

- Quality program project or event for the Central Coast and Council.
- Increased economic benefit to local areas and/or the Central Coast region.
- Project strengthens our community by creating opportunities for connection, creativity, and inclusion.

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

Project or events that activate spaces such as town centres, foreshores, lakes and green spaces for families, community, and visitors to the Central Coast.

At least 1 choice must be selected.

Describe how your activity strives to achieve the selected objectives and outcome/s: *

Word count:

Must be at least 50 characters between 0 and 500 words.

Will your project be open for the general public to participate or attend? *

Yes No

No more than 1 choice may be selected.

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/program or activity?

- 50-100
- 100-200
- 200-500
- 500-1000
- 1000-2000
- 2000-3000
- 3000-5000
- 5000+

Describe how the community is involved in this event/project including any consultation that has taken place and what community support there is for the event/project: *

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

Word count:

Must be at least 50 characters between 0 and 500 words.

Attach evidence of community consultation:

Attach a file:

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

Word count:

Must be at least 50 characters between 0 and 500 words.

Upload marketing plan *

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. *

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
- Tentative or confirmed venue booking documentation
- 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.

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

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

Attach a file:

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

Yes No

No more than 1 choice may be selected.

If yes, who? *

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(s) - please list/ detail all budget items below - see example above:	Amount Requested from Council:	Applicant Contribution: Cash	Applicant Contribution: In-Kind e.g volunteer time(dollar value of contributions)	Please attach at least one quote 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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Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

Kind e.g volunteer time (dollar value of contributions)

	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

Part Funding Total

Part Funding Total Requested:

\$

This number/amount is calculated.

Part Funding Applicant Contribution Cash:

\$

This number/amount is calculated.

Part Funding Applicant Contribution In Kind:

\$

This number/amount is calculated.

Part Funding Project Total:

\$

This number/amount is calculated.

Are you seeking funding from other sources? *

- Yes
 No

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 item/s will this funding contribute to? *

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

Documentation Check List - These documents are MANDATORY.

Please select one of the following to attach:

- Annual Report Document
- Annual Report website link
- 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:

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

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:

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:

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 acknowledge that grant applications submitted to the Community Events & Place Activation Grant Program in June 2026 are scheduled to be presented to Council at its meeting on Tuesday 27 October 2026.

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.

Community Events and Place Activation Grant Program Application Form 2026/27

Form Preview

I am authorised to complete this application and have read and understood the declaration and privacy statement * *

Yes

Name *

Title

First Name

Last Name

Position held *

Date of declaration *

Must be a date.