Local Events Grant

The Local Events Grant funds the development and delivery of events that support social cohesion and community wellbeing in the Penrith Local Government Area (LGA).

This grant is open twice a year – see **penrith.city/grants** for relevant dates.

All events must align with principles of access, inclusion and equity.

We encourage applications from First Nations groups and organisations, and those that support and celebrate First Nations individuals, communities and culture in Penrith.

Before completing the application form, please ensure you read the Guidelines in full. Should you have any questions or require assistance, please contact Council's Events Team on 4732 7777 or sponsorship@penrith.city.

Please note: an organisation may only submit two grant applications per grant round, unless acting as an auspice. Applicants that possess the same ABN will be regarded as coming from the same organisation. This form is designed to be filled out by the auspicee, not the organisation acting as the auspice. Please contact Council if your auspice arrangement stipulates that the auspicor should complete the application form.

Applicant Details

* indicates a required field

Name of organisation or community group *
Organisation Name

Branch Name (if applicable)
Organisation Name

Contact Address *
Address

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

If your service is located outside of Penrith LGA, please demonstration your connection to Penrith i.e., what services do you provide in Penrith

This is for services located outside of Penrith LGA only. Eligible applicants must provide services or be located in Penrith LGA and deliver events that benefit Penrith residents.

Name of contact person *

Title   First Name   Last Name

Who can Council contact regarding the application?

Position *

Job title/position of contact person.

Email Address *

Must be an email address.
Primary contact.

Contact Number *

Must be an Australian phone number.
Primary contact. If providing a landline number be sure to include area code e.g., (02) 4732 7777.

Organisation Details

* indicates a required field

In order to be eligible, please confirm the applicant *
☐　Is not a school or other government agency. However, groups associated with schools for example Parent & Friend Committees are eligible to apply.
☐　Does not have overdue progress or acquittal reports for previous Penrith City Council grants.
☐　Does not have outstanding debt with Penrith City Council.
☐　Is not submitting more than 2 grant applications in this grant round.
At least 4 choices must be selected.

Organisation Type *
○　Organisation
○　Community Group
○　Other

Is your organisation/community group a registered not-for-profit with NSW Fair Trading or ASIC? *
○　Yes
○　No

ABN

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
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Details

As you are not a registered not-for-profit with NSW Fair Trading or ASIC you are required to have an auspice organisation.

Please provide details of your auspice organisation. If you require assistance to find an auspice organisation please get in touch with the Local Events team at sponsorship@penrith.city.

Auspice *
Organisation Name

Auspice 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	

Must be an ABN.

Contact Person *

Provide details of the contact person at the auspice organisation.

Auspice Address *

Address

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

Auspice Contact Phone Number *

Must be an Australian phone number.
If providing a landline number be sure to include area code e.g., (02) 4732 7777

Auspice Contact Email *

Must be an email address.

Evidence of Auspice *
Attach a file:

Please provide evidence of auspice agreement.

Provide any evidence that your event is not for commercial purposes. *
Attach a file:

This might include details of your pricing structure (free or low-cost).

Additional supporting information (optional)

For example, link to website.

Funding Requirements

* indicates a required field

Acknowledgement

By continuing with this application, you acknowledge that the applicant:

- resides, works, or otherwise has a significant connection with the community of Penrith LGA.
- will deliver the proposed event in the Penrith LGA, for the primary benefit of Penrith residents.

- is willing to enter into an agreement with Penrith City Council and be solely responsible for the delivery of the event and expenditure of funds.

Successful applicants are also required to:

- host events within 12 months of signing the funding agreement.
- negotiate with Council and confirm in writing any proposed changes to the scope as outlined in the grant application.
- for Tier Two– Incubator Grants, submit a Progress Report 3 months after receiving funding with details as outlined in Smarty Grants.
- submit a final acquittal report upon completion of the event.
- failure to acquit the grant will affect any future funding requests.

Ineligible Events

Funds cannot be used for any of the following:

- events proposed to take place outside of the Penrith Local Government Area.
- events that are regularly held (e.g. weekly or monthly) throughout the year, such as markets, sports meets, club gatherings, classes and workshops.
- events with the sole purpose of fundraising.
- events where attendance is limited to individual organisations and their members.
- operating costs associated with running an organisation e.g. salaries and equipment.
- activities and events that duplicate existing activities or Penrith City Council.
- events that have a commercial objective.
- events previously funded through other Penrith City Council funds.

Will funds be used for any of the above events? *
○ Yes
○ No

Multiple Applications

Have you, or do you plan to, submit another application for this grant in this grant round? *
○ Yes
○ No
You may only submit two grant applications, per grant, per round.

Previous Grant Funding

Have you previously received funding from Penrith City Council? *
○ Yes
○ No

Do you have any outstanding reports and/or money with Penrith City Council as a result of previous funding? *
○ Yes
○ No

Have you already received a Penrith City Council grant for the proposed activity? *

○ Yes
○ No

You may not receive more than one Penrith City Council grant for the same activity. However, applications may be considered if they expand or develop an existing funded activity e.g include a new location or focus community.

Funding Request

* indicates a required field

Funding Amount

Are you seeking *

○ Tier one funding - Micro Grant funding (up to $1,000)
○ Tier two funding - Incubator Grant funding (up to $5,000)

Incubator Grant Funding

Applicants may request funding of up to 50% of their total event budget, up to a total value of $5,000. Please provide evidence of matched amount. *

Attach a file:

Must be cash, not in-kind.

Event Details

* indicates a required field

Event Title *

Short Event Description *

Word count:
Must be no more than 200 words.
Provide a short description of your proposed event.

Event Start Date *

Must be a date and between 1/5/2025 and 31/5/2026.

Event End Date *
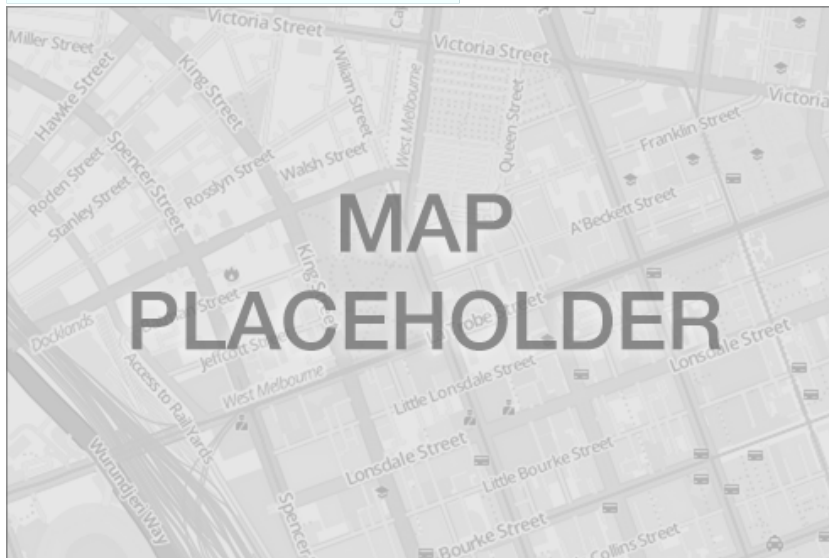
> Must be a date and no later than 31/5/2026.
> Please note that the event must end within 12 months of the funding agreement.

Additional Comments

This space can be used to provide further details on event dates e.g., multiple workshops, unconfirmed date, etc

Where will the proposed event take place? *

Address

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

If your proposed event will take place in more than one location, please provide details.

Name of Venue/s *

E.g., Jamison Park, Jordan Springs Community Centre, etc

Which of the following best describes your proposed event's objective/s? *

☐ Promote vibrancy and activation within communities and neighbourhoods.
☐ Support inclusive and accessible experiences.
☐ Are locally led and provide opportunities for the broader Penrith community to participate and connect.
☐ Celebrate our diverse community and create opportunities for people to come together.

No more than 2 choices may be selected.

Proposed events must meet one or more of the objectives. All proposed events must align with principles of access, inclusion, and equity.

How will your proposed event meet this objective/s? *

Word count:
Must be no more than 300 words.

Who is the focus community of your proposed event? *

☐ Children   ☐ Socio-economically disadvantaged
☐ Young people   ☐ First Nations
☐ Families   ☐ Women
☐ Seniors   ☐ LGBTQI+
☐ Culturally and linguistically diverse   ☐ Local community (suburb, village, street, etc.)

☐ People with disability   ☐ Other:

No more than 3 choices may be selected.

How does your proposed event address the specific needs of your focus community? *

Word count:
Must be no more than 200 words.
Provide evidence of the need for the proposed event.

How many people do you anticipate will attend and/or benefit from your proposed event? *

Must be a number.
Note more people does not lead to better outcomes.

Please demonstrate how the proposed event will help to foster community connection. *

Word count:
Must be no more than 200 words.
Please detail how the proposed event will create connection to and/or benefit for, the local area and community.

Outcome and Evaluation

Proposed Outcomes

An outcome is a specific and measurable short-term effect. It is the changes and benefits - the step-changes to achieve an ultimate goal.

Should your application be successful, you will be required to report on the outcome/s in your acquittal.

Focusing on one intended outcome enables us to design our event around the priority that we especially want to achieve. It is likely that over the course of delivering the event, there will also be unexpected outcomes. This is great and valuable and can still be measured and discussed at the end of the event. Designing an event around too many outcomes can over-complicate things and/or dilute its focus.

The more evaluations you receive the better you can determine the success of your event.

What is the primary anticipated outcome for your proposed event?
○ Wellbeing (physical and/or mental) improved
○ Sense of safety and security increased
○ Social connectedness enhanced
○ Social differences bridged
○ Feeling valued experienced
○ Building capacity
○ Increased access to beneficial networks and other resources
○ Agency and/or voice is enabled
Select one social outcome to measure at the completion of your proposed event.

How will you measure this outcome?
☐ Structured interview: directly asking structured outcome questions
☐ Unstructured interview: storytelling about most significant change
☐ Questionnaire: written survey
☐ Focus group: a sample group to conduct in depth interview with
☐ Intercept survey: short interventions often in public spaces
☐ Observation: a statement based on something one has seen, heard or noticed
☐ Other:

What method/s of engagement will best suit the event, participants, and your resources?

Who will you ask to provide this information?
☐ Participants
☐ A proxy (people with knowledge of the participants i.e., parents, carers)
☐ An expert, staff or facilitator (people with knowledge about the activity type and intended outcomes)
☐ Other:

Event Budget

* indicates a required field

How much funding are you seeking from Penrith City Council? *

Must be a dollar amount.

Sample Budget

Clear budgets help the grant assessors understand what you will be spending money on. Treat your budget as a roadmap for managing funds. Budgets should not be rushed and should match the proposal you have outlined in your grant application.

For budget support and other useful resources, see the 'Useful Resources' section of the Penrith City Council grants webpage.

Income Item

Income Amount

Expense Item

(specify quantity)

Cost per Unit

Expense Amount

(attach quote if applicable)

Penrith City Council Grant

$1910

Advertising – local newspaper ad x2 (¼ page)

$250

$500

(quote attached)

In-Kind Support

$800

Advertising – flyers A4 design and printing x 50

$4

$200

Workbooks for participants x 25

$6

$150

Budget

Please provide all values excluding GST.

Income Item	Income Amount ($)	Expense Item	Cost per Unit ($)	Expense Amount ($)

		Specify Quantity		Attach quote if possible

Budget Totals

Total Income Amount *

This number/amount is calculated.

Total Expenditure Amount *

This number/amount is calculated.
Exclude GST*

File Upload

Provide any quotes or information to support budget
Attach a file:

Participant Cost

Does your proposed event involve a cost for participants? *
○ Yes
○ No
Will people need to pay to be part of your event? Council supports no or low-cost events for equity and inclusion.

If yes, please provide the amount ($). *

Must be a number.

Partial Funding

If your proposed event only received part of the requested funding, could your eventstill go ahead in some capacity? *
○ Yes
○ No
Sometimes Council is not able to provide all applicants with the full amount of funding requested. Please detail if your event could proceed with partial funding.

Minimum amount required for your proposed event to go ahead ($). *

Must be a number.

Please provide a short overview of how your proposed event would change if you received partial funding. *

Payment Details

* indicates a required field

If application is successful, the details provided in the section below are required for payment of funds. Should you have an auspice, answer questions with auspice details.

Please note, Council is not liable for lost payment due to incorrect details.

Council standard payments terms are 30 days from funding approval subject to all paperwork being filled out correctly and EFTSURE performing mandatory check with the company prior to being registered with Council as a supplier. Remittance advice will be emailed to the email address provided when the payment has been made.

Bank Account *
Account Name

BSB Number   Account Number

Must be a valid Australian bank account format.
If an auspice is engaged, details for auspice should be provided.

Supporting Documentation & Declaration

* indicates a required field

Support Documentation

Attach a file:

Applicants must supply a copy of their Public Liability Insurance (PLI) for a minimum of $10 million upon submission of the Application Form. If you have an auspice, you will need to provide a copy of your auspice's PLI. If you do not have PLI, you may use grant funds to cover the cost of obtaining PLI. However, this must be reflected in the Application Form budget. Please also attach any other required supporting documentation including insurances, licenses and approvals.

Declaration

I declare that:

- The information contained in this application is true and correct.
- I am an authorised representative of the applicant, legally empowered to enter into contracts and commitments on behalf of the applicant.
- I have read, understood and agree on behalf of the applicant to abide with the Local Events Grant guidelines.

- I am authorised by the applicant to submit this application.
- I give consent to Penrith City Council to make public the details of the applicant and the funding received, should this application be successful.

I understand and agree to the declaration above *
○ Yes
○ No

Full Name *

Position *

Application Date *

Must be a date.

Survey

* indicates a required field

How satisfied are you with the following:

1 = not at all satisfied, 5 = very satisfied

Information about grants e.g. grants webpage, grant guidelines etc. *
○ 1   ○ 2   ○ 3   ○ 4   ○ 5

Community Funding Program *
○ 1   ○ 2   ○ 3   ○ 4   ○ 5
Grants on offer

Application Form *
○ 1   ○ 2   ○ 3   ○ 4   ○ 5

Did you attend a grants writing workshop offered by Council? *
○ Yes
○ No

Did you discuss your idea with a Council officer? *
○ Yes
○ No

How satisfied were you with the support from the Council Officer? *
○ N/A   ○ 1   ○ 2   ○ 3   ○ 4   ○ 5

How did you hear about Penrith Council's grants? *
○ Council website
○ Network/Interagency
○ Word of mouth
○ Social media
Select 1 response

Would you apply for another Penrith Council grant? *
○ Yes
○ No

Do you wish to receive email correspondence on Council matters which may or may not include grants? *
○ Yes
○ No

Additional Comments

Please Contact Council

* indicates a required field

Based on your answers to previous questions you are not eligible to apply for this grant or your proposed event is ineligible. Please get in touch with Penrith City Council to discuss your applicant type and/or proposed event. Events Team on 4732 7777 or sponsorship@penrith.city. *