

# 2026/27 - Local Events Grant - Round One

## Form Preview

### 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](https://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](mailto: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 auspice 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 demonstrate your connection to Penrith e.g., what services do you provide in Penrith?**

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This question is for services located outside of Penrith LGA only. Applicants located outside of Penrith LGA must demonstrate how their service benefits Penrith residents. Failure to respond to this question could make your application ineligible for assessment.

### Name of contact person \*

Title First Name Last Name

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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.

### Are you a Delegated Signatory for this organisation?

Yes  No

The application must be submitted or approved by someone authorised to apply for grants on behalf of this organisation (e.g. CEO, General Manager, or Board President)

### If you are not a Delegated Signatory, please upload delegation evidence or letter of confirmation by delegated signatory.

Attach a file:

E.g. upload a letter approving the application to be made on behalf of the organisation.

## 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.

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### 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	<a href="#">More information</a>
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](mailto: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.

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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	

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)

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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

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**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 event? \***

- Yes
- No

You may not receive more than one Penrith City Council grant for the same event. However, applications may be considered if they expand or develop an existing funded event 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

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### 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 16/10/2026 and 29/10/2027.

### Event End Date \*

Must be a date and no later than 29/10/2027.

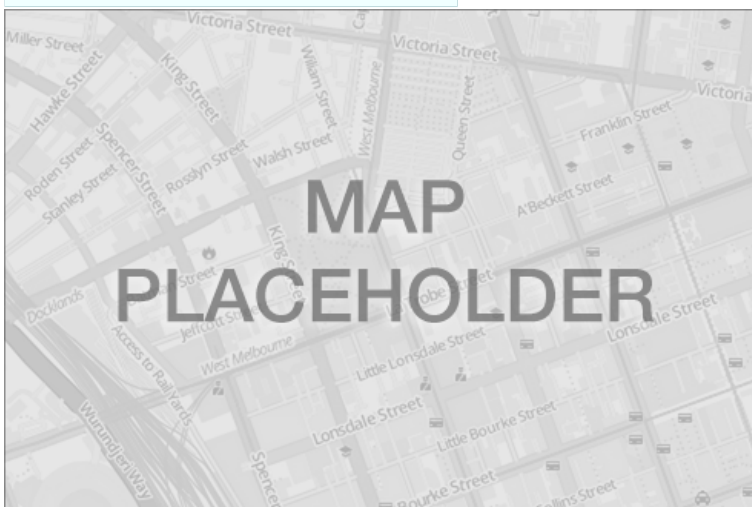
Please note that the event must end within 12 months of the funding agreement.

### 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.

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**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. Write N/A if not applicable.

**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? \***

- |  |  |
|--|--|
| <input type="checkbox"/> Children                              | <input type="checkbox"/> Socio-economically disadvantaged                |
| <input type="checkbox"/> Young people                          | <input type="checkbox"/> First Nations                                   |
| <input type="checkbox"/> Families                              | <input type="checkbox"/> Women   |
| <input type="checkbox"/> Seniors                               | <input type="checkbox"/> LGBTQI+   |
| <input type="checkbox"/> Culturally and linguistically diverse | <input type="checkbox"/> Local community (suburb, village, street, etc.) |
| <input type="checkbox"/> People with disability                | <input type="checkbox"/> Other: <input type="text"/>                     |

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.

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**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)

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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 and no more than 5000.

Please enter the amount of grant funding you are applying for. Applicants may apply for one of two funding tiers: Tier One - Micro Grants for up to \$1000 or Tier Two - Incubator Grants for up to \$5,000. Applicants requesting over \$1,000 must provide evidence of matched funding equivalent to the amount of grant funding requested.

**What is your total event budget? \***

Must be a dollar amount.

Please provide the total projected cost to run your event.

**What are the in-kind contributions being made to your proposed event? \***

Answer N/A if none. In-kind contributions refer to the value of resources, services or support that are provided to an activity/event at no cost (e.g. volunteer labour, donated materials, free use of facilities).

**Are you applying to other funding bodies for this event? \***

Yes

No

**If yes, how much additional external funding are you seeking for your event?**

Must be a dollar amount.

## Sample Budget of Grant Funding Expenditure

It is important to ensure that grant assessors can clearly understand what your requested funds will be spent on as part of your event. In the table below, please indicate what items the requested Penrith City Council grant funds will be expended on, and the expense amount for each item.

The total expenditure amount will auto populate based on the amounts provided in the table. The total grant funding expenditure amount should be the same as the amount of funding you are seeking from Penrith City Council provided above.

**EXAMPLE:**

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**Funding being sought from Penrith City Council: \$3500**

**Expense Item**

**Expense Amount (\$)**

Stage hire

\$2500

MC fee

\$500

Speaker hire

\$500

**Total grant funding expenditure amount: \$3500**

You are also requested to supply your full event budget and any accompanying quotes in the file upload sections below to provide further context for the grant funding requested.

### Grant Funding Expenditure

Please indicate each of the expense items and their amounts (excluding GST) requested from Penrith City Council.

<b>Expense Item</b>	<b>Expense Amount (\$)</b>
	Must be a dollar amount.

### Total Grant Funding Expenditure Amount

This number/amount is calculated.  
Excluding GST. This amount should be the same as the amount of funding you are seeking from Penrith City Council provided above.

### Total Event Budget

**Provide a copy of your full event budget. \***

Attach a file:

### File Upload

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### 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 event still 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.

Specify the minimum amount of Penrith City Council grant funding required for your event to go ahead.

#### 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

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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 the applicant does not have PLI, the applicant may use grant funds to cover the cost of obtaining PLI. However, quotes from insurers for PLI for a minimum of \$10 million must be included and 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 \***

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### 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  
 Other:

Select 1 response

### Would you apply for another Penrith Council grant? \*

- Yes  
 No

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**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](mailto:sponsorship@penrith.city). \***