



Wollondilly
Shire Council

GRANTS & FINANCIAL ASSISTANCE PROGRAM

2026



Acknowledgement of Country*

Wollondilly Shire Council acknowledges the traditional custodians of the land in Wollondilly, the Dharawal and Gundungurra peoples.

We acknowledge the living culture and spiritual connections to the land for the Dharawal and Gundungurra people and all Aboriginal Nation Groups that may have connections to the area; and that Wollondilly is remarkably placed as the intersection of many tribal lands.

We recognise the traditional Custodians who have occupied and cared for this Country over countless generations and celebrate their continuing contributions to the Shire.

We also acknowledge and remember the Dharawal and Gundungurra peoples who were killed in the Appin Massacre on 17 April 1816.

**We acknowledge our continuing collaboration with the Tharawal Local Aboriginal Land Council*



CONTENTS

TS

- ACKNOWLEDGEMENT OF COUNTRY** 3
- INTRODUCTION** 6
- PROGRAMS AVAILABLE** 8
 - Community Grants Program 8
 - Annual Assistance Program 8
 - Sponsorship Program 8
 - Donations Program 9
 - Community Group Transport Subsidy Scheme 9
- COMMUNITY GRANTS** 10
 - Categories 10
 - Eligibility 10
 - Assessment 11
 - Conditions of Grant 11
 - How to Apply 11
- ANNUAL ASSISTANCE** 12
 - Categories 12
 - Eligibility 12
 - Conditions of Annual Assistance 13
 - How to Apply 13
- SPONSORSHIP PROGRAM** 14
 - Eligibility 14
 - Assessment 14
 - Conditions of Sponsorship 15
 - How to Apply 15
- DONATIONS PROGRAM** 18
 - Eligibility 19
 - Assessment 19
 - Donations Categories 19
 - Conditions of Donation 19
 - How to Apply 19
- COMMUNITY GROUP TRANSPORT SUBSIDY PROGRAM** 20
 - Eligibility 20
 - Eligible Activities 20
 - Booking and Fleet Information 20
 - Community Group Transport Subsidy Protocol 20
 - How to Apply 20
- GRANTS MANAGEMENT PROCESS** 22
 - Application Process 22
 - Assessment Process 22
 - Approval Process 23
 - Notification Process 23
 - Funding Agreements and Negotiation 23
 - Payment Arrangements 24
 - Reporting and Monitoring 24
- APPLICATION SUPPORT** 26

INTRODUCTION TO THE GRANTS & FINANCIAL ASSISTANCE PROGRAM

Wollondilly Shire Council has 5 grants and sponsorship programs to support initiatives and projects that strengthen the social, cultural, environmental and economic life of the region.

Through these programs Council partners with the community to further the directions of the Community Strategic Plan 2033. These programs provide financial support for a diverse range of activities and projects.

Our grants and sponsorship guidelines provide applicants with detailed information on our grant management processes including who can apply for each grant program, how to apply, funding agreements, payment arrangements and reporting requirements.

Our grants and sponsorship programs are highly competitive, so please read these guidelines before applying.

For more information about our grants and sponsorships go to wollondilly.nsw.gov.au/events-and-community/grants-and-sponsorships/

You can also email community@wollondilly.nsw.gov.au or call **02 4677 1100**



PROGRAMS AVAILABLE

COMMUNITY GRANTS PROGRAM – ANNUAL

The Community Grants Program provides funding towards community projects, events and equipment purchases to support community organisations and groups operating within the Wollondilly Local Government Area for the benefit of local communities.

- Community Projects and Equipment (Maximum \$3,000)
- Arts, Cultural and Sustainability Events (Maximum \$1,000)
- Sport, Leisure and Recreation Activities (Maximum \$1000)

The Community Grants Program will be open for applications in May each year with successful recipients presented with funds in August.

ANNUAL ASSISTANCE PROGRAM – ANNUAL

The Annual Financial Assistance Program provides specific funding to nominated community events and programs that are conducted on an annual basis. The program also assists community owned halls through the provision of a rate subsidy and local schools through a Mayoral School Citizenship Award.

- Mayoral School Citizenship Award \$200 each local school
- Annual Community Event various amounts allowed
- Carols by Candlelight Event maximum of \$500 per event
- Community owned hall Rates Subsidy equal to rates and charges levied

SPONSORSHIP PROGRAM - AVAILABLE THROUGHOUT THE YEAR

The Sponsorship Program provides funding to support community events or programs or minor works that Council recognises as having economic, tourism and social benefit to the community and the Wollondilly Local Government Area.

- Community Event maximum of \$1,000 each application
- Minor Works maximum of \$500 each application

DONATIONS PROGRAM - AVAILABLE THROUGHOUT THE YEAR

The Donations Program provides monetary donations to individuals and not for profit community groups and organisations. The program provides a process for the determination of one-off or ad-hoc requests made to Council that cannot be made through other programs within the Financial Assistance Framework.

Applications will be accepted at any time throughout the year.

All donations provided under this program will be reported to Council. Information on approved donations will be advised to the community through Council's Annual Report

- Community Organisation maximum of \$500 each application
- Individuals maximum of \$250 each application

COMMUNITY GROUP TRANSPORT SUBSIDY PROGRAM - AVAILABLE THROUGHOUT THE YEAR

The Community Group Transport Subsidy Program, in partnership with local transport providers, aims to provide subsidised transport hire to eligible community groups in Wollondilly. This program is designed to support local community groups by removing financial barriers and facilitating participation in social connection opportunities.

Council will provide a subsidy up to \$500 towards the value of each booking for eligible community groups. Council will provide the subsidy directly to the transport provider for payment of a booking. Community Groups will be responsible for all other payments to the transport provider above the \$500 subsidy.

COMMUNITY GRANTS

CATEGORIES

Community Projects and Equipment (Maximum of \$3,000)

- Projects that help local communities to build skills, identify opportunities and/or undertake actions for the social benefit of community members.
- Purchases of equipment items to support community organisation activities.
- Purchases of audio-visual equipment that support live entertainment in the community e.g. open mic nights

Arts, Cultural and Sustainability Events and Projects (Maximum \$1,000)

- Events and projects that foster the Shire's cultural identity, or that provide an accessible, diverse range of community art and cultural opportunities.
- Events and projects that support the local environment and assist in making Wollondilly a more sustainable place to live.
- Applications by individuals must be submitted under the auspice of an incorporated not-for-profit community organisation, which assumes responsibility for governance, financial management, and project delivery. The project must demonstrate clear community benefit and no individual applicant may profit directly from the publication, however, any funds raised may be used to enhance the auspicing organisation or local community.

Sport, Leisure and Recreation Activities (Maximum \$1000)

- Activities that provide access to physical and social pursuits to support a healthy and active community.
- Activities that reduce barriers to participation for women and girls in sport and/or creates innovative, inclusive sport experiences that address the needs of women in sport.

ELIGIBILITY

To be eligible for funding an organisation must meet all of the following:

- Be a not-for-profit community-based group or organisation,
- Be an incorporated body or be auspiced (sponsored) by an incorporated body,
- Offer services or activities within the Wollondilly Local Government Area,
- Meet the grant program eligibility criteria stated in the guidelines
- Have no outstanding debts to Council
- Demonstrate the grant will be used for a purpose in the public interest,
- Not be a political party or political lobby group
- Not be a Government Agency
- Not be a State or Federal Government Service.

Community Grants will not provide funds for applications that:

- duplicate existing services or programs,
- do not meet identified priority needs,
- directly contravene Council policies,
- are for previously funded events or projects,
- could be perceived as divisive within the community,
- request retrospective funding, or
- include recurrent costs of the organisation e.g. salaries, general administration costs, or
- cannot deliver their event or project within the Financial Year specified in the application.

ASSESSMENT

Applications will be assessed against the following criteria:

- Demonstrates clear linkages to Council's Community Strategic Plan,
- Demonstrate a strong community development aspect that involves and benefits the broader community through participation or access,
- Provide evidence of inclusive policies, cultural diversity or ageing communities.

CONDITIONS OF GRANT

Successful applicants are required to undertake an acquittal process and provide Council with:

- A signed Income and Expenditure statement
- Information on how the grant was spent
- Evaluation of the event or project and its outcomes
- Membership/participation rates
- Copies of any promotional material and media coverage generated
- Details of the acknowledgement of Council's support within the community

Organisations may only submit one application for funding per grant category, per funding round.

Funding will only be paid against a recipient created Tax Invoice inclusive of any GST by way of a direct deposit.

HOW TO APPLY

Applications are to be submitted electronically by completing the online application form through SmartyGrants wollondilly.smartygrants.com.au/communitygrants2026

Applicants can contact Council's Community Project Officer for any assistance in completing their application on 4677 1100 or community@wollondilly.nsw.gov.au

ANNUAL ASSISTANCE

CATEGORIES

Mayoral School Citizenship Award

- To acknowledge good citizenship by students attending schools within the Wollondilly Local Government Area. All schools will receive \$200 and a certificate for the successful student/s. Schools must provide recipient names for Mayoral School Citizenship Award Certificates.

Annual Community Event

- To support significant community events held each year to celebrate various themes, occasions and celebrations.

Carols by Candlelight Event

- To support annual community events held in each of the two Council Wards to celebrate Christmas.

Community Owned Hall Rates Subsidy

- To provide financial relief to community owned halls to ensure they remain open to the general community.

Award or Scholarship

- To support the recognition of high achievement by community members across a range of education, work and community activities.

Program assistance

- To provide assistance to significant community-based organisations that benefit the local community.

ELIGIBILITY

Only those organisations identified and nominated each year by Council are eligible to receive funding under this program.

To be eligible for funding an organisation must:

- Be a not for profit community organisation
- Be an incorporated body or be auspiced (sponsored) by an incorporated body
- Be a local Primary or Secondary School (Citizenship Award)
- Provide significant benefit to the Wollondilly Local Government Area
- Offer an annual event, project or service in the Wollondilly Local Government, and
- Have no outstanding debts to Council,

Events, activities and programs will be assessed against the following criteria:

- Eligibility for financial assistance program
- Demonstrates clear linkages to Council's Community Strategic Plan
- Demonstrates a strong community development aspect that involves and benefits the broader community through participation or access
- Reflects and enhances Wollondilly's sense of place and local identity
- Attracts broad or new participation from local residents
- Uses an innovative approach to the proposed project
- Can be completed in the financial year specified in the application
- Can be achievable within the planned budget

CONDITIONS OF ANNUAL ASSISTANCE

Recipients of Annual Assistance are required to undertake an acquittal process each year and provide Council with:

- A signed Income and Expenditure Statement
- Information on how the financial assistance was spent
- Membership / Participation rates
- An evaluation of the event, activity or program
- Copies of any promotional material and media material.
- Copies of photographs of Mayor or Councillor involvement in the event or activity
- Provide details of Council's acknowledgement of support within the community

Funding will only be paid against a recipient created Tax Invoice inclusive of any GST by way of a direct deposit.

PROCESS

There is no application process for this program.

Eligible organisations under each category will be identified and recommended annually based on completion of successful event or activity in the previous year.

Recommendations will be made to Council for approval.

Council will consider funding allocations in line with its operational plan objectives and overall annual budget.

Organisations can contact Council's Community Project Officer for any further information on **4677 1100** or **community@wollondilly.nsw.gov.au**

SPONSORSHIP PROGRAM

ELIGIBILITY

To be eligible for funding an organisation must meet all of the following:

- Be a not for profit community organisation
- Be an incorporated body or be auspiced (sponsored) by an incorporated body
- Be based within the Wollondilly LGA and have economic benefit to the local economy
- Offer an annual event or project in the Wollondilly LGA,
- Have no outstanding debts to Council
- Not be a political party or political lobby group, and
- Not be a State or Federal Government Service

Sponsorship will not provide funds for applications that:

- duplicate existing services
- are for existing funded events, services or programs,
- do not meet identified priority needs,
- directly contravene Council policies,
- request retrospective funding
- are for items of equipment or minor works, or
- include recurrent costs of the organisation e.g. salaries, general administration costs

Applicants must demonstrate linkages to the Community Strategic Plan Outcomes and Strategies

Applicants must ensure Council receives an appropriate level of benefit for its sponsorship contribution

ASSESSMENT

Applications will be assessed against the following criteria:

- Eligibility for financial assistance program
- Organisation is based within the Wollondilly Shire and provides economic benefit to the local community
- Demonstrates clear linkages to Council's Community Strategic Plan
- Demonstrates a strong community development aspect that involves and benefits the broader community through participation or access
- Reflects and enhances Wollondilly's sense of place and local identity
- Attracts broad or new participation from local residents
- Uses an innovative approach to the proposed event
- Can be completed in the financial year specified in the application
- Can be achieved within the planned budget

CONDITIONS OF SPONSORSHIP

Successful applicants are required to undertake an acquittal process and provide Council with:

- A signed Income and Expenditure Statement,
- Information on how the sponsorship was spent,
- Evaluation of the event or works carried out,
- Membership / Participation rates,
- Copies of any promotional material and media coverage,
- Details of the acknowledgement of Councils sponsorship within the community.

Funding will only be paid against a recipient created Tax Invoice inclusive of any GST by way of a direct deposit.

HOW TO APPLY

Applications are to be submitted electronically by completing the online application form at wollondilly.nsw.gov.au/events-and-community/grants-and-sponsorships/council-sponsorship-program

Applicants can contact Council's Community Project Officer for any assistance in completing their application on **4677 1100** or community@wollondilly.nsw.gov.au



DONATIONS PROGRAM

ELIGIBILITY

Applications will be accepted from not for profit community groups or organisations operating within the Wollondilly Local Government Area for events and activities that provide a direct benefit to residents of the Wollondilly Local Government Area.

Individuals may apply for one-off support for participation in cultural, academic or sporting events where the individual has been selected on merit to represent Wollondilly at a State / National level or where the individual is representing NSW or Australia and is not for individual gain or profit. Priority will be given to individuals experiencing financial disadvantage or hardship with a letter of recommendation from their coach, instructor or other.

To be eligible for funding an organisation must meet all of the following:

- Be a not-for-profit community-based group or organisation,
- Be an incorporated body or be auspiced (sponsored) by an incorporated body,
- Offer services or activities within the Wollondilly Local Government Area,
- Have no outstanding debts to Council
- Not be a political party or political lobby group, and
- Not be a State or Federal Government Service.

To be eligible for funding an individual must meet all of the following:

- Be a resident of the Wollondilly Shire
- Be selected on merit to represent Wollondilly at a State / National Level
- Be participating in a cultural, academic or sporting event
- Not receive funds for personal gain or profit

The Donations Program will not provide funds for applications:

- that are for existing funded services or programs,
- do not meet identified priority needs,
- directly contravene Council policies,
- that are for previously funded events or projects,
- that are requesting retrospective funding
- that are for items of equipment or minor works,
- that are for a charity related event or program, or
- include recurrent costs of the organisation e.g. salaries, general administration costs

Applications must demonstrate linkages to the Community Strategic Plan Outcomes and Strategies.

ASSESSMENT

Applications will be assessed against the following criteria:

- Eligibility for financial assistance program
- Demonstrates clear linkages to Council's Community Strategic Plan
- Demonstrates a strong community development aspect that involves and benefits the broader community through participation or access
- Reflects and enhances Wollondilly's sense of place and local identity
- Attracts broad or new participation from local residents
- Uses an innovative approach to the proposed project
- Can be completed in the financial year specified in the application
- Can be achievable within the planned budget
- In the case of individuals they are experiencing financial disadvantage or hardship

DONATIONS CATEGORIES

- Community Organisation or Group – amounts up to \$500
- Individuals – amounts up to \$250

CONDITIONS OF DONATION

Successful applicants are asked to provide Council with feedback concerning:

- How the donation was spent
- Membership / Participation rates
- Copies of any promotional material or listings of media coverage generated – copies of media articles should not be submitted due to copyright.

Funding will only be paid by way of a direct deposit.

HOW TO APPLY

Applications are to be submitted electronically by completing the online application form wollondilly.nsw.gov.au/events-and-community/grants-and-sponsorships/donations-program

Applicants can contact Council's Community Project Officer for any assistance in completing their application on **4677 1100** or community@wollondilly.nsw.gov.au

COMMUNITY GROUP TRANSPORT SUBSIDY PROGRAM

ELIGIBILITY

To be eligible for the subsidy program, community groups must be not-for-profit organisations based in Wollondilly. It is the responsibility of each group to apply for eligibility with Council. Please use the application form below by clicking the button.

Council will maintain a confidential register of eligible community groups, which will only be shared with approved transport providers and relevant Council staff.

Please note: The subsidy program is not available for sporting clubs and school groups, except when they are representing Wollondilly in a regional, state, or national competition

ELIGIBLE ACTIVITIES

Community Groups are able to use this subsidy program to attend activities including local events, community outings or other activities that promote social connectedness and health and wellbeing. The subsidy program is only available for day trip bookings.

Please note that the subsidy program is not available for trips to the snowfields, holiday transfers, including airport and cruise terminal transport, party activities such as bucks' parties, hens' parties, brewery or trips to wineries. The subsidy program is not available for activities that are 'for profit' making purposes.

BOOKING AND FLEET INFORMATION

The community group is responsible for directly booking any usage through the transport provider. The booking agreement is between the community group and the transport provider. Council is not responsible for finding alternative arrangements if the community group is unable to book the desired usage with any of the approved transport providers.

MORE INFORMATION ABOUT THIS PROGRAM

To view further information, download the Community Transport Subsidy Protocol, or submit your application, visit wollondilly.nsw.gov.au/events-and-community/grants-and-sponsorships/community-group-transport-subsidy-program



GRANTS MANAGEMENT PROCESS

APPLICATION PROCESS

Applications for grants and sponsorship are completed online through Smarty Grants. Application forms are available once the grant round opens. For some programs open throughout the year, online forms are available on request after you discuss your project concept with our grants team.

Applications must be submitted by the due date at 5pm Sydney time or Australian Eastern Daylight Time if applicable. We do not accept submissions after the cut-off time and date.

You are responsible for choosing the most appropriate program to apply for. Your application must be well-developed, address all the criteria and answer all compliance questions. It must include documentary evidence and support as required.

We encourage you to speak to us before applying.

ASSESSMENT PROCESS

All grant applications are assessed by at least three staff from Wollondilly Shire Council, including those with knowledge and experience relevant to the grant round.

Recommendations for the Community Grants Program are made to Council for endorsement.

Grant rounds may be assessed by external parties with relevant skills and experience at the discretion of Council Officers.

When an external assessor is required, we will select a representative with the relevant skills, experience and availability.

External assessors are required to sign a participation agreement with Wollondilly Shire Council which outlines their responsibilities, including conflict of interest and confidentiality obligations. They cannot submit a grant application in the grant round they are assessing.

All assessors are required to make a conflict of interest declaration on each application as part of the assessment process.

Our grants and sponsorship programs are highly competitive. Even though an application may meet the criteria it may not be competitive against other applications. If an application is unsuccessful, the applicant can request feedback from Wollondilly Shire Council staff.

APPROVAL PROCESS

Council has authority to approve grants and sponsorship or other financial assistance.

Applicants should note that many projects including festivals and events require approvals and consents from Wollondilly Shire Council (such as development applications or a Section 68), NSW

Police and other state government agencies. If the necessary approvals cannot be obtained, the grant or sponsorship may be revoked.

Approval of a grant or sponsorship does not imply that Wollondilly Shire Council has given any other consent.

NOTIFICATION PROCESS

We will notify you in writing of the outcome of your application within 10 business days after the decision of Council.

Details of the status of approval can also be found in the Council meeting minutes, which are listed on the website within the week of Council approval.

FUNDING AGREEMENTS AND NEGOTIATION

We aim to finalise funding agreements with successful applicants within five weeks of Council approval. You must enter into a funding agreement with us before funds are released and before the project can start.

Wollondilly Shire Council uses a standard funding agreement which includes:

- a description of the project for which funding is being provided
- the amount of cash funding to be received and the details of any value-in-kind support
- the obligations of Wollondilly Shire Council and the applicant (and where relevant the auspice) in relation to a grant
- specific performance criteria to be met by the applicant for each project
- any benefits to be provided to Wollondilly Shire Council in return for the grant (if applicable)
- a payment schedule
- the deadline for submission of the project acquittal.

If you fail to finalise the agreement within one month of receiving the draft agreement from us, we reserve the right to withdraw the grant or sponsorship.

Not meeting your contractual obligations, including failing to submit an acquittal report, may result in you or your organisation being unable to apply for further grant funding from Wollondilly Shire Council.

PAYMENT ARRANGEMENTS

Once funding agreements are finalised, payments are processed with a standard 30-day turnaround time from the invoice date.

Payments are not processed before the timeframes stipulated in the funding agreement. If you need the funds sooner due to project deliverables, please contact the grants team to enquire if an urgent payment can be made.

REPORTING AND MONITORING

You must report on and acquit the project(s) as detailed in your funding agreement. Reports provide us with feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt.

You must provide detailed financial reports.

You may be asked to provide further documentation and evidence of expenses. Final reports must be submitted no later than one month after the agreed completion date of the project as stated in the funding agreement unless otherwise agreed.



APPLICATION SUPPORT

We encourage you to speak to us about your project, program suitability and eligibility before applying.

Phone Support – call 02 4677 1100 or email community@wollondilly.nsw.gov.au

Online resources – see
<https://www.wollondilly.nsw.gov.au/events-and-community/grants-and-sponsorships/>





Wollondilly
Shire Council

wollondilly.nsw.gov.au

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