

Community Development Grants 2026/27

Social impact grants category Template application form

Thank you for applying to our Community Development Grants Program. Before completing the application form, it's important to read the [Program Guidelines](#).

Incomplete applications and/or applications received after the closing date (Monday 27 July, 3pm) will not be considered.

You can use this document to prepare your answers. Your final application must be submitted in SmartyGrants by the due date even if you have prepared your answers in this document. Please email our team for a Word version of this document.

Support is available

If you have any questions about any part of this application or program, please contact the Community Development team:

Phone: **8495 6119 or 8495 5228**

Email: communitygrants@northernbeaches.nsw.gov.au

Eligibility

Confirmation of Eligibility

I confirm that the applicant:

- is an eligible entity as per the [Guidelines](#)
- is authorised to apply on behalf of a group or organisation
- is able to demonstrate that the grant will be used for a purpose in the public interest, primarily for the Northern Beaches community
- has acquitted any previous Council grants or sponsorship
- has no outstanding debts owed to Council
- is not a State or Federal Government organisation
- is not a political party or projects supporting political parties or agendas
- is not an individual
- is not a for-profit organisation.

1. You must confirm that all statements above are true and correct (tick box)

☐ Yes

Grant stream eligibility

The Community Development Grants Program 2026/27 has the two following categories:

Grant Category	Funding Amount	Purpose
Capacity building grants	Up to \$5,000	To build the capacity of small and emerging community organisations to deliver activities or test new initiatives that benefit the identified priority populations.
Social impact grants	Up to \$10,000	To increase the social impact of established community organisations through new projects or expanding existing programs. Projects will aim to improve safety, inclusion or connection for one or more priority populations and strengthen the community sector.

Consider reading the types of projects that are eligible in the Guidelines on page 5.

The next few questions will help determine which category you are eligible for. Please follow the prompts or contact us if you have any questions.

2. Does your organisation/community group have an ABN number?

- ☐ Yes – please specify
- ☐ No – please skip Question 3

3. ABN Number

4. What type of entity are you?

- ☐ Incorporated not-for-profit > ***please complete question 5 to determine income and category eligibility***
- ☐ Unincorporated not-for-profit > ***you are eligible for the Capacity building grants category (please complete the Capacity building grants application form)***
- ☐ Community group or organisation > ***you are eligible for the Capacity building grants category (please complete the Capacity building grants application form)***

How do you know what entity type you are?

If you have an ABN, you can determine your entity type via the [Australian Government ABN lookup tool](#).

Common entity types in the ABN lookup:

Incorporated not-for-profits: Australian Public Company, Other Incorporated Entity

Unincorporated not-for-profit: Other Unincorporated Entity

If you don't have an ABN, it is likely you are an unincorporated association or community group.

Please call the Community Development Team on 8495 6119 or 8495 5228 or email communitygrants@northernbeaches.nsw.gov.au for support.

5. Is your organisation or group's income less than \$500,000 per year?

☐ Yes > **You are eligible for EITHER category**

Capacity building grants OR Social impact grants – please fill in the application form of your choice

☐ No > **You are eligible for this category (Social impact)**

Project Details

About your project

6. **Project title (up to 25 words)**

Provide a name for your initiative. Your title should be short and descriptive

7. **What is your project? What will your group do with the funding? (up to 200 words)**

Include a brief summary of what you will use the funding to do. Include who it is for and what the activities will be.

Project outputs

8. **Please describe the outputs you will deliver as part of this project.**

Outputs are the activities, events or deliverables of your project or program generates.

Leave any fields that do not apply blank.

a. Key outputs of your project <i>Select from dropdown:</i> • Event, activity or workshop • Social activity or outing • Support or mentoring sessions • Skills training • Case management or service provision • Resources (educational or promotional) • Equipment upgrades or installation • Other	b. Description (up to 50 words) <i>Briefly explain the output including hours</i>	c. Quantity

You can add more lines to the table above as needed

Program outcomes

The Social impact grants should contribute to the following program outcomes:

- improved safety, inclusion or connection for one or more priority populations
- a stronger, more resilient and connected community sector.

Consider reading 'What makes a strong application' on page 22 of the Guidelines.

9. How will your project improve safety, inclusion or connection for one or more priority populations?

a. Who will benefit? (drop down list) • Aboriginal and Torres Strait Islander peoples • LGBTQ+ community • low-income households • multicultural communities • older people experiencing social isolation • people at risk of or experiencing homelessness and/or housing insecurity • people experiencing domestic and family violence • people experiencing mental health challenges • people with disability and/or their carers • young people experiencing mental health challenges	b. How will they benefit? (including improved outcomes of safety, inclusion or connection) (up to 100 words) <i>Describe the changes for this group as a result of the project</i>	c. How many people will benefit?	d. How will this outcome be measured and/or evaluated? (up to 100 words)

You can add more lines to the table above as needed

10. Who else will benefit from your project?

a. What other groups will benefit? (up to 50 words) <i>e.g. general community, volunteers, group members</i>	b. How many will benefit?

You can add more lines to the table above as needed

11. How does your project make the community sector stronger, more resilient and connected? Include details about community engagement, local partnerships and/or collaborative solutions (up to 200 words)

12. How will this outcome of a stronger community sector be measured and evaluated? (up to 150 words)

13. Consider uploading any additionally supporting documentation (attach file/s in SmartyGrants)

e.g. engagement plan, letter of support, memorandum of understanding

Project timeframe

All funded aspects of the project must start after the signed funding agreement date (early November 2026) and all expenditure must be completed by 31 December 2027, unless otherwise agreed.

14. Anticipated start date:

(no earlier than 1/11/2026)

15. Anticipated end date:

(no later than 31/12/2027)

Project Budget

Please provide clear descriptions for each budget item in the 'Income' and 'Expenditure' tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Please see pages 10-11 of the Guidelines for an example budget.

Please do not add commas to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

Reminder:

- Social impact grants category can apply up to \$10,000 (ex GST)

16. Income

- *Income description* - e.g. council community grant', 'trivia fundraising night', 'company sponsorship'.
- *Income type* - this will help us understand what this grant funding will be going towards and what other support you have for the project. Please use the drop-down options available.
- *Confirmed funding* - whether the income has been received or promised.
- *Income amount* - do not add commas to figures

Include: The income you're requesting from this grant, other funding that you have applied for or received, other income sources (e.g. projected ticket sales), fundraising and donations

Do not include in-kind support such as donated goods and services. You will have the opportunity to list this below.

a. Income description (up to 50 words)	b. Income type <i>Select from dropdown:</i> • Community Development Grant • Other grant • Fundraising / Donations • Earned income • Other	c. Confirmed funding? Yes/No	d. Income amount
			\$
			\$

You can add more lines to the table above as needed

17. Expenditure

Identify the estimated cost for project expenses. Estimates should reflect the actual costs and be based on research or quotations.

Please calculate the costs using the following figures as a guide:

- Staff wages: \$60 per hour
- Professional fees: \$80-100 per hour

The expenditure table explained:

- *Income source* – This should match the 'Income Types' you've selected above. What funding source will pay for this part of the project.
- *Expenditure description* – e.g. 'Venue hire (6 x 3 hour bookings @ \$20/hr)
- *Expenditure Type* – Use the drop-down options available
- *Expenditure Amount* – the full cost of the item. Do not add commas to figures

Note: Please review ineligible costs in the Grant Guidelines. Ineligible items can be included in the budget if there is an alternate funding source.

a. Income source <i>Select from dropdown:</i> • Community Development Grant • Other grant • Fundraising / Donations • Earned income • Other	b. Expenditure description (up to 50 words)	c. Expenditure type <i>Select from dropdown:</i> Drop down options for expenditure type: • Staffing & Personnel • Facilitator & Consultant Fees • Training & Professional Development • Venue & Facility Hire • Materials & Equipment	d. Expenditure amount
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		• Program & Project Costs • Marketing, Promotion & Communications • Catering & Food • Travel & Transport • Administrative & Operational Costs • Technology & Software • Evaluation & Reporting • Other	
			\$
			\$

You can add more lines to the table above as needed

18. Quotes are required for those expenditure (cost) items \$2,000 or above (attach file in SmartyGrants)

19. Budget Totals

Your budget MUST balance.

(Total Income Amount = Total Expenditure Amount).

The Balance is automatically calculated based on numbers entered in the Income and Expenditure tables above. You will not be able to submit your application unless this equals \$0.

This enables Council to ensure that all funds related to the project are accounted for.

20. Total Amount requested

All figures entered below are to be exclusive of GST

\$

21. In-kind support

In-kind support is not including in balancing the budget however, it shows the additional value that has contributed to the delivery of the project.

Identify in-kind contributions such as donated goods and (professional) services or volunteer hours below.

Note: This value is separate to your income and expenditure

Please calculate volunteer time using \$43 per hour as a guide. See [Cost of Volunteering Calculator](#) for more information.

a. Type of in-kind support (e.g. volunteer assistance on event day - 30 hours)	b. Value of in-kind support Please do not add commas to figures.
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	\$
	\$

You can add more lines to the table above as needed

22. If you receive partial funding, can the project still proceed? (tick box)

☐ Yes

☐ No

23. If yes, how will the project outcomes be affected if you receive partial funding?

Are there any other sources of funding being sought or already secured? Projects that are partially self-funded or supported by diverse funding sources will be highly regarded.

Applicant Capacity

Public Liability

24. Please upload your Public Liability Certificate of Currently or quote for Public Liability (attach file in SmartyGrants)

Child Protection

25. If your proposed project involves children or young people please upload your Child Protection Policy (attach file in SmartGrants)

If you do not have a formal child protection policy, you must outline how you intend to comply with child protection and working with children legislation. See page 12 of the Guidelines for further information.

Applicant Details

26. Organisation/Community group name

Please make sure you provide the same name that is listed in official documentation

27. Organisation/Community group address

28. Website

29. Incorporation number (not required)

You can lookup your:

- incorporation number via the [NSW incorporation number register](#)
- ACN number via [ASIC Connect](#)

Primary Contact Details

30. First Name

31. Last Name

32. Position

Held in applicant organisation

33. Primary contact phone number

34. Primary contact office phone number

35. Primary contact email address

Certification and Feedback

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that the information given in this application is true and correct.

I accept that electronic submission of application will be taken as consent to the terms of declaration by the office bearer submitting this application.

36. I agree (tick box)

☐ Yes

37. Name of authorised person

Must be a senior staff member, trustee or appropriately authorised volunteer

38. Position

Held in applicant organisation (e.g. CEO, Treasurer)

39. Contact email

Applicant feedback

40. How did you find out about this program? (tick box)

- ☐ Council notified me/my organisation directly
- ☐ Council newsletter
- ☐ Social media
- ☐ Word of mouth
- ☐ Poster

☐ Other newsletter (Local MPs)

☐ Other:

41. Please indicate how you found the online application process (tick box)

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very Difficult

42. Please provide us with your suggestions for improvements and/or additions to the application process/form that we can consider.

Thank you! Don't forget to enter these answers into SmartyGrants and click 'Submit'