



PORT STEPHENS
COUNCIL

Community Funding Guide

2026 to 2027

Our funding program gives eligible individuals, artists, community organisations, not-for-profits, businesses, students and others the opportunity to apply for funds to deliver initiatives that make a real difference to local communities.



Photo by Megann Evans Photography

GUUDJI YIIGU

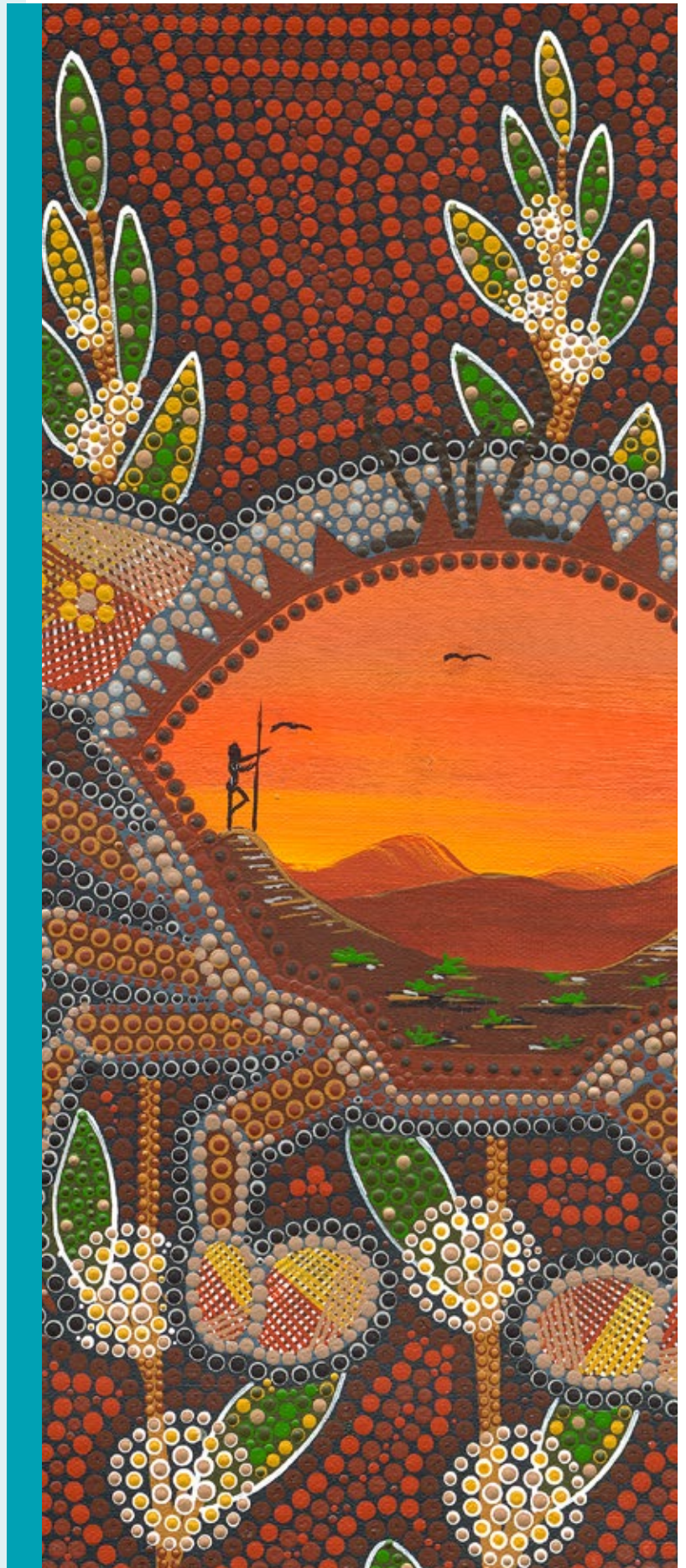
(GOO-JEE IK-KOO)

We welcome you to Port Stephens – part of the Worimi Aboriginal Nation. Port Stephens Council acknowledges the Worimi people as traditional owners and custodians of the lands and waterways on which we all live, learn, work and play.

We value and respect the Worimi people and the legacy 60,000 years of Aboriginal Nation traditions and culture brings with it. As part of Council's culture of acceptance, diversification and harmony, we walk alongside the Worimi people on a journey of listening and learning.

Together we will strive to make this a better place for all peoples. As guardians of these lands, we ask that you tread lightly to help preserve the biodiversity and respect those who came before, as well as those who will follow.

Artwork by Regan Lilley.



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Funding streams

The 2026-27 Community Funding Program offers a broad range of opportunities for individuals and groups.

This table outlines the grants and sponsorships available. If you are not sure which funding stream your project falls into, please contact us for advice on 4988 0255 or at pscgrants@portstephens.nsw.gov.au.

Funds open all year round (or until funds are exhausted)

Community Event Development Fund	Up to \$3,000 per application	1 July 2026 – 30 June 2027
Major Event Sponsorship Fund	Negotiated upon consultation	1 July 2026 – 30 June 2027
Placemaking Fund	Up to \$3,000 per application	1 July 2026 – 30 June 2027
Sporting Excellence Fund	Up to \$800 per application	1 July 2026 – 30 June 2027
Rapid Response	Up to \$500 per application	1 July 2026 – 30 June 2027
Mayoral Funds	Subject to available funding	1 July 2026 – 30 June 2027

Funds with 2 rounds per year

Aboriginal Project Fund	Up to \$6,000 per application	Round 1: 1 August to 1 September 2026 Round 2: 1 February to 1 March 2027
Community Support Fund	Up to \$6,000 per application	Round 1: 1 August to 1 September 2026 Round 2: 1 February to 1 March 2027

Funds with one round per year

Environmental Projects Fund	Up to \$5,000 per application	1 September to 30 September 2026
Mayoral Academic Scholarship	\$2,000 scholarship	21 July 2026 to 27 November 2026
International Women's Day	\$1,000 scholarship	11 January to 14 February 2027
Vibrant Spaces Fund	Up to \$20,000 per application	1 September to 31 October 2026

About the program

This program aims to support our local community and business to build stronger, more vibrant neighbourhoods and improve wellbeing and liveability in Port Stephens.

What you need for a successful application

Each funding stream has specific eligibility criteria. To apply, you'll need to submit a well thought out and clearly written application that directly responds to this criteria. Be sure to include any relevant supporting documents.

You can only apply for **one** fund per project – not multiple funds.

If you're unsure which fund is the right fit or need help with your application, please call us on 4988 0255 or email us at pscgrants@portstephens.nsw.gov.au before submitting.

How applications are assessed

Once your application is submitted, we carefully review it to ensure it meets the funding criteria and clearly outlines your project goals. Depending on the funding stream, the assessment process may involve input from selection panels or be reported to Council for determination.

Funding agreements and conditions

If your application is successful, we'll let you know whether you'll receive a letter of offer or need to enter into a formal funding agreement. This agreement will outline the key outcomes and responsibilities required under the funding.

In some cases, you may need to provide further documentation – for example, a works on council land application or a public art approval.

How payment will work

Payment processes vary depending on the funding stream. We'll walk you through the steps if your application is successful and arrange for the transfer of funds.

General eligibility

To be eligible for funding, applicants must:

- Have no outstanding acquittals or debts due to Port Stephens Council.
- Meet all criteria specified in each funding stream.
- Demonstrate capacity to deliver the project.
- Deliver the project within Port Stephens LGA.
- Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee, Mayor or Councillor (355C Committees exempt).
- For all funding streams (excluding scholarships and the Sporting Excellence Fund) an entity or incorporated body must have their own and applicable insurances.
- An individual or other party that does not have their own insurance cover will need to be auspiced by an organisation that is eligible to apply in their own right.

Port Stephens Council does not provide grants and sponsorship for projects that:

- Provide retrospective payments or deficit funding.
- Directly contravene existing Council policies or duplicate existing services or programs.
- Could be perceived as benefiting a political party or party political campaign.
- Put project members and the public at risk or limit access to the place.



Funds open all year round

Community Event Development Fund

Applications accepted from 1 July 2026 to 30 June 2027 or until funds are exhausted

PURPOSE

Community events are an important part of our identity. They reflect our values, celebrate our history and bring people together. Community events help build a sense of belonging and community connection.

This funding program supports events that deliver social outcomes for the community. Applications will be assessed on how well the event brings people together to celebrate, share experiences, learn from each other and explore new opportunities.

In addition, the fund will provide strategic support to help community events grow and become self-sustaining. Events should be inclusive, sustainable and affordable (preferably free) for the public to participate.



FUNDING AVAILABLE

- Maximum per application is \$3,000 plus GST (if registered).
- A total of \$50,000 is available per financial year or until funds are exhausted.
- In-Kind support may also be provided for projects based on needs and opportunities identified in the assessment process.



WHO CAN APPLY

- Incorporated, not-for-profit organisations or charities
- Registered businesses with an ABN
- Schools.

If you are an unincorporated community group or volunteers, you must be auspiced by a not-for-profit that is eligible to apply in their own right and that is relevant to the sector and can support the development of the proposal.

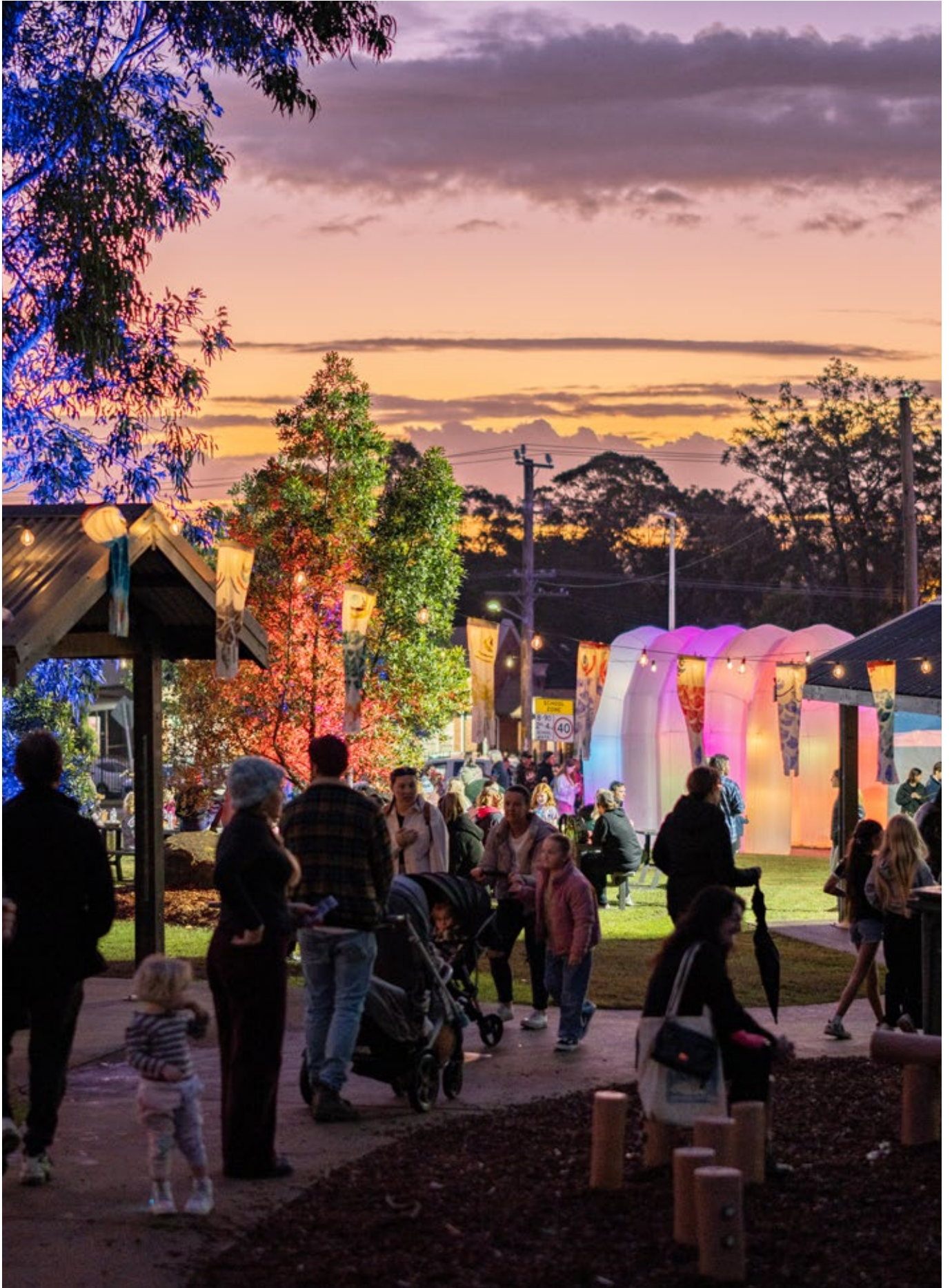


ASSESSMENT CRITERIA

Applications will be assessed under Council's Sponsorship Policy. This process may take up to 4 weeks before outcome notification is received. The assessment panel will consider the criterion scoring in table to the right.

CRITERION SCORING DETAIL

35% Contributing to culture and identity	The event must outline how it will contribute to the local identity and culture of the place in which it is being held.
35% Community and social benefit	The event must show how it will help support community partnerships and connections, improve the liveability and wellbeing of our residents
15% Seeking sustainability	For ongoing events, the applicant will need to outline how they intend to grow the event and reduce their dependence on Council funding.
15% Capacity and risk	Capacity of the applicant to successfully deliver a safe and successful event.
TOTAL 100%	





WHAT CAN I APPLY FOR

Community events could include:

- Community festivals
- Community cultural and/or historical celebrations
- Community film nights
- Community Christmas carols.



WHAT WE WON'T FUND

- Projects that put project members and the public at risk or limit access to the place.
- Ongoing staff wages, salaries, travel and private expenses.
- Promotion for any property or business that is for sale or lease.
- Ongoing administration or operational costs of the applicant.
- Projects that have already commenced, or are scheduled to occur prior to the funding key dates.
- Activities of a strictly social nature (for example: group meals at a restaurant).
- The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.
- Previous applicants who haven't acquitted previous grants.
- Projects that are exclusive ie: not open to the general public.
- Fundraising activities (for example: quiz nights). However, exclusions may apply. Please call us on 4988 0255 or email at pscgrants@portstephens.nsw.gov.au to discuss.



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area.
- A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.
- Previous grant recipients are required to acquit previous grants held with Port Stephens Council before submitting a new application.
- Council funding may be used in conjunction with funding from other sources (outside Council), provided that such funding is declared at the time of application. Applicants cannot seek funding from other Port Stephens Council grants programs.
- Project must be completed within one year of funding being allocated.
- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- Grants are paid in accordance with the applicants GST registration status.
- Funding must only be used for the purpose for which the application was made.

- Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.
- A council approved logo is to be used in any promotional material, with Port Stephens Council publicly acknowledged as a financial supporter of the activity.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.
- Funded projects may be promoted by Port Stephens Council.
- Funding does not constitute an approval for the event or activity. Successful applications must also meet all the operational requirements for holding an event in Port Stephens and will be required to complete an Event Application Form. All other approvals required to implement the project are the responsibility of the applicant including fees to hold an event on Council land (if relevant). Ask our team for help with these processes.
- Applications must highlight collaboration or partnerships with one or more of the following: local business, creative arts, cultural organisations or groups.
- The applicant will provide all reasonable opportunities for Council signage and material at selected Council events, event venue or facilities associated with the funding.



ACQUITTAL AND REPORTS

A simple acquittal form is required to be submitted to Council within 8 weeks of completion of the project, this is found at portstephens.smartygrants.com.au

We encourage applicants to provide photos of the finished project and any other information relevant to the funding. If you need assistance with the process please contact the Vibrant Places team.

Please note, for grants \$1,000 or less, a letter confirming the funds have been spent in accordance with the grant application is sufficient.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.



HOW TO APPLY

1. Visit pscouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes.

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au

Major Event Sponsorship Fund

Applications accepted from 1 July 2026 to 30 June 2027 or until funds are exhausted

PURPOSE

Events are recognised as drivers of visitation and visitor spend. They attract visitors, generate trade and investment opportunities and can lead to infrastructure development due to increased demand.

The Major Events Sponsorship Fund aims to attract and support well-managed events that increase overnight visitor expenditure, mitigate fluctuations in seasonal visitation, enhances the visitor experience, and aligns with the Port Stephens brand and community vision.



FUNDING AVAILABLE

Funding will be negotiated upon consultation with the Vibrant Places team. Please feel free to contact the team on 02 4988 0255 before submitting an application.



WHO CAN APPLY

- Incorporated, not-for-profit organisations or charities
- Registered businesses with an ABN.

If you are an unincorporated community group or volunteers, you must be auspiced by a not-for-profit that is eligible to apply in their own right and that is relevant to the sector and can support the development of the proposal.



ASSESSMENT CRITERIA

Applications will be assessed under Council’s Sponsorship Policy. This process may take up to 4 weeks before outcome notification is received. The assessment panel will consider the criterion scoring in the table to the right.

CRITERION SCORING DETAIL	
30% Economic benefit	The event must show an incremental increase in visitation and visitor spend in subsequent events.
30% Brand awareness and marketing	The event must provide branding and marketing opportunities for Port Stephens in relevant target markets.
20% Strategic benefit	The event must outline how it will align to the actions within the Port Stephens Community Strategic Plan. www.portstephens.nsw.gov.au/council/plans-and-reporting/integrated-plans
15% Supporting investment	The event must outline supporting funds from other government and private investment. A full budget must be supplied.
5% capacity and risk	The applicant must demonstrate their ability to manage and deliver a successful and safe event.
TOTAL 100%	



Photo by Magnetic Shots



WHAT CAN I APPLY FOR

Major events could include:

- Major sporting events or competitions
- Music festivals
- Cultural events that deliver economic benefit to the region.



WHAT WE WON'T FUND

- Projects that put project members and the public at risk or limit access to the place.
- Ongoing staff wages, salaries, travel and private expenses.
- Promotion for any property or business that is for sale or lease.
- Ongoing administration or operational costs of the applicant.
- Projects that have already commenced, or are scheduled to occur prior to the funding key dates.
- Activities of a strictly social nature (for example: group meals at a restaurant).
- The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.
- Previous applicants who haven't acquitted previous grants.
- Fundraising activities (for example: quiz nights). However, exclusions may apply. Please call us on 4988 0255 or email at pscgrants@portstephens.nsw.gov.au to discuss.



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area.
- A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.
- Previous grant recipients are required to acquit previous grants held with Port Stephens Council before submitting a new application
- Council funding must be used in conjunction with funding from other sources - this is required to be declared in the budget at time of application. Applicants cannot seek funding from other Port Stephens Council grant programs.
- Projects must be completed within the timeframe specified by Council
- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- Grants are paid in accordance with the applicants GST registration status.
- Funding must only be used for the purpose for which the application was made.
- Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance with Port Stephens Council listed as an interested party.
- A council approved logo is to be used in any promotional material, with Port Stephens Council publicly acknowledged as a financial supporter of the activity.

- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Funded projects may be promoted by Port Stephens Council.
- Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.
- Sponsorship is not approval to host an event. Successful sponsorship applications must also meet all the operational requirements for holding an event in Port Stephens and will be required to complete an Event Application Form if on public land. All other approvals required to implement the project are the responsibility of the applicant. Ask our team for help with these processes.
- Applications must highlight collaboration or partnerships with one or more of the following; local business, creative arts, cultural organisations or groups
- All other approvals/costs required to implement the project are the responsibility of the applicant including obtaining a license to hold an event on Council land (if relevant).
- The applicant will provide all reasonable opportunities for Council signage and material at selected Council events, material to be displayed at the event.
- Subsequent events must be first offered to Port Stephens Council to host within the LGA.



ACQUITTAL AND REPORTS

A simple acquittal form is required to be submitted to Council within 8 weeks of completion of the event, this is found at portstephens.smartygrants.com.au

If you need assistance with the process please contact the Vibrant Places team.

Failure to lodge an acquittal form will affect eligibility for future applications.



HOW TO APPLY

1. Visit pscouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes.

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au

Placemaking Fund – Improving towns and main streets

Applications accepted from 1 July 2026 to 30 June 2027 or until funds are exhausted

PURPOSE

This fund focuses on supporting businesses and community organisations to make town centres and main streets across Port Stephens Council feel welcoming and inspiring. This fund is about finding quick wins that improve the identity of our streetscapes and encourage people to visit, stay and return.

Placemaking is about creating spaces that feel alive, connected and welcoming. It invites us to reimagine and reinvent public spaces in ways that foster social connection, community pride, and a stronger sense of belonging.

The Placemaking Fund supports:

- Dynamic and vibrant town centers and villages.
- Pedestrian friendly spaces where our community can gather.
- Economically viable spaces to businesses to thrive.
- Opportunities to give town centres, local precincts, and main streets a unique character.

This program supports Councils Placemaking Policy by helping create public spaces that feel alive, connected and welcoming – bringing communities together and strengthening a sense of pride and belonging.



FUNDING AVAILABLE

- Maximum per application is \$3,000 plus GST (if registered)
- A total of \$15,000 is available for the financial year.
- You can only apply for one project per financial year.



WHO CAN APPLY

- Registered businesses with an ABN.
- Incorporated, not-for-profit organisations or charities

If you are an unincorporated community group or volunteers, you must be auspiced by a not-for-profit that is eligible to apply in their own right and that is relevant to the sector and can support the development of the proposal.



ASSESSMENT CRITERIA

Applications will be assessed under Council's Sponsorship Policy. This process may take up to 4 weeks before an outcome notification is received.

The assessment panel will consider the criterion scoring in the table to the right.

CRITERION SCORING DETAIL	
60% Vibrancy	Projects will be assessed on the contribution to improving the vibrancy and quality of the public space. Including alignment with the character of the area and Council's strategies and place making guidelines.
20% Community and Economic benefit	Projects contribute to creating positive community and economic impact by enhancing the visitor experience in the town centre.
10% Collaboration	Projects create partnership or collaborations between businesses, residents and community organisations.
10% Capacity and risk	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes.
TOTAL 100%	



WHAT CAN I APPLY FOR

The Placemaking Fund is primarily designed to help with (but not limited to):

- Shopfront improvements e.g. seating, pot plants, or awnings.
- Upgrading streets appeal e.g. parklets, gardens, creative lighting.
- Public Art in main streets E.g. murals, footpath activation.
- Seasonal decorations.



WHAT WE WON'T FUND

- Projects that put project members and the public at risk.
- Ongoing staff wages, salaries, travel and private expenses.
- Promotion for any property or business that is for sale or lease.
- Ongoing administration or operational costs of the applicant.
- Projects that have already commenced, or are scheduled to occur prior to the funding key dates.
- Activities of a strictly social nature (for example: group meals at a restaurant).
- The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.
- Previous applicants who haven't acquitted previous grant funds.
- Fundraising activities (for example: quiz nights).
- Activities where entry fees or ticket prices may be a barrier to participation and are exclusive.
- Gifts to volunteers in lieu of payment, prizes or awards.
- Workshops, performances, street activities



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area, town centres or main streets.
- A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.
- Previous grant fund recipients are required to acquit previous grant funds held with Port Stephens Council before submitting a new application.
- Council funding may be used in conjunction with funding from other sources (outside Council), provided that such funding is declared at the time of application. Applicants cannot seek funding from other Port Stephens Council grant programs
- Project must be completed within twelve weeks of funding being allocated.
- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- Funds are paid in accordance with the applicants GST registration status.
- Funding must only be used for the purpose for which the application was made.
- Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance with Port Stephens Council listed as an interested party.
- A council approved logo is to be used in any promotional material, with Port Stephens Council publicly acknowledged as a financial supporter of the activity.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Funded projects may be promoted by Port Stephens Council.
- Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the project.
- Funding does not constitute an approval for the activity. Placemaking applications, works on public land and all other approvals and costs required to implement the project are the responsibility of the applicant.
- The applicant will provide all reasonable opportunities for Council signage and material at the event/activity.
- For projects that include a public art element, please refer to Port Stephens Council's Public Art Guidelines.



ACQUITTAL AND REPORTS

A simple acquittal form is required to be submitted to Council within 8 weeks of completion of the project, this is found at portstephens.smartygrants.com.au

Applicants will provide photos of the finished project and any other information relevant to the funding. If you need assistance with the process please contact the Vibrant Places team.

Please note, for funds \$1,000 or less, a letter confirming the funds have been spent in accordance with the fund application is sufficient.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.



HOW TO APPLY

1. Visit pscouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes.

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au



Sporting Excellence Fund

Applications accepted from 1 July 2026 to 30 June 2027 or until funds are exhausted

PURPOSE

This program is designed to support athletes from the Port Stephens Local Government Area (LGA) who have been selected to represent their sport at international level. The grant aims to alleviate the financial burden associated with representing a country at the highest level, enabling athletes to focus on achieving excellence in their sporting endeavours.



FUNDING AVAILABLE

Fund amounts allocated in recognition of individual representation and participation at a international level are as follows:

- \$300 for individuals selected to compete on behalf of Australia at a international competition or equivalent.
- \$500 for individuals competing at the Commonwealth Games.
- \$800 for individuals competing at the Olympic Games.

There is a total of \$4,000 available for the financial year or until funds are exhausted.



WHO CAN APPLY

The following eligibility criteria applies to the Sporting Excellence Fund

- The athlete's permanent residence must be in Port Stephens LGA
- Be selected in competitive sports
- Be selected at an international level.

Applicants must be participating as an individual in:

- An international competition as an individual or member of an official Australian Team, representing an Australian Sports Commission (ASC) recognised National Sporting Organisation (NSO), National Sporting Organisation for people with a disability (NSOD) or School Sport Australia.
- The Commonwealth or Olympic Games.

The event must be a competition (this does not include tours, coaching, academies, training or friendship games). The event must occur within six (6) months of the application submission date.



ASSESSMENT CRITERIA

Applications are considered by the assessment panel which includes the Mayor, Councillor representatives and Port Stephens Council staff.

Council will review all applications for eligibility, prior to sending to the assessment panel for final review.

Recommendations will be presented to Council in a report for adoption and thereafter applicants will be notified of funding allocations. This process may take up to 8 weeks.



CONDITIONS OF FUNDING

- Applications must be supported by written confirmation from a recognised peak body or incorporated body. This must confirm participation at international level. An invitation alone, to represent sport at a international event will not be eligible for support.
- Funding must only be used for the purpose for which the application was made.
- A maximum of one grant per individual may be awarded in any single Community Funding program year.
- If successful, a bank transfer will be made to the individual's account once recipient has set up their account details with Port Stephens Council.
- It is a condition of funding that Council can share details of the support for the athlete in Council's public communication networks.
- Port Stephens Council should be publicly acknowledged as a supporter in any social and media releases
- Applicants must apply prior to attending the sporting event.
- Funds are not granted retrospectively.
- Previous grant recipients are required to acquit previous grants before submitting a new application.



ACQUITTAL AND REPORTS

A simple acquittal form is required to be submitted to Council within 8 weeks of completion of the event, this is found at portstephens.smartygrants.com.au

Successful applicants are required to show evidence of event attendance. We encourage applicants to provide photos of the event and any other information relevant to the funding which may be shared in Council's media channels.



HOW TO APPLY

1. Visit pscouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation including your written confirmation from a recognised peak body or incorporated body
3. For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au

Rapid Response Financial Assistance Fund

Applications accepted 1 July 2026 to 30 June 2027 or until funds are exhausted

PURPOSE

The Rapid Response Financial Assistance Fund is part of the Port Stephens Council's Financial Assistance Program. This fund allows Councillors to support initiatives within their ward through small financial requests, which will have a positive impact on the community.



FUNDING AVAILABLE

Maximum per applicant is \$500

An annual allowance of \$2,000 for each Councillor, with a discretionary limit of \$500 that can be dispensed at the request of the Councillor and requiring only the signature of the Mayor and General Manager.



WHO CAN APPLY

The following are eligible to apply:

- A not-for-profit organisation
- A charity with a project occurring primarily in the LGA
- An individual
- A sole trader
- A section 355C committee under the Local Government Act 1993.

Please note that applications received from individuals and sole traders will be subject to public exhibition of 28 days if endorsed by Council with final approval by Council following any submissions received as a result of the public exhibition.



ASSESSMENT CRITERIA

- Demonstrated benefit to the Port Stephens community.
- Demonstrated ability to undertake project.
- Each application will be assessed with the respective councillor and submitted for approval by the Mayor and General Manager. The financial assistance request will also be included in a report to Council.





WHAT CAN I APPLY FOR?

Eligible requests can include the following:

- Refund of venue hire fees
- Donation to a charity
- Purchase of small items of equipment
- Support for a local event



WHAT WE WON'T FUND

Funding requests of elected Council members, Council staff and their immediate family (parent, spouse, partner or children) are ineligible to apply for funds.



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area.
- Grants are paid in accordance with the applicants GST registration status.
- Previous grant recipients are required to acquit previous grants held with Port Stephens Council before submitting a new application.
- Where the project to be funded is of a capital nature and is not on a Council-owned or operated facility or land, Council will not be responsible for the ongoing maintenance of the works undertaken.
- Only one application will be accepted for funds across Council.
- In order to be eligible for financial assistance, it's important that groups do not seek multiple small amounts from different Councillors under any component of the fund. In doing so you will be considered ineligible upon application.
- Council funding may be used in conjunction with funding from other sources (outside Council) provided that such funding is disclosed at the time of application to Council.
- Funding must be used for the purpose for which it is granted.
- Projects must acknowledge Port Stephens Council as the funding body in the activity. The use of the Council approved logo is required in any promotional activity or signage related to the funded project and the applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications.
- Should the project not proceed, all funds are to be returned to Council.



ACQUITTAL AND REPORTS

A letter confirming the funds have been spent in accordance with the grant application is sufficient as an acquittal for this fund.

We encourage applicants to provide photos of the finished project and any other information relevant to the funding.

Failure to lodge a letter will affect eligibility for future applications.



HOW TO APPLY

Applications can be submitted by mail or email.

A written request outlining the purpose of the funds can be forwarded to:

councillor@portstephens.nsw.gov.au

or Port Stephens Council PO Box 42, Raymond Terrace NSW 2324

Mayoral Funds

Applications accepted 1 July 2026 to 30 June 2027 or until funds are exhausted.

PURPOSE

Mayoral Funds are determined on an ongoing basis as part of the Financial Assistance Program.

These funds support a wide range of community groups, business organisations and individuals who are working to create positive outcomes across the Port Stephens community. This fund may be suitable for programs and initiatives that do not meet the criteria for other funding streams.



FUNDING AVAILABLE

Funding of \$50,000 is provided annually and dispersed at the discretion of the Mayor and adopted by Council. A similar process to Rapid Response Financial Assistance may also be available under Mayoral Funds, with a discretionary limit of \$500 that can be dispensed.



WHO CAN APPLY

The following are eligible to apply:

- Not-for-profit organisation
- Charity with a project occurring in the LGA
- A section 355C committee under the Local Government Act 1993
- An individual
- A sole trader.

Applications received from individuals and sole traders will be subject to public exhibition of 28 days if endorsed by Council with final approval by Council following any submissions received as a result of the public exhibition.



ASSESSMENT CRITERIA

The activity or project must benefit the community of Port Stephens local government area.

Each application will be assessed by the Mayor in accordance with these Guidelines and submitted to the General Manager for approval. The financial assistance request will also be included in a report to Council for final determination.

Applicants must declare if they have already applied for or received funding for this project from any other Council funding stream.

Applicants must provide a copy of current Certificate of Currency for Public Liability Insurance





WHAT CAN I APPLY FOR?

Eligible requests can include the following:

- Refund of venue hire fees
- Donation to a charity
- Purchase of small items of equipment
- Support for a local event



WHAT WE WON'T FUND

Funding requests of elected Council members, Council staff and their immediate family (parent, spouse, partner or children) are ineligible to apply for funds.



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area.
- Previous grant recipients are required to acquit previous grants held with Port Stephens Council before submitting a new application.
- Where the project to be funded is of a capital nature and is not on a Council-owned or operated facility or land, Council will not be responsible for the ongoing maintenance of the works undertaken.
- Only one application will be accepted for funds across Council.
- In order to be eligible for financial assistance, it's important that groups do not seek multiple small amounts from different Councillors under any component of the fund. In doing so you will be considered ineligible upon application.
- Council funding may be used in conjunction with funding from other sources (outside Council) provided that such funding is disclosed at the time of application to Council.
- Funding must be used for the purpose for which it is granted.
- Projects must acknowledge Port Stephens Council as the funding body in the activity. The use of the Council approved logo is required in any promotional activity or signage related to the funded project and the applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications. "This project is supported by Port Stephens Council's Mayoral Fund."
- Funded projects may be promoted by Port Stephens Council.
- Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.
- Funding does not constitute an approval for the event or activity. All other approvals and costs required to implement the project are the responsibility of the applicant.



ACQUITTAL AND REPORTS

All recipients of funds will be required to account for funds provided through a grant program:

- For a grant up to \$1,000 – provide a letter confirming the funds have been spent in accordance with the grant application.
- Over \$1,001 – complete and submit an acquittal form provided by Council. This is unaudited. The acquittal form will require information such as how the funds were spent, and income and expenditure statements.

In both cases, we encourage applicants to provide photos of the finished project and any other information relevant to the funding.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.



HOW TO APPLY

Applications can be submitted by mail or email. A written request outlining the purpose of the funds can be forwarded to:

mayor@portstephens.nsw.gov.au or

Port Stephens Council PO Box 42, Raymond Terrace NSW 2324

Funds with two rounds per year

Aboriginal Project Fund

Round 1: 1 August to 1 September 2026 **Round 2:** 1 February to 1 March 2027

PURPOSE

Our Aboriginal Project Fund supports and promotes projects that enhance and celebrate Aboriginal culture.

The purpose of the fund is to support community projects which empower and raise the profile of local Aboriginal and Torres Strait Islander people.



FUNDING AVAILABLE

- Maximum per application is \$6,000
- A total of \$40,000 is available across the 2 rounds
- You can only apply for one project per financial year.



WHO CAN APPLY

- You must operate in or service the Port Stephens LGA
- Incorporated, not-for-profit organisations or charities
- Registered businesses with an ABN
- Sole Traders
- Schools, if they can demonstrate a community partnership.

If you are an unincorporated community group, volunteers or individual you must be auspiced by a not-for-profit that is eligible to apply in their own right and that is relevant to the sector and can support the development of the proposal.



ASSESSMENT CRITERIA

The assessment process involves several stages, this may take up to 12 weeks from closing of the round to when you are notified of the outcome.

Applications will be assessed by an assessment panel using the criteria in the table on the following page, to determine which applications the Aboriginal Strategic Committee recommend and for what amount before recommendations are presented to Council in a report for adoption and thereafter, applicants will be notified. This is in line with Council's Grants and Donations policy.

CRITERION SCORING DETAIL	
30% Demonstrated collaboration	Applicant must demonstrate consultation and involvement of the Aboriginal community
25% Culture and identity growth	Projects will be assessed on how it will raise the profile of the Aboriginal community.
25% Empowerment	Projects will be assessed on how it will help to empower the Aboriginal community.
20% Local need and innovation	Applicant to outline where the need for the project came from.
TOTAL 100%	



WHAT CAN I APPLY FOR?

Funding for an activity or project that benefits the Aboriginal and Torres Strait Islander community of Port Stephens, in particular empowering and raising the profile of the Aboriginal community.

Please refer to the Yabang Gumba-Gu Agreement between Council and the Local Aboriginal Land Councils.

This outlines priority projects that will also be considered for funding.



WHAT WE WON'T FUND

- Projects that put project members and the public at risk.
- Ongoing staff wages, salaries, travel and private expenses.
- Promotion for any property or business that is for sale or lease.
- Ongoing administration or operational costs of the applicant.
- Projects that have already commenced, or are scheduled to occur prior to the funding key dates.
- Activities of a strictly social nature (for example: group meals at a restaurant).
- The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.
- Previous applicants who haven't acquitted previous grants.
- Fundraising activities (for example: quiz nights). However, exclusions may apply. Please call us on 4988 0255 or email at pscgrants@portstephens.nsw.gov.au to discuss.
- Gifts to volunteers in lieu of payment, prizes or awards.
- Commercial for-profit activities.
- Activities where entry fees or ticket prices may be a barrier to participation and are exclusive.



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area.
- Previous grant recipients are required to acquit previous grants held with Port Stephens Council before submitting a new application.
- Council funding may be used in conjunction with funding from other sources (outside Council), provided that such funding is declared at the time of application. Applicants cannot seek funding from other Port Stephens Council grant programs.
- Project must be completed within one year of funding being allocated.
- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- Funding must only be used for the purpose for which the application was made.
- Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance with Port Stephens Council listed as an interested party.
- A council approved logo is to be used in any promotional material, with Port Stephens Council publicly acknowledged as a financial supporter of the activity.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Funded projects may be promoted by Port Stephens Council.
- Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.
- Funding does not constitute an approval for the event or activity. All other approvals and costs required to implement the project are the responsibility of the applicant.
- Applicant must demonstrate consultation and collaboration with the Aboriginal community.
- For projects that include a public art element, please refer to Port Stephens Council's Public Art Guidelines. A Works on Council Land application may also need to be completed depending on the desired location.



ACQUITTAL AND REPORTS

A simple acquittal form is required to be submitted to Council within 8 weeks of completion of the project, this is found at portstephens.smartygrants.com.au

We encourage applicants to provide photos of the finished project and any other information relevant to the funding. If you need assistance with the process please contact the Vibrant Places team.

Please note, for grants \$1,000 or less, a letter confirming the funds have been spent in accordance with the grant application is sufficient.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.



HOW TO APPLY

1. Visit psccouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes.

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au



Community Support Fund

Round 1: 1 August to 1 September 2026 **Round 2:** 1 February to 1 March 2027

PURPOSE

The Community Support Fund aims to build sustainable local communities, and enhance the wellbeing and development of the Port Stephens community.

This grant welcomes applications from community groups and not-for-profit organisations seeking support for community-driven projects, activities and events that demonstrate a strong benefit to the community and its needs



FUNDING AVAILABLE

- Maximum per application is \$6,000
- A total of \$70,000 is available across the 2 rounds.
- You can only apply for one project per financial year.



WHO CAN APPLY

- You must operate in or service the Port Stephens LGA
- Incorporated not-for-profit organisations or charities
- Schools, if they can demonstrate a community partnership

If you are an unincorporated community group, volunteers or individual you must be auspiced by a not-for-profit that is eligible to apply in their own right and that is relevant to the sector and can support the development of the proposal.



ASSESSMENT CRITERIA

The assessment process involves several stages, this may take up to 12 weeks from the closing round to when you are notified of the outcome.

Applications will be assessed by an assessment panel using the criteria in the following table to determine which applications will be funded and for what amount before recommendations are presented to Council in a report for adoption and thereafter, applicants will be notified. This is in line with Council's Grants and Donations policy.



WHAT CAN I APPLY FOR?

The grant program is primarily designed to help with:

- Project development and implementation
- Capital purchase directly related to a defined activity or program
- Building the internal capacity of the organisation
- Resource development.

The types of things you can apply for include:

- Hardware like computers, tablets or headsets related to a program or events
- Software and apps
- Event-related costs
- Website development and upgrades
- Equipment
- Training for volunteers and staff
- Marketing and printing costs
- Contractor fees
- And other project-related costs.

You must demonstrate the community benefit of the purchase.

CRITERION SCORING DETAIL

40% Local benefit	Projects will be assessed on the extent of positive impact or benefit to the community or environment.
30% Local need	Projects will be assessed on the extent to which the project addresses community need, particularly unmet needs.
20% Demonstrated collaboration	Applicants must demonstrate consultation and collaboration between local groups in the planning and delivery of the project.
10% Capability and finance	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes, and projects show costs which are reasonable and realistic. Applicant must also demonstrate a financial or in-kind contribution.
TOTAL 100%	



WHAT WE WON'T FUND

- Projects that put project members and the public at risk.
- Ongoing staff wages, salaries, travel and private expenses.
- Promotion for any property or business that is for sale or lease.
- Ongoing administration or operational costs of the applicant.
- Projects that have already commenced, or are scheduled to occur prior to the funding Key Dates.
- Activities of a strictly social nature (for example: group meals at a restaurant).
- Previous applicants who haven't acquitted previous grants.
- Fundraising activities (for example: quiz nights). However, exclusions may apply. Please call us on 4988 0255 or email at pscgrants@portstephens.nsw.gov.au to discuss.
- Gifts to volunteers in lieu of payment, prizes or awards.
- Activities where entry fees or ticket prices may be a barrier to participation and are exclusive.



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area.
- Previous grant recipients are required to acquit previous grants held with Port Stephens Council before submitting a new application.
- Council funding may be used in conjunction with funding from other sources (outside Council), provided that such funding is declared at the time of application. Applicants cannot seek funding from other Port Stephens Council grants programs.
- Project must be completed within one year of funding being allocated.
- Grants are paid in accordance with the applicants GST registration status.
- Funding must only be used for the purpose for which the application was made.
- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance with Port Stephens Council listed as an interested party.
- A council approved logo is to be used in any promotion material, with Port Stephens Council publicly acknowledged as a financial supporter of the activity.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Funded projects may be promoted by Port Stephens Council.

- Where appropriate, the applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.
- Funding does not constitute an approval for the event or activity. All other approvals and costs required to implement the project are the responsibility of the applicant.
- The applicant will provide all reasonable opportunities for Council signage and material at selected Council events, event venue or facilities associated with the funding
- Quotes for equipment and services to the value of \$500 or more must be included in the application.



ACQUITTAL AND REPORTS

A simple acquittal form is required to be submitted to Council within 8 weeks of completion of the project, this is found at portstephens.smartygrants.com.au

We encourage applicants to provide photos of the finished project and any other information relevant to the funding. If you need assistance with the process please contact the Vibrant Places team.

Please note, for grants \$1,000 or less, a letter confirming the funds have been spent in accordance with the grant application is sufficient.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.



HOW TO APPLY

1. Visit pscouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes.

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au



Funds with one round per year

Enviromental Projects Fund

Applications open 1 September to 30 September 2026

PURPOSE

We know our community values our local environment and wants to see it protected and improved.

This program supports our community to deliver projects that care for our local environment. Projects should aim to improve biodiversity and sustainability, protect local ecosystems and involve students and the wider community.



FUNDING AVAILABLE

- Maximum per application is \$5,000
- A total of \$20,000 is available.



WHO CAN APPLY

The following are eligible to apply:

- Incorporated, not-for-profit organisations or charities
- Schools

If you are an unincorporated community group, volunteer or individual you must be auspiced by a not-for-profit that is eligible to apply in their own right and that is relevant to the sector and can support the development of the proposal.



ASSESSMENT CRITERIA

The assessment process involves several stages, this may take up to 12 weeks from the closing of the round to when you are notified of the outcome.

Applications will be assessed by a panel using the criteria in the table on the following page, to determine which applications will be funded and for what amount before recommendations are presented to Council in a report for adoption and thereafter, applicants will be notified. This is in line with Council's Grants and Donations policy.

CRITERION SCORING DETAIL

50% Environmental Benefits	Projects will be assessed on their ability to deliver positive environmental outcomes. If the project does not meet a minimum level of environmental benefit it will not be considered eligible for funding.
30% Environmental need / innovation	Projects will be assessed on the extent to which it addresses environmental need, particularly unmet needs and innovative solutions.
10% Environmental education and student participation	Projects should demonstrate how they can help to increase community understanding about their local environment. And/or promotes and encourages student participation and increased awareness of environmental issues.
10% Capacity and risk	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes
TOTAL 100%	



WHAT CAN I APPLY FOR?

Examples of projects that would be eligible are:

- Improving sustainability e.g. Worm farms/composting projects, waste and recycling projects.
- Improving biodiversity and local ecosystems.
- Control of priority pest animal and weed species.
- Environmental education for community.
- Reducing the community's carbon footprint.



WHAT WE WON'T FUND

- Assets (furniture, storage, recreational structures, etc) on Crown Land.
- Assets that have not obtained prior relevant approvals and permits (in consultation with the Volunteers Support Officer).
- Assets that cannot guarantee future ongoing maintenance.

Additional conditions for environmental volunteer groups registered with Port Stephens Council. Funds will not be provided for:

- Materials that would otherwise be provided for under annual levy (tools, mulch, plants), unless associated with a special project and explanation on why annual levy cannot cover the project.
- Projects that are outside of Agreed Action Plans (unless approval from Volunteers Support Officer and Action Plan amendment is obtained).
- Projects that have already commenced, or are scheduled to occur prior to the funding Key Dates.



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area on Council owned/operated land or on school land ie Projects in National Parks or on other Private Land will not be funded.
- A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.
- Previous grant recipients are required to acquit previous grants held with Port Stephens Council before submitting a new application.
- Council funding may be used in conjunction with funding from other sources (outside Council), provided that such funding is declared at the time of application. Applicants cannot seek funding from other Port Stephens Council grants programs.
- Project must be completed within one year of funding being allocated.
- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- Grants are paid in accordance with the applicants GST registration status.
- Funding must only be used for the purpose for which the application was made.
- Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance with Port Stephens Council listed as an interested party.
- A council approved logo is to be used in any promotional material, with Port Stephens Council publicly acknowledged as a financial supporter of the activity.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Funded projects may be promoted by Port Stephens Council.
- Funding does not constitute an approval for the activity, all other approvals and costs required to implement the project are the responsibility of the applicant.



ACQUITTAL AND REPORTS

A simple acquittal form is required to be submitted to Council within 8 weeks of completion of the project, this is found at portstephens.smartygrants.com.au

We encourage applicants to provide photos of the finished project and any other information relevant to the funding. If you need assistance with the process please contact the Parks team.

Please note, for grants \$1,000 or less, a letter confirming the funds have been spent in accordance with the grant application is sufficient.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.



HOW TO APPLY

1. Visit pscouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes.

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au

Mayoral Academic Scholarship

Applications open 21 July to 27 November 2026

PURPOSE

The Mayoral Academic Scholarship program in partnership with local businesses, helps to encourage and assist students from the Port Stephens LGA to pursue their academic goals as they move into tertiary studies.

Along with financial assistance, the program also allows students to build relationships and create connections with industry leaders, strengthening the future workforce of Port Stephens.



FUNDING AVAILABLE

Scholarship to the value of \$2,000



WHO CAN APPLY

The Scholarship is available to candidates who:

- Will be undertaking their first full year of study towards a Diploma or higher level qualification at an accredited tertiary educational institution (eg TAFE, university) in 2027.
- Currently live in the Port Stephens LGA.
- Are an Australian citizen or permanent resident of Australia.
- Tertiary studies are not financially supported by their employer or through any other sponsorship or scholarship funding.
- Must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee, Mayor or Councillor (355C Committees exempt).

Additional terms and conditions are listed on the website.



ASSESSMENT CRITERIA

Scholarship recipients will be selected on the basis of suitability across the following areas:

- Academic merit
- Quality of resume
- Character references
- Community involvement
- Performance at interview
- Career aspirations and rationale.



CONDITIONS OF FUNDING

- Each scholarship is for one year and must be taken up in the year it is awarded.
- Each scholarship recipient must continue to be enrolled in a tertiary training institution in the year the scholarship is awarded.
- The applicant can have taken a gap year, providing these studies are then undertaken in the year the scholarship is awarded (maximum 1 year) from finishing year 12 to then starting their first full year of tertiary studies.
- The applicant must undertake their studies within the state of NSW at an accredited tertiary educational institution (eg TAFE, university).
- Applicants who have received a scholarship outside of Council, are not eligible for the Mayoral Academic Scholarship program.
- Successful applicants must attend and participate in the Presentation Ceremony, unless prior notification is provided.



HOW TO APPLY

1. Visit pscouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation.

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au

International Women's Day Scholarship

Applications open 11 January to 14 February 2027

PURPOSE

International Women's Day is held annually in March to celebrate the social, economic, cultural and political achievements across the globe by women. It also marks a call to action to accelerate gender equality.

Port Stephens Council offers scholarships to local women to achieve their goals across arts, culture, environment, business, community, health or sport.



FUNDING AVAILABLE

Three \$1,000 scholarships are available each year financial year.



WHO CAN APPLY

Women aged 16 years and above who are residents in Port Stephens.



ASSESSMENT CRITERIA

Applicant to demonstrate:

- A foreseeable positive impact of goals across arts, culture, environment, business, community, health or sport in the year in which the sponsorship is provided.
- Character references.
- Community interaction and involvement.



CONDITIONS OF FUNDING

- Applicants must not be a Port Stephens Council employee or immediate family member of a Port Stephens Council employee, Mayor or Councillor (355C Committees exempt).
- Must be a resident in Port Stephens.
- Shortlisted applicants will be invited to attend an International Women's Day event hosted or supported by Port Stephens Council in Port Stephens on a date to be advised in March.
- A selection committee will endorse the awarding of all scholarships.



HOW TO APPLY

1. Visit pscouncil.info/community-funding and complete the online application.
2. Upload any supporting documentation

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au





Vibrant Spaces Fund

Applications open 1 September to 31 October 2026

PURPOSE

Creating vibrancy in our town centres and public spaces requires a collaborative approach. It requires ownership from Council, business and the community to deliver programs that bring a diverse range of experiences which connect the way we work, live and play.

The Vibrant Spaces Fund is a program designed to support community organisations, businesses (including artists and creatives) and schools in delivering projects in our town centres and public spaces. These projects will improve the way we feel about our public spaces, our stories, our history and our identity, to increase community engagement and improve their quality and useability.



FUNDING AVAILABLE

- Maximum per application is \$20,000
- A total of \$50,000 is available



WHO CAN APPLY

- You must operate in or service the Port Stephens LGA.
- Schools if they can demonstrate a community partnership (and the project is in a public space – not inside a school).
- Incorporated, not-for-profit.
- organisations or charities.
- Registered businesses with an ABN.
- Sole traders.

If you are an unincorporated community group, volunteers or individual you must be auspiced by a not-for-profit that is eligible to apply in their own right and that is relevant to the sector and can support the development of the proposal.



ASSESSMENT CRITERIA

Applications will be assessed under Council's Sponsorship Policy. This process may take up to 4 weeks from when applications close before an outcome notification is received. The assessment panel will consider the criterion scoring in the table to the right.

CRITERION SCORING DETAIL	
35% Placemaking	Projects will be assessed on their contribution to improving the vibrancy and quality of the public space.
25% Collaboration	Projects need to create partnerships or collaborations between business, industry groups, residents and community organisations.
15% Economic growth	Projects will be assessed on how they contribute to creating a positive economic output. This may include increasing visitation or visitor spend, increasing foot traffic in town centres, or improving trade in business.
15% Community benefit	Projects need to outline the social or environmental impact of these funds and the number of people who will directly benefit.
10% Capacity and risk	Capacity of the applicant to successfully complete the project on time and to deliver the proposed outcomes. Projects should show the costs proposed are reasonable and realistic.
TOTAL 100%	



WHAT CAN I APPLY FOR?

The funding program is primarily designed to help with (but not limited to):

- Upgrading spaces e.g. seating, gardening, parklets or beautification projects.
- Art projects including creative lighting and installations.
- Storytelling and interactive experiences. E.g. Historical signage, sound trails.
- Seasonal decorations.
- Projects that inject life, energy and vibrancy into our public spaces.



WHAT WE WON'T FUND

- Projects that put project members and the public at risk or limit access to the place.
- Ongoing staff wages, salaries, travel and private expenses.
- Promotion for any property or business that is for sale or lease.
- Ongoing administration or operational costs of the applicant.
- Projects that have already commenced, or are scheduled to occur prior to the funding key dates.
- Activities of a strictly social nature (for example: group meals at a restaurant).
- The purchase of equipment that is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation.
- Previous applicants who haven't acquitted previous grant funds.
- Gifts to volunteers in lieu of payment, prizes or awards.
- Fundraising activities (for example: quiz nights).
- Events and markets.



CONDITIONS OF FUNDING

- All projects must be delivered in the Port Stephens local government area.
- A funding agreement will be required to be entered into between the successful applicant and Port Stephens Council.
- Previous grant fund recipients are required to acquit previous grant funds held with Port Stephens Council before submitting a new application.
- Council funding may be used in conjunction with funding from other sources (outside Council), provided that such funding is declared at the time of application. Applicants cannot seek funding from other Port Stephens Council grants programs.
- Project must be completed within one year of funding being allocated.
- Should the project not proceed, all funds are to be returned to Port Stephens Council.
- Funds are paid in accordance with the applicants GST registration status.
- Funding must only be used for the purpose for which the application was made.
- Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance with Port Stephens Council listed as an interested party.
- A council approved logo is to be used in any promotion material, with Port Stephens Council publicly acknowledged as a financial supporter of the promotional activity.
- Projects should not create initial or ongoing maintenance costs associated for Port Stephens Council.
- Funded projects may be promoted by Port Stephens Council.
- The applicant will provide an invitation to Council to participate in formal proceedings as part of the event or initiative.
- Funding does not constitute an approval for works on council land, or other council licences. All other approvals required and costs to implement the project are the responsibility of the applicant.
- The applicant will provide all reasonable opportunities for Council signage and material at activities associated with the funding.
- For projects that include a public art element, please refer to Port Stephens Council's Public Art Guidelines as well as a Works On Council Land form depending on the intended location.
- Larger scale projects may require a more detailed project plan and agreed milestones before funding is allocated.



ACQUITTAL AND REPORTS

A simple acquittal form is required to be submitted to Council within 8 weeks of completion of the project, this is found at portstephens.smartygrants.com.au

Applicants will provide photos of the finished project and any other information relevant to the funding. If you need assistance with the process please contact the Vibrant Places team.

Please note, for funds \$1,000 or less, a letter confirming the funds have been spent in accordance with the fund application is sufficient.

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.



HOW TO APPLY

- Visit psccouncil.info/community-funding and complete the online application.
- Upload any supporting documentation including your Certificate of Incorporation, budget and any required quotes.

For help or support please contact 4988 0255 or pscgrants@portstephens.nsw.gov.au



PORT STEPHENS
COUNCIL