



# Community Funding Program – Local Creativity Grant

Updated Jan 2025



[penrith.city](https://www.penrith.city)

## Overview

The Local Creativity Grant funds local creative and cultural organisations, groups, and individuals to deliver opportunities for the Penrith community to participate in local creative and cultural life.

## Grant Objectives

The aim of the Local Creativity Grant is to fund activities that provide the Penrith community opportunities to participate in local arts, creative and cultural experiences, through activities that:

- support the vibrancy of Penrith as a city of creative places and spaces to meet, share, reflect, grow and be curious.
- promote creativity and culture that expresses the diversity of Penrith's people.
- provide opportunities for local creative groups, organisations and individuals to grow their experience, skills and practice.
- build collaboration opportunities between local creatives, groups and organisations.

Proposed activities must meet one or more of the objectives.

Activities must align with principles of access, inclusion and equity.

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

## Available Funding

The Local Creativity Grant will be available from July, 2025. The total amount available for this grant is **\$23,500**.

Applicants may apply for a grant up to a total funding amount of **\$5,000**.

## Grant Timelines

This grant is open once a year. For relevant dates and information please find details on [penrith.city/grants](https://penrith.city/grants)

Successful recipients of this grant are required to:

- conduct their activity within 12 months of signing the funding agreement.
- negotiate with Council and confirm in writing any proposed changes to the scope as outlined in the grant application. Changes to the scope of the funded activity or event may include amendments to the date, location, budget or any amendments to information as provided in the grant application.
- submit a final acquittal report upon completion of the activity.

Failure to acquit the grant will affect any future funding requests.

## Application Requirements

Applications must be completed and lodged (with all relevant information) on or before the closing date advertised.

Applicants are required to demonstrate that they are able to acquire all appropriate insurances, licenses and approvals for their proposed activity.

If the application is by an unincorporated group, then it should provide evidence of auspice from an incorporated organisation.

## Eligible Applicants

Applicants must be one of the following:

- an incorporated creative group, collective or not-for-profit cultural organisation with an ABN which is based in Penrith LGA.
- an unincorporated group, based in the Penrith LGA that has evidence of auspice from an incorporated organisation.
- a creative or professional artist with an ABN who resides in the Penrith LGA.

## Ineligible Applicants

Applicants must not:

- be a school or other government agency.

- have overdue progress or acquittal reports for previous Penrith City Council grants.
- have outstanding debts with Penrith City Council.
- submit more than two grant applications, per grant per round, unless acting as an auspice. Please note that applicants that possess the same ABN will be regarded coming from the same organisation.

## Eligible Activities

**Eligible activities must be held between October 2025 to October 2026**

- Practice across all creative, visual, and performing artforms may include music, sculpture, dance, painting, writing, literature, design, screen arts, and digital media and more.
- One-off activities e.g. activity that is delivered once or reoccurs over a defined period of time.
- One-off purchase of equipment which supports proposed activities e.g. technology to assist in the delivery of the activity.
- Activities that support communications and promotion of new initiatives.
- Activities that are free or low-cost for the community to participate in.

## Ineligible Activities

Funding cannot be used for:

- reimbursements for activities already undertaken.
- operating costs associated with running an organisation or group e.g. general programming, storage hire or competitions or awards.
- activities with the sole purpose of fundraising.
- activities that cannot be delivered within 12 months from receipt of the funding agreement.

Additional funding conditions and exclusions apply. Please see [Community Funding Program Policy](#) for more information.

# Supporting Documentation

## Public Liability Insurance

Applicants must supply a copy of their Public Liability Insurance (PLI) for a minimum of \$10 million upon submission of the Application Form. If you have an auspice, you will need to provide a copy of your auspice's PLI. If the applicant does not have PLI, the applicant may use grant funds to cover the cost of obtaining PLI. However, this must be reflected in the Application Form budget.

## Working with Children

Penrith City Council is proud to lead the way in prioritising child safety for those that live, visit, learn and play in Penrith. Protecting and enhancing the wellbeing of children and young people in our community is of paramount importance to us. We embed child-safe practices into our leadership, governance and organisational culture as part of our unwavering commitment to being a child safe organisation.

Grant submissions must meet the relevant legislative requirements when it comes to working with Children. Council reserves the right to conduct an audit in relation to compliance. For detailed guidance, organisations should consult relevant authorities including the [Office of Children's Guardian](#). For more information regarding Council being a Child Safe Organisation, please see our [website](#).

## Other Supporting Documentation

All relevant licenses, insurances and approvals possessed by the applicant should be supplied upon submission of the Application Form.

# Reporting and Acquittal Requirements

As custodians of public funds, Council needs to know that recipients can manage funds and prioritise financial accountability. As such, all grant recipients are required to report on and acquit their activities as detailed in the funding agreement.

Report templates are available and are required to be submitted through SmartyGrants.

Applicants are required to report on the success of the activity in terms of the agreed outputs and outcomes, and relevant data that has been collected.

Detailed financial reports will also be required, and grant recipients will be required to provide documentation and evidence of expenditure.

## Assessment Criteria

Grant applications must be submitted on time and meet application and grant eligibility requirements. If eligibility is met, the application will be assessed against the assessment criteria below.

ASSESSMENT CRITERIA	
Category	Criteria
<b>Capacity</b>	Grant application demonstrates the capacity and experience of the applicant to deliver the proposed activity.
<b>Activity Purpose</b>	The grant application provides a rationale for the proposed activity and outlines how this will generate meaningful creative, arts and cultural experiences for the local community.
<b>Objectives</b>	<p>Grant application clearly demonstrates how the proposal will create opportunities for the Penrith community to participate in local creative and cultural life. Including, outlining how the proposal responds to at least one of the objectives of the Local Creativity Grant.</p> <p>The grant application specifically outlines how the proposal will increase community participation in local creative and cultural life.</p>