



Community Funding Program – Local Events Grant



Updated Jan 2025

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

Overview

The Local Events Grant funds the development and delivery of events that support social cohesion and community wellbeing in the Penrith Local Government Area (LGA).

Grant Objectives

The aim of the Local Events Grant is to fund events that support social cohesion and community wellbeing, through events that:

- promote vibrancy and activation within communities and neighbourhoods.
- support inclusive and accessible experiences.
- are locally led and provide opportunities for the broader Penrith community to participate and connect.
- celebrate our diverse community and create opportunities for people to come together.

Proposed events must meet one or more of the objectives.

All events must align with principles of access, inclusion and equity.

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

Available Funding

The amount available for this grant is **\$20,000**. Applicants may apply for a grant up to a total funding amount of **\$5,000**.

There are two tiers of funding available within the Local Events Grant.

Tier One – Micro Grants

Micro grants provide a small contribution to support a locally-led community event in the Penrith LGA. The grant is intended to provide funding for individuals or groups to host events within their communities, for their communities, or funding for a component of an event.

Applicants can request funding up to **\$1,000**.

Tier Two – Incubator Grants

Incubator grants support the development and delivery of local community events in the Penrith LGA. This grant is intended to provide support for a new event or to support existing events to grow.

Applicants may request funding of up to 50% of their total event budget, up to a total value of **\$5,000**. Applicants must match the amount of the grant received to fund their event and provide evidence to support this in their application.

Grant Timelines

This grant is open twice a year. For relevant dates and information please find details on penrith.city/grants.

Successful recipients of this grant are required to:

- host events within 12 months of signing 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.
- for Tier Two– Incubator Grants, submit a Progress Report 3 months after receiving funding with details as outlined in the SmartyGrants portal.
- submit a final acquittal report upon completion of the event.

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 event.

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

Successful applicants must deliver the proposed event in the Penrith LGA, for the primary benefit of Penrith residents.

Eligible Applicants

Applicants must:

- reside, work or otherwise have a significant connection with the community of Penrith LGA.
- be one of the following:
 - an incorporated not-for-profit organisation.
 - have evidence of auspice from an incorporated organisation with an ABN.
 - where an applicant is a for-profit organisation, the applicant must provide evidence that the event is not for a commercial purpose.

Ineligible Applicants

Applicants must not:

- be a school or other government agency. Groups associated with schools, for example Parent & Friend committees are eligible to apply.
- 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 Events

Eligible events must be held between May 2025 and May 2026

- Events that will take place within the Penrith Local Government Area.
- Events that are one-off or irregular in nature (i.e. are held once per year)
- Events where admission is free or low cost.

- Funding may be requested to supplement the cost of delivering the event, such as infrastructure hire fees, marketing and promotional costs or venue hire fees.

Ineligible Events

Funding cannot be used for:

- events proposed to take place outside of the Penrith Local Government Area.
- events that are regularly held (e.g. weekly or monthly) throughout the year, such as markets, sports meets, club gatherings, classes and workshops.
- events with the sole purpose of fundraising.
- events where attendance is limited to individual organisations and their members.
- operating costs associated with running an organisation e.g. salaries and equipment.
- events that duplicate existing events of Penrith City Council.
- events that have a commercial objective.
- events 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 events 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 event 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
Capacity	Grant application demonstrates the capacity and experience of the applicant to deliver the proposed event.
Objectives	Grant application clearly demonstrates how the proposed event will support social cohesion and community wellbeing. Including, outlining how the proposal responds to one or more of the objectives of the Local Events Grant.
Community need	Grant application provides evidence of the need for the proposed event and proposed outcomes.
Connection	The grant application demonstrates a connection to, and/or benefit for, the local area and community and how the proposed event addresses the specific needs of the intended community for which it is designed.