

# Community Grants Guidelines 2026

Community Project Grants  
Event Grants  
Environmental Grants



# Table of Contents

**03**

About the City of Canada Bay

**04**

Community Profile & Community  
Grants Program Aims

**05**

Available Community Grants Funding

**06**

Application Process

**07-  
09**

Time line, Budget and Acquittal  
Requirements

**10**

Community Project Grants

**13**

Event Grants

**17**

Environmental Grants

# 1. About the City of Canada Bay

The City of Canada Bay Local Government Area (LGA) is located on the banks of the Parramatta River, approximately 6 kilometres from the Sydney Central Business District and is bounded by the neighbouring LGAs of the Inner West, Burwood and Strathfield, as well as the Parramatta River.

The City of Canada Bay has a land area of 19.9km<sup>2</sup> and an estimated population of 91,385 living in our 17 suburbs.



## Acknowledgement of Country

City of Canada Bay acknowledges the Wangal people as the Traditional custodians of our local area. The Wangal people hold a deep connection to the land and waterways of the City of Canada Bay.



## 1.1 Community Profile

We are a City that celebrates diversity, cares for the environment, and plans well for the future. With 40% of residents born overseas, the cultural and linguistic diversity of the City's residents is one of our most celebrated attributes.

Our shared sense of community is strong throughout the area. It is a safe place to live, and people enjoy the parks and playgrounds, community facilities and sports fields, and cultural events and activities spread across the City.

## 1.2 Community Grants Program Aims

The City of Canada Bay aims to provide grant opportunities for community projects, events and environmental programs that align with the priority areas identified in our Community Strategic Plan and other relevant Council plans.



## 1.3 Available Community Grants Funding

Grant Stream	Category	Maximum Funding (per application)
Community Project Grants	Social Connection	\$2,000
	Community Development	\$7,500
Event Grants	Small Events	\$2,500
	Medium Events	\$7,500
	Major Events	\$15,000 (matched contribution)
Environmental Grants	Support Grants	\$1,000
	Development Grants	\$3,000

- Grant amounts are cash values excluding GST.
- Organisations can submit up to two applications per year across all Grant Streams, however they must be for different projects or activities.
- Organisations can auspice up to two groups per year, in addition to grant applications from the organisation.

## 2. Application Process

1

Thoroughly review the Community Grants Guidelines 2026.

2

Discuss your application with a member of the Grants Team before applying.

3

Submit your application form on Smarty Grants.



Scan the QR code  
to get started.

### 2.1 Community Grants Team contact



9911 6555



[grants@canadabay.nsw.gov.au](mailto:grants@canadabay.nsw.gov.au)



If English is not your first language, you can use the Translating and Interpreting Service (TIS National) on

131 450  
TIS National is free and is available 24/7



If you are deaf and/or find it hard hearing or speaking with people who use a phone, the National Relay Service (NRS) can help you

**Voice Relay:** 1300 555 727  
**TTY:** 1800 555 677  
**SMS Relay:** 0423 677 767

## 2.2 Timeline

**December  
2025**

### **Applications Open**

All applications must be submitted online via Smarty Grants.

**23  
February  
2026**

### **Applications Closed**

Applications will close at midday, late applications not be considered.

**March  
2026**

### **Applications Reviewed**

An internal panel of staff review applications and provide recommendations to Council.

**April  
2026**

### **Recommendations Submitted to Council**

The recommendations will be presented to Council for approval.

**May  
2026**

### **Grant Outcome**

You will be notified of the outcome of your application in writing.

**June  
2027**

### **Project Completion and Acquittal**

All successful applicants must complete their project and acquittal within the required time period.

## 2.3 Grant Budget

All applications are required to provide a balanced and realistic itemised budget, outlining all sources of income and expenditure for the project or event seeking funding.

The budget details should include:

### **Income**

- The amount you are requesting as a City of Canada Bay grant applicant.
- Any other sources of income to fund your event or project, such as other grants, contributions from your organisation etc.

### **In-Kind Contributions**

- This includes any non-monetary donations or contributions your organisation can provide and the estimated dollar value, e.g. volunteer hours, venue hire, equipment.

### **Expenditure**

- Clearly list all items that you will be paying for as part of your project or event.
- Any items over \$1,000 will require a quote from your supplier.

### **Balance**

- $\text{Income} - \text{expenditure} = \text{balance}$
- The income amount should be equal to the expenditure amount. Any in-kind amounts will support your application, but will not be included in the balance total.



## 2.4 Acquittal Requirements

Funding Amount	Acquittal and Reporting Requirements
<b>Up to \$3,000</b>	<p>Completed City of Canada Bay acquittal form, submitted via SmartyGrants in full. This includes:</p> <ul style="list-style-type: none"><li>• Providing receipts as proof of expenditure of funding</li><li>• Providing photographs, flyers or other material relevant to the project</li><li>• Provide proof of acknowledgement of Council's support, e.g. "Supported by City of Canada Bay" logo on promotional material</li><li>• Providing evidence of donations, e.g. receipts, if your event or program included a fundraising component</li></ul>
<b>Between \$3,001 to \$7,500</b>	<p>All of the above, plus:</p> <ul style="list-style-type: none"><li>• Providing a financial report of the project expenditure</li></ul>
<b>Between \$7,501 to \$15,000</b>	<p>All of the above, plus:</p> <ul style="list-style-type: none"><li>• Providing proof of matched contribution (where applicable)</li></ul>

# Community Project Grants

Community Project Grants aim to facilitate a connected and inclusive community, where people are engaged and supported to participate. Projects must align with the outcomes identified in the following Council Documents:

- [Community Strategic Plan](#)
- [Disability Inclusion Action Plan](#)
- [Social Issues Paper \(2021 and 2025 update\)](#)

*Funding up to \$2,000*

## SOCIAL CONNECTION GRANTS

### Priority outcomes for Social Connection Grants:

- Increases participation in our community
- Improves connections and social networks
- Increases the wellbeing of our residents

### Examples of projects that have been funded:

- Seniors Festival and Youth Week activities
- Small equipment for community activities
- Wellbeing workshops
- [List of funded projects](#)



*Funding up to \$7,500*

## COMMUNITY DEVELOPMENT GRANTS

### Priority outcomes for Community Development Grants:

- Address issues that cause disadvantage and inequalities, particularly identified within Council's strategic plans
- Strengthen partnerships between community organisations and groups

### Examples of projects that have been funded:

- Programs providing legal support for new migrants
- A vocational network for people with disability
- [List of funded projects](#)



# Who can apply for a Community Projects Grant?

- Not-for-profit incorporated organisations
- Projects located in the City of Canada Bay, or that primarily serve residents of the LGA
- Applicants that have met acquittal requirements from previous Council grants (failure to complete the previous acquittal by the required deadline may result in the organisation being required to return the awarded funds)
- Projects taking place within the grant funding period (completed projects, recurrent or ongoing funding will not be provided)
- Unincorporated not-for-profit groups may apply if they have an incorporated not-for-profit group acting as an auspice

## Applicants must:

- Provide a quote for items over \$1,000
- Ensure catering costs must not exceed 10% of the total budget, or up to \$300 (whichever is greater)
- Ensure applications for equipment are made under the Social Connections Grants category only
- Demonstrate compliance with child safe guidelines and Working With Children legislation for projects involving children
- Provide evidence of appropriate insurance coverage for the project
- Include all requests for venue hire fee waivers in their grant application

## Applications that will not be considered:

- Submissions by sole traders or for-profit businesses/activities
- Submissions from organisations with outstanding debts to the City of Canada Bay or that breach Council policies
- Submissions by political parties, schools (including P&C activities that primarily benefit a particular school), tertiary institutions, or government organisations
- Duplicates of existing programs or projects (including those funded by other Council streams)
- Are primarily for fundraising or sponsorship purposes
- Seek prize money or gifts for attendees
- Are religious activities promoting a single faith
- Request funding for conference or academic course fees
- Request funding for ongoing operational expenses (e.g. rent, existing staff wages, office equipment, insurance, IT resources, licenses)
- Do not meet the identified priority needs of the City of Canada Bay
- Involve capital works



# Community Grants Assessment Criteria

<b>1) Project Details</b> What are you doing? (Who, What, When, Where, How and Why?)	15%	<b>a)</b> Project is clearly defined with the proposed activities and time frames.
<b>2) Outcomes</b> <ul style="list-style-type: none"> <li>• How will your project benefit the community?</li> <li>• How does this align and address identified needs in the City of Canada Bay?</li> <li>• How will you measure the success of the program?</li> <li>• Did it achieve the intended outcomes?</li> </ul>	25%	<b>a)</b> Project will have positive community outcomes. <b>b)</b> Project responds to an identified need or issue. <b>c)</b> Project aligns with relevant Council plans and strategies and the priority outcomes of the Community Projects Grants. <b>d)</b> Plan on how you would evaluate your project. <b>e)</b> Outlines how outcomes are measured and achievement demonstrated (for example, number of attendees, feedback from participants, photos of events or products produced).
<b>3) Capacity Building</b> <ul style="list-style-type: none"> <li>• How will this project increase participation from the community and/or improve the capacity of the organisation?</li> </ul>	20%	<b>a)</b> Project increases participation from the community and/or improves the capacity of the organisation to service the community.
<b>4) Project Management Expertise</b> <ul style="list-style-type: none"> <li>• Does your organisation have capacity to manage the project?</li> <li>• Are you working with other groups or organisations?</li> </ul>	20%	<b>a)</b> Budget is well researched with evidence for costings for all project expenses (include quotes for items over \$1,000). <b>b)</b> Organisation demonstrates experience and resources required to manage the project.
<b>5) Budget</b> <ul style="list-style-type: none"> <li>• How much are you seeking?</li> <li>• How will you spend the money? Please itemise.</li> <li>• Are there any other sources of funding including in-kind contributions?</li> </ul>	20%	<b>a)</b> Project includes a breakdown of expenses including any other sources of funding and in-kind contributions. <b>b)</b> The project has community support, e.g. involves partnerships or opportunities for collaboration.



# Event Grants

The Event Grants aim to support community-based events and activities which activate public areas, connect people to place, and promote the diverse community and culture of the City of Canada Bay. Events must align with the outcomes identified in the following Council documents:

- [Community Strategic Plan](#)
- [Our Creative City - Cultural Plan 2033](#)
- [Our City after 5: Evening Economy & Activation Plan](#)

Funding up to \$2,500

## SMALL EVENTS

- Held indoors, or in a small outdoor area
- Targets a specific demographic or section of the community
- [List of previously funded events](#)



## Who can apply for a Small Event Grant?

- Not-for-profit incorporated organisations and School P&C groups
- Events located in the City of Canada Bay, or that primarily serve residents of the LGA
- Unincorporated not-for-profit groups if they have an incorporated not-for-profit group acting as an auspice
- Applicants that have met acquittal requirements from previous Council grants (failure to complete the previous acquittal by the required deadline may result in the organisation being required to return the awarded funds)
- Events taking place within the grant funding period (completed projects, recurrent or ongoing funding will not be provided)
- Free community events (ticketed events will only be considered for support for a Small Event Grant where the ticket fee is a nominal amount)
- Events that are for fundraising purposes will only be considered for a Small Event Grant where there is a clear link to supporting the local community

*Funding up to \$7,500*



## MEDIUM EVENTS

- 1,000 attendees or less
- Held outdoors in an open space
- Targets a major section of the community
- [List of previously funded events](#)

*Funding up to \$15,000  
(Matched Contribution)*

## MAJOR EVENTS

- Over 1,000 attendees
- Held outdoors in a large open space
- Targets the broader community
- Partners with various other organisations and businesses which contribute financially to the event
- Involves significant infrastructure
- [List of previously funded events](#)

*Note: Must demonstrate matched funding or contribution (such as hire of equipment, advertising & promotion, staging related expenses). Volunteer hours and performance fees cannot be included as an in-kind expense in this category.*



## Who can apply for a Medium or Major Event Grant?

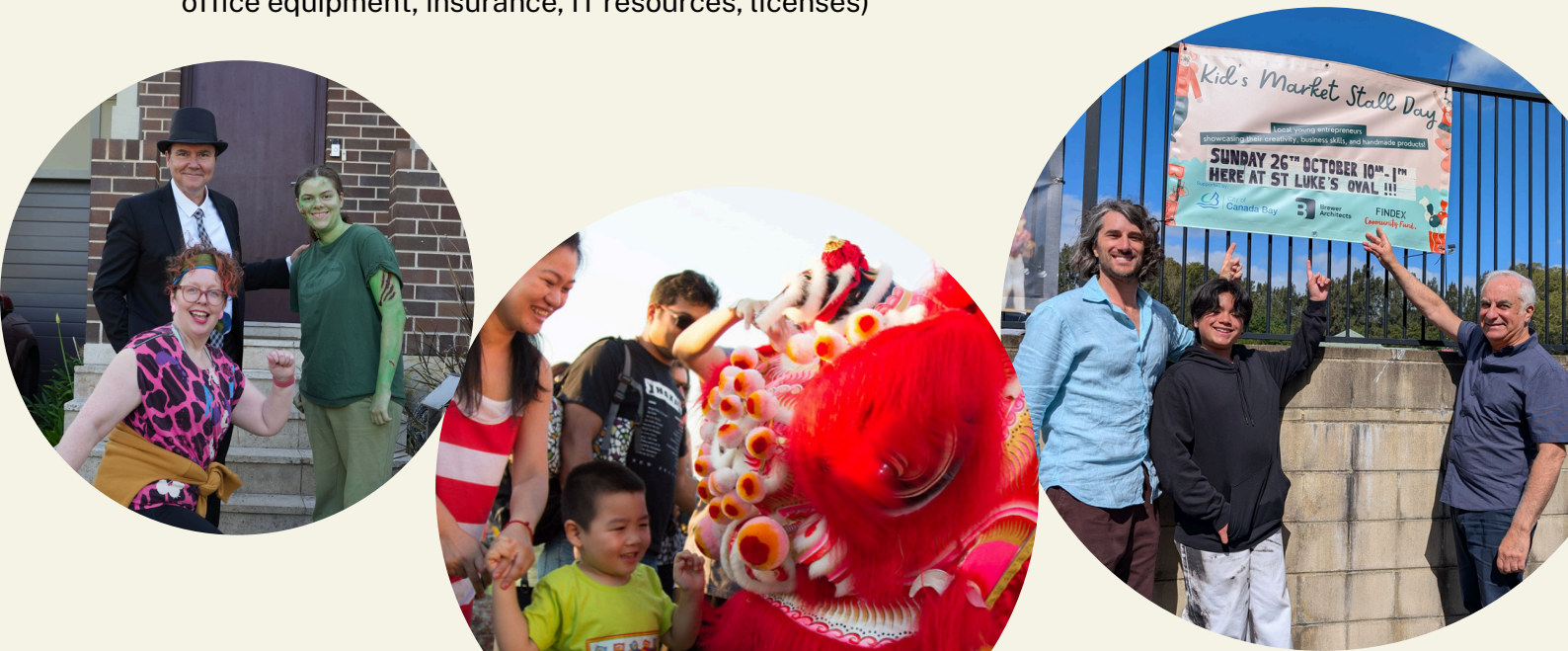
- Not-for-profit incorporated organisations
- Unincorporated not-for-profit groups may apply if they have an incorporated not-for-profit group acting as an auspice
- Events located in the City of Canada Bay, or that primarily serve residents of the LGA
- Applicants that have met acquittal requirements from previous Council grants (failure to complete the previous acquittal by the required deadline will result in the organisation being required to return the awarded funds)
- Events taking place within the grant funding period (completed projects, recurrent or ongoing
- funding will not be provided)
- Free community events or events with a significant portion that is free
- Events that are for fundraising purposes will **not be** considered

## Event Grant applicants must:

- Provide a Public Liability Insurance (PLI) Certificate of Currency to the value of \$20 million or provide written commitment to obtaining the required PLI insurance if event grant is awarded
- Provide copies of relevant licences and permits including venue/park bookings (if applicable)
- Submit an event risk assessment and other required documentation (when requested)
- Comply with child safe guidelines and working with children legislation (if the event involves working with children)
- Provide an itemised, feasible, and balanced budget that demonstrates event expenses are cost effective and value for money (quotes required for any items over \$1,000)
- Ensure promotion and advertising costs do not exceed 10% of the total grant
- Ensure catering costs do not exceed 10% of the total grant, or \$300 (whichever is greater)
- Include all funding requests in the grant application, including all requests for fee waivers such as venue hire and traffic control (Council will not provide in-kind support for funded events outside of the grant program)

## Applications that will not be considered:

- Submissions by sole traders or for-profit businesses/events, political parties, schools, tertiary institutions or government organisation (School P&C groups will only be considered for the Small Event Grant category)
- Submissions from organisations with outstanding debts to the City of Canada Bay
- Submissions that seek prize money or gifts for attendees
- Events that do not comply with Council's Community Event Policy
- Religious events promoting a single faith
- Requests for funding for conference or academic course fees
- Requests for funding for ongoing operational expenses (e.g. rent, existing staff wages, office equipment, insurance, IT resources, licenses)



# Event Grants Assessment Criteria

<b>1) Event Details</b> <ul style="list-style-type: none"> <li>What are you doing? (Who, What, When, Where, How and Why?)</li> </ul>	10%	<b>a)</b> Event overview is clear — what is the event?
<b>2) Community Benefit Outcomes</b> <ul style="list-style-type: none"> <li>How will your project benefit the community?</li> <li>How does this align and address identified needs in the City of Canada Bay?</li> <li>How will you measure the success of the program?</li> </ul>	30%	<b>a)</b> Event offers clear benefits and positive outcomes to the local community. <b>b)</b> Event aligns with council plans and strategies. <b>c)</b> Provides evidence of how the outcomes will be measured e.g. number of attendees, feedback from participants, photos of events.
<b>3) Capacity and Expertise</b> <ul style="list-style-type: none"> <li>Does your organisation have capacity to manage the event?</li> <li>Are you working with other groups or organisations?</li> </ul>	30%	<b>For all Events:</b> <b>a)</b> Applicant demonstrates clear understanding of safety and compliance measures required to deliver event. <b>For Medium and Major Events:</b> <b>b)</b> Applicant has evidence of experience delivering events or means of connecting with others to deliver a successful event. <b>c)</b> Partnership opportunities are identified.
<b>4) Budget</b> <ul style="list-style-type: none"> <li>How much are you seeking?</li> <li>How will you spend the money? Please itemise.</li> <li>Are there any other sources of funding including in-kind contributions?</li> </ul>	30%	<b>a)</b> Budget meets eligibility requirements and is completed in full, adhering to the guidelines of each question. <b>b)</b> Budget is feasible and represents value for money. <b>c)</b> Budget clearly shows evidence of other income streams to support the event (where required). <b>d)</b> Major events must show evidence of matched funding.



# Environmental Grants

Environmental Grants support projects that deliver sustainability and waste reduction outcomes within the community. Eligible projects include initiatives that protect or enhance the environment, strengthen biodiversity, encourage positive behaviour change, and build community engagement, skills, and capacity to achieve environmental outcomes. Projects must align with the outcomes identified in the following Council documents:

- Environmental Strategy
- Resource Recovery and Waste Strategy
- Biodiversity Action Plan
- Community Strategic Plan



*Funding up to \$1,000*

## SUPPORT GRANTS

To expand on existing projects.

*Funding up to \$3,000*

## DEVELOPMENT GRANTS

For the development of new projects.



### Examples of projects:

- Climate change mitigation and adaptation projects
- Initiatives that protect and enhance the natural environment
- Projects focusing on reduction in resource consumption (e.g. water, energy)
- Waste minimisation projects that focus on re-use, waste reduction and/or recycling
- Sustainability education and community engagement projects

# Who can apply for an Environmental Grant?

- Local, incorporated not-for-profit organisations and community groups
- Local schools and Parents & Citizens groups
- Community-based early learning centres
- Conservation groups
- Unincorporated not-for-profit groups can apply if they have an incorporated not-for-profit group acting as an auspice
- Applicants must have met acquittal requirements from previous Council grants (failure to complete the previous acquittal by the required deadline may result in the organisation being required to return the awarded funds)



## Applicants must:

- Provide a clear rationale for the initiative with key deliverables, clearly stated, that demonstrates links to Council's strategic environmental outcomes
- Demonstrate positive environmental impact in the short and long-term, with measurable outcomes
- Demonstrate clear and achievable outcomes
- Show capacity and ability to successfully undertake and deliver the project within the agreed time frame
- Include a realistic budget with a breakdown of proposed income and expenditures
- Show evidence of collaboration and partnerships with other organisations and/or wider community
- Demonstrate long-term sustainability of the project past the grant funding timeline
- For on-ground activities on Council land, include a letter of support from the relevant Council department to ensure alignment with current works programs and management plans

## Applications that will not be considered:

- Applications submitted by State Government organisations, political parties or for-profit organisations and businesses
- Applicants with outstanding debts
- Applicants with outstanding grant acquittals from previous Council grant funding
- Projects that have already been completed
- Fundraising activities or contributions to individuals
- Grant requests for staffing or operational costs (excluding suppliers/contractors such as landscape architects)
- Projects that are undertaken for commercial purposes
- Projects that already have allocated funds from another source



# Environmental Grants Assessment Criteria

<b>1) Project Details</b> <ul style="list-style-type: none"> <li>What are you doing? (Who, What, When, Where, How and Why?)</li> </ul>	20%	<b>a)</b> Aligns with relevant Council environmental, biodiversity or waste plans or strategies. <b>b)</b> A creative, innovative or robust project that demonstrates a clear vision and delivery of environmental outcomes.
<b>2) Outcomes</b> <ul style="list-style-type: none"> <li>How will your project benefit the community?</li> <li>How does this align and address identified needs in the City of Canada Bay?</li> <li>How will you measure the success of the program?</li> <li>Did it achieve the intended outcomes?</li> </ul>	20%	<b>a)</b> Provides evidence of measurable and achievable outcomes for project. <b>b)</b> Provides evidence of how the outcomes will be measured e.g. amount of waste reduced, feedback from participants, etc.
<b>3) Capacity Building</b> <ul style="list-style-type: none"> <li>How will this project increase participation from the community and/or improve the capacity of the organisation?</li> </ul>	20%	<b>a)</b> Provides a clear strategy for education and/or engagement of the community, participants and/or audience. <b>b)</b> Involvement of multiple stakeholders from the wider community. <b>c)</b> Effective promotion of project outcomes to a wide audience, including recognition of Council's contribution.
<b>4) Budget</b> <ul style="list-style-type: none"> <li>How much are you seeking?</li> <li>How will you spend the money? Please itemise.</li> <li>Are there any other sources of funding including in-kind contributions?</li> </ul>	20%	<b>a)</b> Provides a clear and well balanced budget which demonstrates matching funds including funding from other streams, cash contributions and in-kind contributions. <b>b)</b> The budget is realistic and represents value for money.
<b>5) Project Management Expertise</b> <ul style="list-style-type: none"> <li>Does your organisation have capacity to manage the project?</li> <li>Are you working with other groups or organisations?</li> </ul>	20%	<b>a)</b> Provide evidence of organisation's ability to manage a similar project. <b>b)</b> Provides evidence of community support for the project, e.g. identify partnerships or collaboration from other areas.