

2026-2027 Community and Cultural Small Grants Round 1

Form Preview

Instructions to Applicants

* indicates a required field

Applicants: please note

General eligibility criteria and information requirements can be found in the [Community and Cultural Guidelines](#). **All applicants are strongly encouraged to read these guidelines before proceeding.**

Incomplete applications and/or applications received after the closing date will not be considered.

Getting Support

Email smallgrants@waverley.nsw.gov.au and quote your application number if applicable.

Waverley Council uses the Smartygrants online system for its grants management. If you have used Smartygrants for any other grants program, you can use the same login.

Are you eligible?

The following question is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete this question before any others to ensure you do not waste your time applying for an unsuitable grant.

Please tick whichever best describes you.

Eligibility *

- ☐ Private Individual
- ☐ Sole trader - Creative Industries
- ☐ Unincorporated Community Group
- ☐ Incorporated Community Group
- ☐ Other Entity

If you are an organisation, please describe your purpose

Applicant Details

* indicates a required field

Name of applicant

Individual or Organisation applying for this grant (one application per applicant per round can be considered)

- ☐ Individual ☐ Organisation
- Organisation Name

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First Name

Last Name

For organisations, trading name or any other name you are known by publicly.

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Payments

Successful applicants will be paid by Electronic Funds Transfer (EFT). A grants payee contact and bank details form will be provided for completion.

Website and Social Media

Applicant Website if applicable

Must be a URL.

Does your organisation use:

☐ Facebook ☐ X ☐ Instagram ☐ LinkedIn ☐ Twitter

Tick all that apply

Contact person for application

Project Contact *

First Name

Last Name

Contact's position *

Contact phone *

This is the phone number we will use to contact with you about this grant application.

Email address *

Must be an email address.

If the applicant is an organisation, is the contact person for this application the head of the organisation? *

- ☐ Yes
☐ No

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☐ PRIVATE INDIVIDUAL - click here to go to the next question

Head of Organisation

* indicates a required field

CEO/ Director/ Head

*

First Name

Last Name

Position *

Contact Phone *

Contact E-mail *

Must be an email address.

About you/ your organisation

* indicates a required field

Incorporation

If you are applying on behalf of an organisation that is incorporated please provide details here.

Date of Incorporation

Incorporation Number

ABN

If you/ your organisation has an ABN please provide details here.

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Previous Grants

The results of any previously received grants must be reported before a new application can be submitted.

Have you/ your organisation received a Council grant in the last 3 years? *

- ☐ Yes
☐ No

Details

Project Title	Year and/or Round	Date Aquittal Report Submitted

Details - last round

If you received a grant under the Small Grants Program **last** round, will you be able to spend the funds and submit a report for that grant by the submission date for this application?

If your answer is No please explain:

Project Summary

* indicates a required field

Project Name

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*

Provide a name for your project/program/initiative. Your title should be short but descriptive

Project Overview

Please provide an overview of your project.

Describe your project in 100 words or less, Describe what you hope to do, where & when.

*

Word count:

Must be no more than 100 words.

Assessment Preference

* indicates a required field

Do you wish your project proposal to be assessed as:

*

- ☐ a community project or
- ☐ an arts project?

Please chose assessment option

Project Details - Community Projects

* indicates a required field

Project Relevance

Describe how your project is relevant to the Waverley Local Government Area. Does it share a local story, address an unmet need, solve a problem, or create something new? *Please provide details.*

*

Word count:

Must be no more than 150 words.

Attach any supporting documents available

Attach a file:

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Project Objective/ Goals

What benefit do you hope your project will achieve for the Waverley Community or identified target groups within the community?

*

Word count:
Must be no more than 150 words.

Capacity to Deliver

Please provide a summary of your previous experience and demonstrate your capacity to deliver this project.

*

Word count:
Must be no more than 150 words.

Waverley Community Strategic Plan and Social Justice Principles

Describe how your project aligns with the goals described in the Waverley Community Strategic Plan ([here](#)) and accords with social justice principles of equity, access, rights, and participation for everyone in the community.

*

Word count:
Must be no more than 150 words.

Project Details - Arts Projects

* indicates a required field

Project Objectives/ Goals

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Which of the goals in [Councils Arts and Culture Plan here](#) does your project most strongly align with, or contribute to achieving?

Please choose one *

- ☐ Goal 1: Our diverse and ongoing stories are shared and celebrated.
- ☐ Goal 2: We have a vibrant network of spaces and places for arts and culture participation, production and experience.
- ☐ Goal 3: Creative participation is flourishing and inclusive.
- ☐ Goal 4: Showcasing and supporting our creative sector and community.
- ☐ Goal 5: Developing strong partnerships to facilitate growth for our cultural and creative sector.

Please describe how your project will contribute to the achievement of this Goal for Waverley Council and its community. *

Word count:

Must be no more than 250 words.

Capacity to Deliver

Please provide a summary of your previous experience and demonstrate your capacity to deliver this project.

Consider including the following:

- *A short biography of your creative/ professional practice or your organisation's biography*
- *Brief overview of any key collaborators*
- *Outline how your previous experience equips you for this project.*

*

Word count:

Must be no more than 300 words.

Project Evaluation & Partners - All projects

* indicates a required field

Project Evaluation

How will you evaluate whether your project has met its goals and achieved its desired benefit?

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These could be quantitative (data, numbers etc) and qualitative (surveys, anecdotal feedback etc) methods to evaluate the success of your project.

For example, you might consider:

- *Setting a target number of participants or audiences*
- *Describing evaluation methods you will use*
- *Considering how you will gather evidence of outcomes*
- *Outlining planned documentation of your project.*

Council will ask for these results as part of your grant acquittal report. Please provide details on your evaluation approach here. *

Word count:

Must be no more than 200 words.

Project Partners

If implementing your project successfully depends on contributions of time, space, or materials by other individuals, groups or businesses, please provide more detail.

Partner's Name	Role in the Project	Have they agreed?	Please upload letter s of support (if avail able/relevant)
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		Yes or No	

Project Implementation - All projects

* indicates a required field

Please complete the table below with an outline of key tasks, who will undertake them, and when you expect they will be completed.

Task	Who will complete	When	Expected Outcome

Project Start and Finish Dates

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Anticipated start date *

Anticipated end date *

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

Project Site or Venue

Where do you plan to implement the project?

Private Land

If you plan to implement your project on private land or in a private venue, do you have approval?

- ☐ Yes - please attach any relevant documents
☐ Not Yet

Attach any relevant documents

Attach a file:

Council Venue

If you plan to implement your project/ program from a Council venue (indoors or outdoors, including parks and beaches) please describe the advice you have received about proposed venue suitability, availability, and cost.

Information and contact details about hiring an indoor or outdoor venue [here](#)

Quotes

Attach a file:

If you have received a quote for a Council Venue uplink here

Gardens located in public spaces - Have you obtained approval?

You will need prior approval if your project involves a garden located in a public space in Waverley. As the assessment process can take up to six weeks, allow time for this process before the Small Grant submission deadline.

Examples include:

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1. **A verge garden in front of your property.**

2. **Gardening on other public land**, such as parks or reserves, including a verge that is not front of your own property.

Refer to our Public Gardening Webpage [here](#) for further information.

Contact the Coordinator Local Connections on email: publicgardening@waverley.nsw.gov.au for feedback and information about the approval process.

Attach any relevant documents such as letter of approval from the property owner

Attach a file:

Community Awareness & Future Maintenance - All projects

* indicates a required field

Community Awareness

How will you promote and communicate this project to the community?

Examples: newsletters, project partners, media, launch event, social media, hosting an information session. *

Word count:

Must be no more than 100 words.

Future Maintenance

If this project will continue after the grant has finished, describe your plan for maintaining and funding it in the future.

Word count:

Must be no more than 100 words.

Project Budget

* indicates a required field

Funding

Amount Requested *

Must be a whole dollar amount (no cents) and no more than 5000.

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Are you willing to accept partial funding for your project? *

- ☐ Yes
☐ No

Income and Expenditure

Please outline your project budget in the income and expenditure tables below, including details of this grant & any other funding that you have applied for.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns. Examples of income could include 'in-kind', 'small grant', 'volunteer contributions', 'fund raising activities', 'ticket sales'.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

Anticipated Income Description **Income Amount (\$)** **Notes**

	\$	
	\$	
	\$	
	\$	
	Must be a dollar amount.	

Expenditure Description **Expenditure Amount (\$)** **Notes**

	\$	
	\$	
	\$	
	\$	
	Must be a dollar amount.	

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Attach any supporting documentation you have such as quotes

Attach a file:

Certification and Feedback

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* indicates a required field

Privacy Notice

Waverley Council is collecting your personal information for the assessment and processing of your application to our Small Grants Program. We may also use your information to invite you to associated events and networking activities.

The supply of your information is Mandatory. If you do not provide your personal information, Council cannot accept your Small Grants Application.

You have a right to access and correct the personal information you provide. Questions concerning privacy or the use of your personal information should be referred to governance@waverley.nsw.gov.au

Certification

The information provided in this application is true and correct to the best of my knowledge.

I understand and accept that the information provided in this application will be published in summary form as part of a report to Waverley Council.

Should this application be successful, I agree to:

1. Use the funding in line with Council's grant conditions and for the purpose stated in my application within 12 months, or make an application for a variation and/ or extension
2. Accept Council's guidelines and any special conditions that may be specified in the letter of offer
3. Appropriately acknowledge Council's support in promotional material and other information relating to the project. A guideline on use of Council's logo will be provided
4. Keep Council informed of progress on my project, and send an invitation to any associated opening or launch to smallgrants@waverley.nsw.gov.au
5. Complete a short acquittal report provided by Council within a month of completion of my project.

Your report must include:

- A financial statement with evidence of project expenditure
 - A brief case study outlining project results, who was involved, achieved project measures (as specified in this application) and photos or videos that Council may use to promote awareness of community achievements under the Small Grants Program
 - Completed permission to publish forms, as provided by Council for people featured in photos and videos.
6. Return any unspent funds exceeding \$100 to Council.

I agree *

☐ Yes

☐ No

Name of authorised person *

First Name

Last Name

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

Position *

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Position held in applicant organisation (e.g. CEO, Director, Treasurer, Co-ordinator)

Date *

Must be a date

Please provide any other documents to support your application

Attach a file:

Have you included if applicable any: Letters of support from project partners, Preliminary venue booking confirmation, Quotes, Feasibility reports, Gardening in public spaces approval, Brief biography of your creative/ professional practice

Please remember to SUBMIT

If you have completed all questions, click **NEXT PAGE** to review your application. Please remember to hit the **SUBMIT** button. Smartygrants will alert you if there are compulsory questions that you have not completed.

When you hit submit you will receive a confirmation e-mail. If you do not receive this confirmation, you may not have submitted successfully.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How long did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we could consider.