

Frequently Asked Questions:

Local Events Grant

This is a supporting document to the Local Events Grant Guidelines. It will assist with preparing applications and delivery of events. This fact sheet contains frequently asked questions about Council's expectations of applicants and successful recipients.

Frequently Asked Questions

For further information regarding Penrith City Council's Community Funding Program, please view the 'Frequently Asked Questions: Community Funding Program' on the [Grants Webpage](#) under 'Key Documents.'

Am I eligible for this grant?

You are eligible if you:

- reside, work or otherwise have a significant connection with the community of Penrith LGA.
- and are one of the following:
 - An incorporated not-for-profit organisation.
 - Have evidence of auspice from an incorporated organisation with an ABN. If the application is by an unincorporated organisation, then it should provide evidence of auspice from an incorporated organisation.
 - Where an applicant is a for-profit organisation, the applicant must provide evidence that the event is not for a commercial purpose.

How much money can I apply for?

There are two tiers of funding available, with maximum funding amounts of **\$1,000** and **\$5,000** respectively. The amount available for this grant is **\$20,000**.

Applicants may apply for:

Tier One – Micro Grants:

Micro grants provide a small contribution to support a locally-led community event. Applicants can request funding up to **\$1,000**.

Tier Two – Incubator Grants

Incubator grants support the development and delivery of local community events. 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.

You don't need to apply for the maximum amount – it's best to apply for the amount needed to make your event happen.

What types of events are eligible for funding?

- 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. Events attendance must be open.
- 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.

When do I need to submit my application by?

For information regarding specific grant timelines and key dates, please view the Community Funding Snapshot and Key Dates [here](#)

Am I able to submit more than one grant application?

Yes. applicants can submit two grant applications per grant round unless also acting as an auspice. The Local Events Grant is open twice per year. Please note that applicants that possess the same ABN will be regarded as coming from the same organisation.

When will we find out if we are successful? When will we receive the funds?

You can expect to be notified of the outcome of your application approximately 8 weeks from when application submissions close. Successful applicants will be given 2 weeks to sign and return their funding agreement alongside any specified funding conditions. Funds will then be distributed within approximately 2 weeks.

When can we run our event?

Eligible events must be held:

- Round 1 – October of the application year to October of the following year
- Round 2 – May of the application year to May of the following year

Do I need to recognise Council's contribution?

No. Grant recipients are not required to recognise Council's contribution to the event. However, the Community Funding Policy outlines that recipients must seek approval in writing from Penrith City Council prior to using Council's logo in promotional materials.

We have another question – what can we do?

Please contact Council's Events Team by calling 4732 7777 or emailing majorevents@penrith.city