

Port Kembla Community Investment Fund - Round 7

* indicates a required field

Introduction

The NSW Government established the Port Kembla Community Investment Fund in 2016 as an ongoing program linked to the long-term lease of Port Kembla.

The purpose of the program is to financially support projects that revitalise and energise Port Kembla and surrounding areas for the benefit of the community through new infrastructure, upgrading of existing assets and encouraging visitors and tourism.

Round 7 will support projects focussed on infrastructure upgrades, new amenity, programs and events that will provide benefit to residents, workers and visitors to Port Kembla and surrounding areas.

The intended outcomes of the program are to:

- foster stronger community bonds
- enhance accessibility
- boost visitation
- increase participation in cultural and artistic life, and
- enhance public, environmental and business infrastructure

Funded projects must contribute to and will be assessed against delivery of these outcomes.

- **Grant amount:** from \$25,000 up to \$250,000 (GST exclusive).
- **Type of grant opportunity:** Competitive (merit based)
- **Application open:** 18/09/2026 at midday
- **Application close:** 2/11/2026 at 2pm
- **Assessment process:** will commence once applications close on 2/11/2026.
- **Application outcomes:** will be announced from late January 2027.
- **Funding Deeds executed with successful applicants:** Contracting process will commence once an applicant has signed and returned their Letter of Conditional Offer with Confidentiality, and met any funding conditions outlined in the Letter of Conditional Offer.
- **Project completion:** Projects must commence within 6 months of execution of a funding deed and be completed within 2 years.

Departmental Contact Details For queries about the [Program Guidelines](#), deadlines, or completing this application form, please contact us via email at contact.regionalprograms@dpird.nsw.gov.au and quote your application ID in the subject header.

Grant Program Name

This field is read only.

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Application Number

This field is read only.

Instructions for Applicants

Before completing this application form you will need to have:

- read and understood the [Program Guidelines](#)
- confirmed your organisation, project type and [location](#) are eligible according to the program guidelines
- have a clear project scope, completed project plan and a project budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- have evidence of regulatory approvals (where relevant)
- hold \$20 million in Public Liability Insurance in the name of the eligible Applicant, or a commitment that you are willing to secure at least \$20 million Public Liability Insurance if successful
- evidence of alignment with program objectives
- evidence of experience delivering successful projects of similar size and scope, or demonstrated capability to deliver the project
- evidence of land ownership, or of landowner consent if the land is not owned by the applicant
- evidence to support entity type (where required)
- partnership agreement to confirm partners and signatories for partnership entities
- current trust deed confirming signatories for trust entities
- proof of incorporation for community groups
- evidence of co-contributions (where required)
- evidence of financial viability, for private businesses
- evidence of community consultation and strong community support for the project.

Your application is not officially submitted for consideration until you **Review and Submit** at the end of the application form and receive a confirmation email. Once submitted, your application cannot be varied.

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

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and

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- it has read the [Funding Guidelines](#) for the Program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- Key information about the grants awarded will be published on the NSW Government Grants and Funding Finder, in accordance with the requirements of the NSW Grants Administration Guide 2024.
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.
- no project costs can be incurred until Applicants have entered a Funding Deed with the Department.

Eligibility Confirmation

Please declare this application meets the Program eligibility criteria:

- An applicant must be an eligible applicant to be considered for funding

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- An eligible applicant must apply for a grant of funding for an eligible project
- Project location is primarily located within the project area as defined by the [map](#) included in the guidelines. Projects located in the waterways adjacent to the defined area are also eligible
- An eligible applicant must apply for an eligible funding amount
- Where required, an eligible applicant has provided a co-contribution of at least 50% of the project total. Not-for-profit organisations and Local Aboriginal Land Councils do not need to provide a co-contribution.
- An eligible project must contribute to objectives of the program as outlined in the [Program Guidelines](#)
- Projects **MUST** commence within **6 months** of execution of a funding deed and be completed within **2 years**.
- There is no potential for duplicative funding for any component of the project
- Applicants will notify the Department if grant funding from the project is secured from another source

I confirm that the applicant and project is eligible according to the criteria outlined in the Program Guidelines *

☐ Yes

Applicant Details

* indicates a required field

Eligible Applicants

To be eligible for grant funding under the program, an applicant must meet all of the following requirements:

- have an Australian Business Number (ABN), Australian Company Number (ACN), or be registered under the *Associations Incorporation Act 2009*.
- have operations applicable to the program's eligible project location
- be one of the following entities:
 - an incorporated association or community organisation
 - a Local Aboriginal Land Council
 - City of Wollongong, as a Local Council
 - a public/private not-for-profit organisation with Australian Charities and Not-for-profits Commission (ACNC) registration
 - a company incorporated in Australia
 - a Partnership or Trust
 - a registered training organisation
 - a nationally accredited provider of tertiary education
 - an Aboriginal and Torres Strait Islander Corporation incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.
- be financially viable - private businesses must be able to demonstrate ongoing viability through provision of three years* of accounting statements (Profit and Loss, Cash Flow, Balance Sheet) for Financial Years 2023/2024, 2024/25 and 2025/26**.
- hold or commit to obtaining Public Liability Insurance of not less than \$20 million per occurrence or hold equivalent or better self-insurance to the satisfaction of the department, prior to executing a funding deed with the department

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- be a fit and proper person/legal entity
- not be insolvent, bankrupt or subject to ongoing legal proceedings
- declare in the application form that the applicant is not aware of any issues which could cause reputational or other risks to the NSW Government
- if applicable, provide evidence of capacity to make the minimum co-contribution if successful

**Applicant entities with less than three years operating experience may be considered under exceptional circumstances and must contact the department at contact.regionalprograms@dpird.nsw.gov.au prior to submitting an application.*

***Applicant entities who do not have financials available for 2025/26, are required to contact the department at contact.regionalprograms@dpird.nsw.gov.au to discuss options prior to submitting an application.*

The organisation listed under Applicant Details (including organisation name registered to ABN, ACN or Incorporation Number) MUST be the organisation who will enter into the funding deed with the department, will be responsible for the project, provide evidence of funding expenditure and complete reporting requirements.

Your organisation name MUST match the name listed against your ABN.

Organisation Details

Organisation Name *

Organisation Name

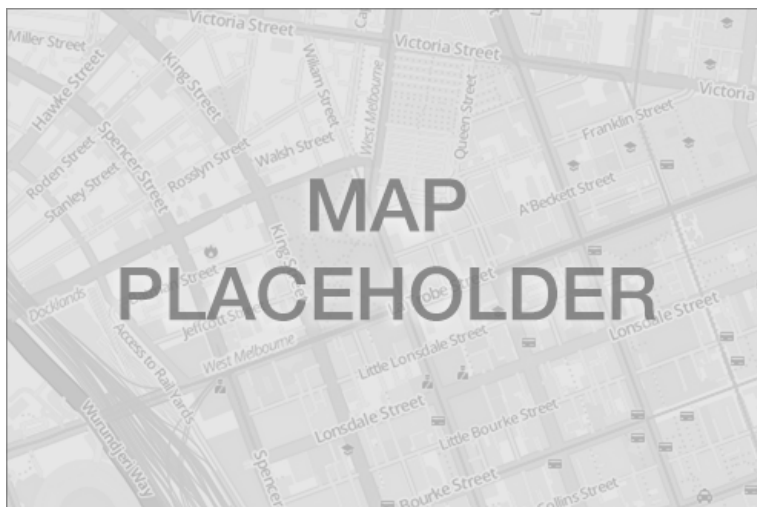
For organisations: please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Applicant Primary Address

Address

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Applicant Postal Address

Address

Applicant Primary Phone Number *

--

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Email Address *

--

Must be an email address.

Applicant Website

--

Must be a URL.

Please detail the primary activities of the applicant organisation. *

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Word count:

Must be no more than 200 words.

What does your organisation do? If a community organisation, what is its purpose/benefit to the community?

Does the applicant have an Australian Business Number (ABN)? *

☐ Yes

☐ No

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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.

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.

Does your organisation have an incorporation number? *

☐ Yes ☐ No

Does your organisation have an ACN? *

☐ Yes ☐ No

WARNING - Your organisation is ineligible

As you have indicated that your organisation does not have an ABN, ACN, or an Incorporation number, it is not eligible for this grant program. **Please do not proceed with your application.** If you have made a mistake, and you do have an ABN, ACN, and/or an Incorporation number, please go back, review your answers to those questions, and make the necessary edits before proceeding.

If your organisation has an Association Incorporation Number, please note it below.

If you do not have an incorporation number, leave this blank

If your organisation has an Australian Company Number, please note it below.

If you do not have an ACN, leave this blank

Is your organisation registered with the Australian Charities and Not-for-profits Commission? *

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☐ Yes

☐ No

Entity Eligibility

What type of entity does your organisation fall under? *

- ☐ an incorporated association, cooperative, or community organisation
- ☐ a Local Aboriginal Land Council
- ☐ City of Wollongong, as a Local Council
- ☐ a public/private not-for-profit organisation with Australian Charities and Not-for-profits Commission (ACNC) registration
- ☐ a company incorporated in Australia
- ☐ a Partnership or Trust
- ☐ a registered training organisation
- ☐ a nationally accredited provider of tertiary education
- ☐ an Aboriginal and Torres Strait Islander Corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

At least 1 choice must be selected.

Select all that apply.

Please attach evidence of the chosen entity type above *

Attach a file:

This may include: partnership agreement to confirm partners and signatories for partnership entities, or current trust deed confirming signatories for trust entities. If you are registered with the Australian Charities and Not-for-profits Commission please upload evidence here. If you are an RTO, please provide evidence here.

Is your organisation not-for-profit? *

☐ Yes

☐ No

Please attach evidence of your organisation's not-for-profit status *

Attach a file:

e.g. ACNC registration (if applicable), your organisation's constitution.

If uploading your organisation's constitution, or other multi-page document, please indicate the section and page number that confirms your not-for-profit status.

Where in the document can we find the confirmation?

Private Entity

Is your organisation a Private Business? *

☐ Yes

☐ No

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Private businesses must be able to demonstrate ongoing viability through provision of three years* of accounting statements (Profit and Loss, Cash Flow, Balance Sheet) for Financial Years 2023/2024, 2024/25 and 2025/26**. **Applicant entities with less than three years operating experience may be considered under exceptional circumstances and must contact the department at contact.regionalprograms@dpird.nsw.gov.au prior to submitting an application.*

***Applicant entities who do not have financials available for 2025/26, are required to contact the department at contact.regionalprograms@dpird.nsw.gov.au to discuss options prior to submitting an application.*

Please attach evidence of financial viability. *

Attach a file:

A minimum of 1 file must be attached.
From Financial Year 2023/24 onwards.

Public Liability Insurance

Does the applicant organisation hold at least \$20 million in Public Liability Insurance, or is willing to obtain \$20 million in Public Liability Insurance? *

☐ Yes

☐ No, but willing to obtain

Applicants are required to hold at least \$20 million Public Liability Insurance in order to enter into a funding deed with the NSW Government.

Public Liability Insurance Attachment

Please provide evidence that the applicant organisation holds Public Liability Insurance. *

Attach a file:

Applicants are required to hold at least \$20 million Public Liability Insurance in order to enter into a funding deed with the NSW Government.

Primary Contact Details

Primary Contact *

Title

First Name

Last Name

This is the person we will correspond with about this grant.

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

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Primary Contact Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Email *

This is the address we will use to correspond with you about this grant.

Conflicts of Interest

* indicates a required field

Is the applicant or partner organisation (including its officers and staff) aware of any perceived, potential or real conflicts of interest in respect of the grant opportunity? *

☐ Yes

☐ No

Conflict of Interest Details

Please provide details including the individuals involved and the mitigation measures in place or proposed. *

Organisation Declaration

I declare that the applicant organisation:

- Is a fit and proper person/legal entity
- Is not insolvent or bankrupt
- Has operations applicable to the program's eligible project location
- Is not aware of any potential for duplicative funding for any component of the project
- Will contact the department if grant funding is secured from another source

These statements are true at the time of application submission *

☐ I agree

I declare that the applicant organisation: *

- ☐ Is not subject to any ongoing or threatened legal proceedings or investigations
- ☐ Is not aware of any issues related to the application which could cause reputational or other risks to the NSW Government
- ☐ Has provided evidence of matching funding where required (at least 50% of the project total) or a co-contribution is not required for the organisation entity type

Select all that apply.

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Please provide further information regarding the statements above that are not selected (if relevant)

Please provide any information that might need in reference to your declaration.

Partnerships (Joint Application)

* indicates a required field

Project Partner Organisation Involvement

If the application is successful, the lead applicant will enter into the funding deed and be ultimately responsible for delivering the project.

Do you have a Project Partner? *

☐ Yes (complete ALL partner organisation details below) ☐ No

A project partner is defined as an organisation that has a key role at some stage(s) in the project eg land/asset owner, project co-funder, community group.

Project Partner Organisation Details

Partner Organisation Name *

Please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Please detail each of the Partner Organisations involved in this application. Please 'Add more' as appropriate to ensure all partnership organisations are captured.

**Partner Organisation
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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

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Must be an ABN.

If the Partner Organisation has an Australian Company Number, please provide it here.

If the Partner Organisation has an Association Incorporation Number, please provide it here.

Is the Partner Organisation registered with the Australian Charities and Not-for-profits Commission? *

☐ Yes

☐ No

Partner Organisation Address *

Address

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

Details of partnership arrangement and project delivery responsibilities *

Is there an MOU, signed by both parties, in place for this partnership? *

☐ Yes

☐ No

Please upload a copy of the MOU signed by both parties. *

Attach a file:

The MOU must be signed by an authorised person (e.g. Manager, CEO, or Board Chair) and must include: name, position, signature and date.

If your project is successful, you **MUST** supply an MOU signed by both your organisation, and your partner organisation, prior to contracting. The MOU must be signed by an authorised person (e.g. Manager, CEO, or Board Chair) and must include: name, position, signature and date.

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You may also attach documentation confirming the roles and responsibilities of the partnership arrangement in delivering the Project.

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

I declare that the partner organisation: *

- ☐ Is not subject to any ongoing or threatened legal proceedings or investigations
- ☐ Is not aware of any issues related to the application which could cause reputational or other risks to the NSW Government

At least 2 choices must be selected.

Additional information to clarify the above declaration (if needed).

Optional. Please provide any information that assessors made need in reference to the above declaration from your partner organisation.

Project Details

* indicates a required field

The project/activities must meet all of the following requirements to be eligible:

- **Timeframe:** The project **must** be able to meet the project delivery timeframe listed in the **Key information**
- **Funding request:** Requests **must** be for between \$25,000 and \$250,000 (exclusive of GST)
- **Eligible location:** As defined per the map included in the guidelines at **Eligible locations**, the project **must** be primarily located within the defined project area. Projects located in the waterways adjacent to the defined area are also eligible
- **Inclusion and accessibility:** The project **may** aim to improve community participation, liveable communities and accessibility and inclusion outcomes. These outcomes assist people with disability and accessibility requirements to participate independently with equity and dignity. The project may provide fit-for-purpose, accessible and safe facilities, and increased participation opportunities by increasing accessibility and inclusion/universal design

In order to be eligible, projects are expected to have all approvals required to allow them to commence the project within 6 months of entering a funding deed.

Project types **must** be of one or more of the following:

- environmental (e.g. pollution control, clean up works)
- public domain (e.g. parks, cycleways, community facilities, tourism facilities)
- port related community infrastructure (e.g. boat ramps, services, access)
- business infrastructure or expansion (e.g. fixed equipment, facilities, utilities)
- heritage restoration or interpretive works (for land, buildings or equipment)
- activation (e.g. place making projects, community and tourism-based events)

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- smart technology or innovation (e.g. smart public amenities or facilities)
- other high-quality projects that foster stronger community bonds, enhance accessibility, boost visitation, increase participation in cultural and artistic life, or enhance public or environmental infrastructure with demonstrated public or community benefit.

Projects in which the majority of activities relate to planning and design for future infrastructure or capital works projects, including staged development, are **not eligible for funding**.

Project management costs must be for the period of the project delivery only, and must be evidenced.

Applicants may only seek funding for planning, design and project management where:

- it is sought in conjunction with funding for the delivery of a project
- the amount sought for these elements is no more than 15% of the total funding requested.

Where an applicant seeks funding for planning and design in conjunction with project delivery, they **must budget for contingencies** to mitigate the risk of cost escalation in construction or capital expenditure during project delivery.

Evidence of land ownership, or landowner's consent must be provided where the land on which the project is to be delivered is not owned by the applicant. This must be written consent and should specifically state that landowner's consent is granted at the address where the works will be carried out.

Infrastructure and/or capital works projects delivered on sites owned and/or operated by the NSW Department of Education are ineligible for funding.

For further information refer to the [Program Guidelines](#).

Title *

Word count:

Must be no more than 25 words.

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

Brief description *

Word count:

Must be no more than 100 words.

Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities. This should tell us what your project will deliver.

Anticipated start date *

Must be a date and between 1/12/2026 and 1/6/2027.

Please note projects must commence within 6 months of execution of a funding deed.

Anticipated end date *

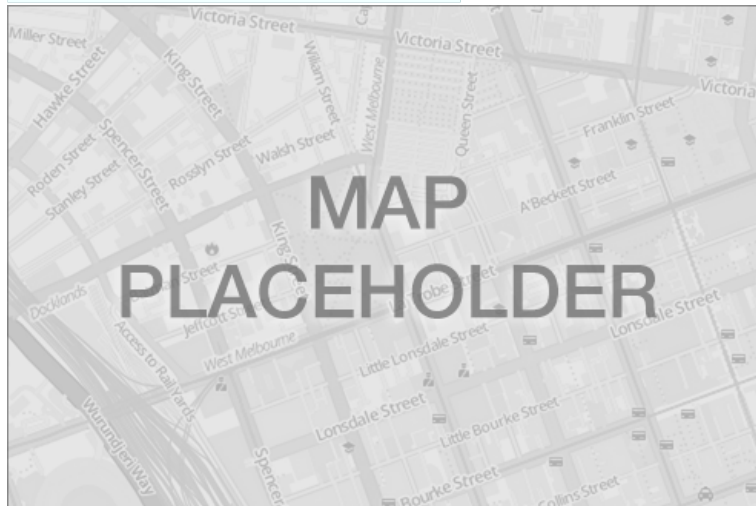
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Projects must be completed within 2 years of an executed funding deed.

Primary location of your initiative

Address



Primary location must be a specific address. If delivered online, please specify the area of focus for delivery.

Primary location eligibility

View the [map of eligible locations](#), and ensure your project location is within the specified area. You can search for your project address using the search function on the map.

Have you confirmed that your location is eligible? *

☐ Yes

☐ No

Have you checked the eligibility map, and confirmed that this is an eligible location?

ERROR

Please update anticipated start

You have indicated above that your project starts before 01/12/2026 which prior to the eligible commencement date for projects under this program. Please update the start date above.

Project Location Details

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How many locations will the project be delivered across? *

Location 2

Project Location 2 *

Address

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

Brief Description of the activity at Location 2 *

Please list items as bullet points.

Have you confirmed that this location is eligible? *

☐ Yes

☐ No

Have you checked the eligibility map, and confirmed that this is an eligible location?

Location 3

Project Location 3 *

Address

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

Brief Description of the activity at Location 3 *

Please list items as bullet points.

Have you confirmed that this location is eligible? *

☐ Yes

☐ No

Have you checked the eligibility map, and confirmed that this is an eligible location?

Location 4

Project Location 4 *

Address

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

Brief Description of the activity at Location 4 *

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Please list items as bullet points.

Have you confirmed that this location is eligible? *

☐ Yes ☐ No

Have you checked the eligibility map, and confirmed that this is an eligible location?

Location 5

Project Location 5 *

Address

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

Brief Description of the activity at Location 5 *

Please list items as bullet points.

Have you confirmed that this location is eligible? *

☐ Yes ☐ No

Have you checked the eligibility map, and confirmed that this is an eligible location?

Is your project to be delivered on land owned or operated by the NSW Department of Education? *

☐ Yes ☐ No

WARNING: Infrastructure and/or capital works projects delivered on sites owned and/or operated by the NSW Department of Education are not eligible for funding.

If you are unsure whether your project fits this category, please email contact.regionalprograms@dpird.nsw.gov.au before proceeding with your application.

Landowners Consent

If you own the property where your project will be delivered you will be required to provide evidence of land ownership, such as with a current rate notice, an approved DA or title deed information.

All projects will be required to provide evidence of landowner's consent. This must be written consent and should specifically state that landowners consent it grants at the address where the works will be carried out.

Do you own the land where your project will be delivered? *

☐ Yes ☐ No

Evidence of Landownership

Upload evidence of landownership (such as a current rate notice or title deed information) *

Attach a file:

The applicant's name must match the landowner's name exactly

Evidence of Landowners Consent

[Click here to download the Landowners Consent template for this program.](#)

Upload evidence of landowners consent *

Attach a file:

Projects involving the upgrade or construction on land not owned by the applicant must seek landowners consent prior to commencing any works. Where a lease or agreement provides existing use of land for a purpose that aligns with the project, please provide this document.

Project Type

Please select your project type(s). *

- ☐ Environmental
- ☐ Public domain
- ☐ Port related community infrastructure
- ☐ Business infrastructure or expansion
- ☐ Heritage restoration or interpretive works
- ☐ Activation
- ☐ Smart technology or innovation
- ☐ Other high-quality projects that foster stronger community bonds, enhance accessibility, boost visitation, increase participation in cultural and artistic life, or enhance public or environmental infrastructure with demonstrated public or community benefit

At least 1 choice must be selected.

Select all that apply.

Project Scope

Please provide a detailed description of your project scope *

Word count:

Must be no more than 500 words.

The project scope should outline the exact scope of works that will be delivered with the grant funding (i.e. what will the grant money be used for?).

Project Activities and Key Deliverables

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Please detail the administrative stages or activities expected to be funded by this program only. Additional rows can be added as required.

Activity and Deliverable Description Please specify the location for this activity **Expected start date** **Expected end date** **Explanatory notes**

Please provide detail for one deliverable per row. e.g., Planning; excavation; construction; evaluation. Add more rows if you want to list additional milestones. Please include detail of all Deliverables that are part of the Milestone.	Please refer to the project locations as you have numbered above.	Must be a date and no earlier than 1/12/2026.	Must be a date.	Add notes if you need to provide more context.

Project Plan

Please provide a copy of your project plan *

Attach a file:

This should include ALL aspects of the project including items funded by this program and co-contributions. Basic project plan templates are available in Excel if needed.

Project Declaration

I declare the project:

- Is one of the project types outlined in the guidelines
- Funding request is between \$25,000 and \$250,000
- Will be delivered within the eligible area defined on the map included in the guidelines
- Will commence within 6 months of execution of a funding deed and be completed within 2 years.

I agree that these statements are true at the time of application submission *

☐ I agree

☐ I disagree

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Your application is ineligible. DO NOT submit this form.

Please review your project declaration before proceeding. Your application is ineligible for funding if you cannot agree to the declaration above.

Project Budget

* indicates a required field

GST information

Things to consider when requesting your funding:

Councils: GST is not payable on grants due to payments being between government related entities. Please exclude GST when entering your Total Project Cost and Total Amount Requested.

Organisations registered for GST: When applying for funding please exclude GST when entering your Total Project Cost and Total Amount Requested, and the costs for your project budget. GST will be paid to your organisation if successful, for each instalment.

Organisations not registered for GST: When applying for funding please include GST when entering your Total Project Cost and Total Amount Requested, and the costs for your project budget. Please ensure that quotes you receive are **inclusive of GST** that will be charged to deliver the work.

GST Registration Status

Is your organisation registered for GST? *

☐ Yes

☐ No

I declare that I am eligible to claim all GST applicable costs and estimates that have been included in the expenditure table below *

☐ Yes

☐ No

Please ensure that all of your costs quoted include GST, including your Total Project Cost, Total Amount Requested, costs listed in your project budget, and all quotes or other documents that support your budget.

Total Project Cost *

\$

This is the entire cost of your project. This figure will include your cash co-contribution, funding requested, and any other income that you are seeking to deliver the project. This does NOT include in-kind co-contributions.

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Total Amount Requested

*

\$

Must be a dollar amount and between 25000 and 250000.
This figure is the total financial support you are requesting under this grant.

Expenditure

Please include all expenditure items for the project, including all items that you are seeking to fund under the grant. Please include items that will be funded from other sources.

The project costs must support the objectives of the program and be based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects.

Funding can only be used for external third-party costs directly associated with delivering project activities (internal management fees may be considered where additional internal resources are required). These cost estimates should be supported by at least one competitive quote.

The following types of project costs are eligible to apply for funding: costs for capital works, events and exhibitions, programs, infrastructure, training sessions, workshops.

Some examples of eligible project costs are as follows. They are listed as guidance only:

- Construction, upgrade and specific project related restoration works
- Remediation, pollution control and clean up works
- Improved visual amenity, streetscapes and community accessibility
- Event co-ordination
- Project management and administration costs of up to 15% of the total eligible project costs being claimed under the grant - this includes any allocation to planning and design (internal management fees may be considered where additional internal resources are required. e.g. additional hours for a casual staff member).
- Contingency costs of up to 25% of the total eligible project costs being claimed under the grant to allow for any cost escalations.
- Where an applicant seeks funding for planning and design in conjunction with project delivery, they must budget for contingencies to mitigate the risk of cost escalation in construction or capital expenditure during project delivery.

If an item's cost is being split between two funding sources (e.g. grant funding and co-contribution) it should be listed in the table as two line items, with the amount and funding source for the separate line items, e.g. if installation of playground equipment was to cost \$38,000 ex GST, with \$25,000 to be grant funded, and \$13,000 co-contribution, it would be listed as:

- Installation of playground equipment, infrastructure, \$25,000, PKCIF7 - this grant
- Installation of playground equipment, infrastructure, \$13,000, co-contribution

Expenditure description	Expenditure Type	Expenditure amount	Upload Quote(s) / Detailed Estimates	Funding source
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		For Councils & organisations registered for GST - this amount should be Excluding GST. For organisations not registered for GST - this amount should be Inclusive of GST. Must be a dollar amount.	Please name your file: e.g. Quote 1 - PKCIF7-XXX. Multiple documents can be merged as a single PDF file if you are sourcing quotes from a variety of suppliers	Where will your organisation obtain the funds to pay for this item?
	Other:	\$		Other:
	Other:	\$		Other:
	Other:	\$		Other:
	Other:	\$		Other:
	Other:	\$		Other:
	Other:	\$		Other:

Non-fixed equipment or supplies

Costs related to buying or upgrading non-fixed equipment or supplies are ineligible unless considered essential to the overall project delivery, AND incidental costs to the project budget.

Are you requesting funding for non-fixed equipment or supplies, or have you planned for your matching co-contribution (if applicable) to fund non-fixed equipment or supplies as part of this project? *

☐ Yes

☐ No

We are asking you to confirm whether the funding you have requested, or your matching cash co-contribution, will be used to purchase or upgrade any items that are not "fixed". By this we mean anything that can easily be relocated such as tools, computer equipment, machinery that isn't "installed", etc. If unsure whether your items fit this category, please contact the Regional Programs team at contact.regionalprograms@dpird.nsw.gov.au to check.

Non-fixed equipment or supplies - Details

What is the total value of non-fixed equipment or supplies to be funded under this grant? *

Must be a dollar amount.

If no non-fixed items are to be funded by the grant, please enter "0".

What is the total value of non-fixed equipment or supplies to be funded by your matching co-contribution? *

Must be a dollar amount.

If no non-fixed items are being funded by your co-contribution, enter "0".

Provide details of the non-fixed equipment or supplies, and explain how these items are essential to overall project delivery. *

List the items of non-fixed equipment, their individual costs, and the quantities (e.g. 3x X-brand printers @ \$300 each = \$900). Provide detail of why this is essential to the delivery of the project - why can't the project be delivered without this?

Co-Contribution

Not-for-profit organisations and Local Aboriginal Land Councils do not need to provide a co-contribution. However, applicants are strongly encouraged to provide some financial and/or in-kind co-contributions to demonstrate collaboration and provide more certainty of project delivery.

Local councils, private businesses and any other eligible organisation **must provide must provide a cash co-contribution equal to or greater than the funding received for the project..** Co-contributions must be in cash and not in-kind.

Evidence of co-contributions exceeding the minimum requirement will be considered under the **Value for money** merit criterion and can strengthen your application.

Cash co-contributions can be demonstrated through: a letter from the Chief Executive Officer, General Manager, Senior Finance Officer or equivalent person from the organisation that confirms the co-contribution will be made available as cash towards the project; copies of bank statements and/or financial records; or, a letter or confirmation from a bank manager or similar to confirm that funding will be made available through a loan if required.

Applicants cannot include other NSW Government grants as co-contributions.

Total Cash Co-Contribution Amount *

Must be a dollar amount.

What is the total monetary amount the applicant will be contributing to the project? Please note this must be equal to the difference between the total project cost and the total requested funding amount. If your entity type is not required to provide a cash co-contribution, please enter \$0.

Co-contribution Percentage (of Amount Requested)

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This number/amount is calculated.

Percentage of Total Amount Requested. If you are required to provide a co-contribution, this must be at least 50% of Total Project Cost. i.e. a co-contribution equal to or greater than the funding received for the project. Co-contribution needs to be at least 100% of amount requested.

Please attach evidence of your Co-contribution *

Attach a file:

Cash co-contributions can be demonstrated through: a letter from the CEO, General Manager, Senior Finance Officer or equivalent person from the organisation that confirms the co-contribution will be made available as cash towards the project; Copies of bank statements and/or financial records; or, a letter or confirmation from a bank manager, accountant or similar to confirm that funding will be made available through a loan if required.

In-Kind Contribution

Are you providing an in-kind contribution for this project? *

☐ Yes

☐ No

Please note in-kind contributions can not be included in place of required cash co-contributions.

What is the estimated value of your In-kind contribution? *

Must be a dollar amount.

Please list your in-kind contributions below *

Include the estimated value for each item in your response, and how the value was calculated (e.g. 10 hours of general administration at \$30/hour = \$300 in-kind)

Total Project Cost Check

The Total Requested Funding Amount + Total Co-Contribution MUST equal the Total Project Cost disclosed.

Total Project Cost Calculation

This number/amount is calculated.

This field calculates the Total Requested Funding Amount + Total Co-Contribution

Total Project Cost Check

This number/amount is calculated.

THIS VALUE MUST BE ZERO. This field confirms that the Total Project Cost disclosed by the applicant matches the Total Requested Funding Amount + Total Co-Contribution

Expenditure Total for Funding

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Total Expenditure Amount

This number/amount is calculated.

This field is calculated from the expenditure table above, and includes contingency, project management and administration allocations. This must match Total Amount Requested amount (ex GST where applicable).

If you would like to provide any supporting documentation relating to your project budget, please attach this below.

Attach a file:

Error - Total Project Cost

The Total Requested Funding Amount + Total Co-Contribution MUST equal the Total Project Cost disclosed.

Please review the following fields on this page:

- **Total Project Cost**
- **Total Amount Requested**
- **Expenditure Table including Project Management and Administration Allocation, and Contingency Allocation**
- **Total Co-Contribution Amount (Cash)**

Merit Criteria: Community Benefit and Strategic Alignment

* indicates a required field

Objectives and Outcomes

The objective of the program is to revitalise and energise Port Kembla and surrounding areas for the benefit of the community and its visitors.

Applicants must demonstrate how the project's anticipated community benefits will directly contribute to the program objectives.

Please select the program outcome(s) below that your project will address *

- ☐ foster stronger community bonds
- ☐ enhance accessibility*
- ☐ boost visitation
- ☐ increase participation in cultural and artistic life
- ☐ enhance public, environmental or business infrastructure

At least 1 choice must be selected.

*Accessibility and Inclusion

Accessibility and inclusion involve more than physical access (such as ramps, lifts, accessible parking or bathrooms). We encourage applicants to consider how people with different needs, backgrounds and circumstances will be able to participate in, engage with and benefit from the project.

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When describing the accessibility and inclusion of your project, consider how you will address relevant barriers across areas such as:

- **Physical** movement, mobility and access to spaces
- **Visual** sight and access to information
- **Hearing** sound, communication and participation
- **Cognitive** understanding, learning and information processing
- **Digital** access to and use of technology and online platforms
- **Speech and Communication** expressing, receiving and sharing information
- **Sensory** sensitivity to environmental factors such as light, noise or crowds
- **Social and Economic** affordability, transport, social connection and other participation barriers

Applicants should also consider how their project will be accessible and inclusive for diverse communities, including (but not limited to):

- People with disability
- Aboriginal and Torres Strait Islander peoples
- Culturally and linguistically diverse (CALD) communities
- People of different ages
- Women, gender-diverse and LGBTQIA+ communities
- Carers and families
- People experiencing social, economic or geographic disadvantage
- Other vulnerable or marginalised groups, including people with limited access to transport

Not all considerations will be relevant to every project. Applicants should identify the accessibility and inclusion measures most appropriate to their project, audience and community.

Demonstrate how the project will support the selected outcomes above to provide public or community benefit. In your response please clearly identify the specific needs or requirements this project addresses and explain how the project will meet these needs. *

Word count:

Must be no more than 500 words.

What is the community need? How does the project meet that need? Include in your response how the project contributes to local tourism, community engagement, activation, community infrastructure and amenity, heritage or environmental quality, innovation or smart city technology. Also outline here where your project contributes to accessibility and inclusion for communities. Applicants are invited to use point form where appropriate.

Please attach additional evidence to support your response above. (Optional, but recommended)

Attach a file:

A maximum of 5 files may be attached.

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You're invited to attach documentation that supports your response above. This could be a community feedback survey, feasibility study, community plan, reports, surveys, data, minutes of public meetings, evidence of the benefits of a comparable project elsewhere, etc.

Demonstrate how the project aligns with relevant local and regional NSW Government strategies, policies or plans, including supporting regional development plans and aligning with Aboriginal priorities. *

Word count:

Must be no more than 500 words.

Consider how your project aligns with your local Council's plans (including the Community Strategic Plan, the Operational Plan, the Delivery Plan, Reconciliation Action Plan and/or Disability Inclusion Action Plan), AND with the wide range of NSW Government strategies, policies and plans available. Provide the name of each strategy or plan, identify specific points of alignment and include references. Specify the section and/or page number that demonstrates your project's alignment to the plan. Applicants are invited to use point form where appropriate.

Please attach additional evidence to support your responses above. (Optional but recommended)

Attach a file:

A maximum of 5 files may be attached.

If including copies of strategies, policies or plans, ensure that you have specified the relevant section or page number.

Community Support

Port Kembla Community Investment Fund Round 7 is aimed at projects that will provide benefit to residents, workers and visitors to Port Kembla and surrounding areas.

Community consultation and strong community support for the project is highly regarded. Without evidence of public support for your project, it is unlikely to receive funding.

When considering the evidence of community support you might need for your project, it may be beneficial to think about community groups or businesses who may benefit from your project. For example, if your project provides for better accessibility, it might be worth contacting local disability support organisations or seniors groups to provide letters of support.

Please outline the community support for this project. *

Word count:

Must be no more than 300 words.

If you believe there is community support but this has not yet been confirmed, please detail your rationale.

Please upload evidence of community support *

Attach a file:

A maximum of 5 files may be attached.

This may include letters of support, social media posts, online surveys, minutes of meetings, or other community engagement processes, articles, petitions etc. We are looking for evidence of community support for this specific project, not for your organisation in general.

Merit Criteria: Value for money

* indicates a required field

Outcomes and Benefits

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project.

We are asking you to demonstrate your project's potential to deliver long-term economic and social benefits to the community, including residents, workers and visitors.

Long-term economic and social benefits could include:

- jobs and employment,
- economic output,
- cost benefit analysis,
- productivity gains,
- access and equity,
- health and wellbeing outcomes,
- community cohesion,
- safety improvements,
- reduced emissions or energy costs,
- improved natural resource management,
- climate resilience benefits for communities,
- other social and economic benefits.

The potential outcomes and benefits could be demonstrated through:

- case studies/ outcomes of comparable projects,
- economic modelling through economy.id, REMPLAN or similar,
- community support,
- other supporting evidence.

Outcomes evidence may be required to be demonstrated at Acquittal.

Examples:

- **Outcome:** Increased community engagement - this community event will foster a sense of belonging and community spirit.
- **How does your intended outcome link to the Program Outcomes?** Fostering stronger community bonds as an outcome of this project will lead to higher levels of volunteerism, community participation, and support for community improvement.
- **Outcome:** Enhanced activation and connectivity of public infrastructure, and community space - this project will improve infrastructure and community accessibility.
- **How does your intended outcome link to the Program Outcomes?** This project is expected to contribute to the revitalisation of the Port by increasing communities' participation in the facility.

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Outcome	How does your intended outcome link to the Program Outcomes?	Explanatory notes	Evidence demonstrating potential benefits and outcomes may be attached here.
Please ensure the expected or potential long term impact is clearly demonstrated.	Please explain how your intended outcome helps contribute to the Program Outcomes.	Add notes if you need to provide more context. You may refer to documents already provided, please note relevant sections and/or page numbers here.	

NSW Government Investment

Is the project likely to proceed without NSW Government Investment? *

☐ Yes

☐ No

Can the project be delivered if your application is unsuccessful?

Please provide details regarding the ability for the project to proceed without NSW Government Investment *

Word count:

Must be no more than 300 words.

Provide detail of the effect that a lack of NSW Government funding will have on the project. Will it be down-scoped, delayed, cancelled? What are the alternatives if your project does not receive funding?

Merit Criteria: Deliverability and Feasibility

* indicates a required field

Capacity to Deliver

Please provide information on your organisation's ability to undertake the work you propose in this project, including your experience in delivering similar types of projects. *

Include information about your strategies for providing project inputs (budget, staff/volunteers, time/expertise, equipment, capital, facilities, contributions, etc.) and how you will complete this project/program within the proposed timelines. If you intend to access necessary expertise and support from outside your organisation, please provide these details here. Provide also information about any past work that may demonstrate your organisation's capacity to undertake this project. Provide details of grant funded projects delivered (if applicable).

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Please upload any documentation that may support your response above (where relevant).

Attach a file:

This may include CV's for key personnel, or contractors, additional explanatory material, or links to these documents if available/relevant.

Maintenance Plan

For projects that deliver or upgrade a physical asset or infrastructure (rather than delivering a program, service, or event), you must demonstrate how the asset will be maintained after project completion. Please outline your organisation's plan for ongoing maintenance, including who will be responsible for maintenance activities, the anticipated maintenance requirements, and the funding sources that will support these costs over the life of the asset.

It is a condition of the funding that your organisation will need to maintain these assets for a period of 5 years post completion of the project. Please consider this when producing your maintenance plan.

Please note that grant funding is available for the delivery of the project only and cannot be used to cover ongoing maintenance, operational, or lifecycle costs.

Outline your maintenance plan for the project. *

Word count:

Must be no more than 500 words.

Please provide details of your organisation's maintenance plan for the project, and how it will be funded.

Financial Viability

Applicants must be able to maintain financial viability during the project period.

Financial Viability Declaration:

I declare that the applicant organisation: *

- ☐ Is financially viable
- ☐ Will remain financially viable for the period of the project, or beyond where applicable
- ☐ Is not currently subject to, or entering, administration
- ☐ Is able to provide financial statements if requested or required (at the department's discretion)

At least 3 choices must be selected.

Select all that apply.

Please provide further information regarding the statements above that are not selected (if relevant)

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Approvals

Does your project require a Development Approval? *

- ☐ Yes ☐ No

Are any other approvals required for your project? *

- ☐ Yes ☐ No

Development Approval Status

What is the current status of your Development Application? *

- ☐ Approved (please attach below)
☐ Submitted, awaiting determination
☐ Documentation is being prepared
☐ Not Started

Note: Development Application (DA) fees cannot be claimed as an eligible cost under this grant program.

Please provide further information including an indicative timeline on when your development approval is expected. *

Please attach your Development Approval *

Attach a file:

Other Approvals

Please list any additional approvals that are required for your project and their current status. *

Please attach any additional approvals that you have received for your project

Attach a file:

Risks and Dependencies

Please detail any risks or uncertainties in the delivery of the project, and how each of these will be managed.

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Please include only one risk or dependency per row. Additional rows can be added as required. If you have a completed risk management plan for your project, it can be attached in the "Additional Information and Evidence" section, below.

Risk or dependency description	How the risk or dependency will be managed
For example, you may require approval, have stretched resources, or time constraints for delivery.	You should provide an explanation of how you will prevent or treat the risk or dependency.

Additional Information and Evidence

If you would like to provide any additional information or evidence regarding your project, please attach below.

Attach a file:

This may include information or evidence such as project management experience and capacity, full project budget, risk management plan, financial statements (such as trading, profit and loss, and balance sheets)

Declaration and Authorisation

* indicates a required field

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;

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- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

The organisation requesting funding (or the lead organisation in the case of a partnership) must authorise and submit this form. Please confirm the organisation name and provide authorisation below.

Applicant Organisation

This is the legal name of the Organisation applying for funding.

By completing the following authorisation, you are agreeing to the Declaration (above) on behalf of your organisation.

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

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

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

GMS-MGO/2025 v2.0