



Australia Day

Reflect. Respect. Celebrate.

2025

**Community Events
Grant Program**

Frequently Asked Questions



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Eligibility

1. **Who is eligible to apply for the Australia Day 2025 Community Grants?**
 - Australian local government entities/ state or territory government entities, and Australian not-for-profit organisations with public liability insurance are eligible to apply.
2. **Can individuals or unincorporated organisations apply for this grant?**
 - No, individuals and unincorporated organisations are not eligible to apply.
3. **What if my organisation has not properly acquitted a grant from a previous Australia Day Community Grant Program?**
 - Organisations that have not properly acquitted previous grants from the NADC are ineligible to apply.

Application Process

4. **How do I apply for the grant?**
 - Applications must be submitted online through the application portal via the following [link](#). You need to register an account and complete the application form before the closing date.
5. **What information is required in the application form?**
 - So that your application can be assessed, you must provide supporting material including:
 - information about your organisation, including its Australian Business Number
 - details of the planned event and how it will meet the assessment criteria
 - How you propose to use the grant funds
 - Information about your organisation's public liability insurance
 - Your organisation's banking details, including evidence that the account is your organisation's account
 - If applying for the additional \$5,000 grant, you will also need to provide details on how you plan to include significant Aboriginal and/or Torres Strait Islander elements in your event
 - For local, state or territory government applicants, evidence that you will financially invest no less than the level of investment you made in a previously held event.
6. **When does the application period open and close?**
 - The application period opens at 9:00 am on 16 September 2024 and closes at 5:00 PM (AEDT) on 11 October 2024.
7. **When is the deadline?**

- The deadline for applications is at 5:00pm (AEDT) on the closing date. We strongly recommend submitting before this time. Administrative and technical support is only available during office hours (Monday-Friday) 9am to 5 pm.

8. Can I submit a late application?

- No late applications will not be accepted.

9. Can I apply more than once for a grant?

- No. You can only apply once.

10. Can I update my application once it has been submitted?

- No. Once you have submitted your application, you cannot amend, correct, update or change any part of your application. If we identify unintentional errors in your information, we may contact you to request additional information.

Assessment Process

11. Will all application be assessed for funding?

- No. Those organisations who do not meet the eligibility criteria will not have their application considered. Only those organisations who have been assessed as meeting the eligibility criteria will have their application assessed against the assessment criteria.

12. What assessment criteria apply to applications?

- After an applicant has been assessed as eligible to apply, their application will then be assessed against the assessment criteria. An application must meet a minimum benchmark against each of the assessment criteria to be recommended for funding to the NADC Board.

There are 4 assessment criteria. Broadly these criteria are:

1. **Benefits and Beneficiaries** Applicants must demonstrate how the provision of grants funds would benefit the relevant community, region or industry sector; and
2. **Ability to Deliver** Applicants must demonstrate their organisation's capability to successfully deliver the planned Australia Day event; and
3. **Project Quality and Risk** the extent to which the organisation, the planned event and the proposed use of the grant funds demonstrate overall quality and value for money; and
4. **Australia Day Messaging** The extent to which the event will acknowledge Australia Day.

13. Who assesses the grant applications?

- NADC assessors will initially assess whether applications meet the eligibility criteria. NADC assessors will then evaluate the eligible applications against the assessment criteria. Subject to the availability of grant funds, the NADC assessors will then recommend the applications which best meet the assessment criteria to the NADC Board for approval.

14. Who approves the grant applications?

- The NADC Board will decide which grants to approve for funding taking into account recommendations from the NADC assessors and the availability of the grant funding.

15. Is there an appeal mechanism to review the decisions?

- No. The NADC Board's decision is final in all matters. There is no mechanism to appeal the decisions.

Funding

16. What types of events are eligible for funding?

- Public events held on Australia Day 2025 that reflect the theme "Reflect. Respect. Celebrate." are eligible. Events can include, but are not limited to, community fairs, festivals, concerts, picnics, flag-raising ceremonies, and more. Further information on eligible events is available in the [program guidelines](#).

17. What are some examples of costs that the grant funding can be used for?

- Eligible costs include promotion of event/s, artist/talent fees, accessibility equipment hire, professional photography, catering, venue fees, and more. Further information on eligible and ineligible costs is available in the [program guidelines](#).

18. Can the grant funds be used to cover the operational expenses of my organisation?

- No, the grant cannot be used for the core operating expenses of your organisation, such as staff salaries, or the purchase of assets or infrastructure.

19. What happens if I don't use all the grant funds?

- Any unspent grant funds must be returned to the NADC, and funds cannot be used for expenses that are not clearly attributable to the Australia Day 2025 event.

20. Will all applications receive funding?

- No. The application process is competitive. It is anticipated that there will be numerous applicants competing for the available funding. Successful applications will be those which best meet the assessment criteria. Further information on the application process is available in the [program guidelines](#).

After the Approval of Applications

21. When will I be notified about the outcome of my application?

- Applicants will be notified of the outcome of their application within 20 business days after the closing date.

22. When will I receive payment of the grant if my application is successful?

- If you are successful, we expect to make payment to your nominated bank account within 10 business days of receiving a signed grant agreement and a valid tax invoice.

Reporting and Accountability

23. What do I need to do if my plans change after my application has been approved?

- Changes to event plans, such as start/end dates and times, event location, and planned activities, should be approved through the variation process. Applicants are required to submit a Variation Request Form to seek approval for any changes to plans outlined in the original application form. In order to initiate the variation process, please contact the grants team at grants@australiaday.org.au. They will attach the necessary forms to your application record for completion.

24. What are the reporting requirements after the event?

- Successful applicants must submit an online report by 30 April 2025, including a declaration that funds were spent according to the agreement and providing promotional materials and photographs showing the Australia Day Designs in use.

25. What are the consequences of not meeting the program requirements?

- Failure to meet program requirements, such as not displaying the Australia Day Designs (in equal proportion to internal designs), expenditure of grant funds on ineligible costs etc could result in cancellation of your second payment or the need to return grant funds.

Additional Grant: Significant Aboriginal and/or Torres Strait Islander Elements

26. If the additional elements do not cost the full \$5,000, can I spend the remaining funds on other eligible costs associated with the event?

- The additional grant of \$5,000 is for significant inclusion of Aboriginal and/or Torres Strait Islander elements. We encourage applicants to utilise the whole amount and incorporate as many additional elements as possible within budget. Any unspent funds will need to be returned to the NADC upon acquittal of your grant.

27. What qualifies as a significant Aboriginal and/or Torres Strait Islander element for the additional \$5,000 grant?

- Activities should go beyond a Welcome to Country or Acknowledgment of Country and include additional cultural elements such as, but not limited to, smoking ceremonies, story-telling, cultural walks, cultural workshops, art displays, performances by local Indigenous artists, Indigenous music, film or documentaries etc.

28. How do I consult with local Aboriginal and/or Torres Strait Islander communities?

- Applicants are encouraged to work closely with local Aboriginal and/or Torres Strait Islander communities to ensure that the cultural elements are planned and delivered in a culturally appropriate way. If possible, contact your council to

enquire about local Aboriginal and/or Torres Strait Islander communities and the best method of contact.

Miscellaneous

29. What supporting documents must I submit with my acquittal report?

- A declaration verifying that the grant funds have been spent in accordance with the grant agreement and high-quality images of different elements of the event taking place displaying the Australia Day designs.

30. What should I do if my event gets cancelled due to unforeseen circumstances?

- If your event is cancelled, you may need to submit a variation request to seek approval for an alternate event or consider pivoting to a virtual event if that was part of your contingency planning. Please advise the NADC as soon as you are made aware of circumstances resulting in cancellation. Also, be aware that you will still be required to acquit your grant in order to explain any costs incurred in preparation for the cancelled event, and to determine the amount of grant funds that need to be returned to the NADC.

31. Can I use the grant funds to hire a professional photographer for my event?

- Yes, up to \$1,000 of the grant can be used to hire a professional photographer or videographer if your organisation does not have the necessary skills or equipment. Please ensure plenty of photos are taken throughout the day and are of high quality displaying all elements of your event/s and Australia Day designs on display.