

NSW National Carers Week Grants

Frequently Asked Questions 'FAQs'

March 2026

Acknowledgement of Country

The NSW Department of Communities and Justice acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this document.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

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NSW National Carers Week Grants Program Frequently Asked Questions (FAQ)

Introduction

The NSW National Carers Week Grants Program FAQ list the most commonly asked questions and responses regarding the program and are developed to assist potential applicants.

These FAQs are intended to accompany the NSW National Carers Week Grants Program Guidelines.

Overview of the Grants Program

Q: What is the NSW National Carers Week Grants Program?

A: The NSW National Carers Week Grants program awards grants of between \$1,000 and \$2,000 for community activities or events that recognise and celebrate carers across NSW during National Carers Week, to be held from **Sunday 11 to Saturday 17 October 2026**.

The NSW National Carers Week Grants program seeks to fund a diverse range of inclusive activities or events from across NSW, particularly in rural and regional areas. The program encourages applications for activities or events that benefit young carers, culturally and linguistically diverse (CALD) carers, Aboriginal and Torres Strait Islander carers, and LGBTQIA+ carers.

Carers provide ongoing personal care, support and assistance to people who need it due to disability, a medical condition (including a terminal or chronic illness), a mental illness, or because they are frail and aged. In many cases, people who perform caring duties do not think of themselves as carers.

There are more than 958,500 carers in NSW. This includes people of different cultural backgrounds, ages, religions, genders and sexual orientations.

National Carers Week is a time to recognise, celebrate and raise awareness about the people who provide care to a family member or person in their community.

Q: What are the objectives of the Program?

A: The objectives of the NSW National Carers Week Grants program are to:

- provide carers with a diverse range of opportunities for connection through Carers Week activities or events.
- enhance the recognition of carers in communities across NSW during National Carers Week.

Applicants are required to think about how their applications will address these objectives and demonstrate this in their application.

Q: Are there any key changes to the Program in 2026?

A: Yes. Key changes to the NSW National Carers Week Grants program in 2026 are as follows:

- From 2026 the program is being run by the NSW Department of Communities and Justice.
- Grant funding has been increased in 2026. Grants of \$1,000 to \$2,000 are available, with organisations able to apply for up to four (4) separate grants. As in previous years, smaller community groups can still partner with larger organisations.

Completing your application

Q: How do I apply?

A: You can log in to SmartyGrants via the following link
<https://nswcommunities.smartygrants.com.au/NCWGrants2026>

You are not required to complete your application in one sitting, you can save and return later to complete and submit.

Once your application has been submitted you will receive an automated response from SmartyGrants. If you have not received this email, your application has not been successfully submitted, or the confirmation email has ended up in your junk mailbox.

You can also log in to the online system and click 'My Submissions' to view all submitted and unsubmitted applications. Submitted applications are identified by a green tick. Carefully check your application prior to submitting. If you realise that you have made an error once you have submitted your application, please contact carerstr@dcj.nsw.gov.au for assistance before the closing date.

Q: Do I have to use SmartyGrants to apply?

A: Yes, applications for this program will only be accepted if submitted via the SmartyGrants platform.

Q: Can I review the application form before starting my application?

A: Yes, when you log on to SmartyGrants and view the application you can also choose to download as a PDF to review whenever you like. You can also preview the form online. Please note that PDF copies of application forms do not show which questions are conditional, so you may see questions that do or do not apply to your organisation.

Q: Can I provide letters of support or references to support my application?

A: No, only your application form and any documents requested and submitted through the form on SmartyGrants will be considered.

Q: Is there support available to help me apply or answer questions?

A: The Department of Communities and Justice can assist organisations with queries regarding the application process, but not the content of the application. If you have any questions regarding the application process, please email carerstr@dcj.nsw.gov.au

Any issues with the application form or the SmartyGrants platform, please refer to the [Help Guide for Applicants](#).

Q: Can we submit more than one application?

A: Yes. Applicants may like to put forward more than one application to deliver different activities and events in different locations. Applicants can submit up to four (4) applications for a grant of between \$1,000 and \$2,000, per application.

Applicants will be required to identify the number of applications being submitted under this funding round and will also be required to prioritise the applications 1-4 in order of funding preference.

Please note, program funding is limited and not all applications may be successful.

Q: What is the difference between an ACCO and other organisations that serve Aboriginal and Torres Strait Islander communities?

A: Please refer to our page on [Aboriginal Community-Controlled Organisations \(ACCOs\)](#), which also provides information on our commitment to building the Aboriginal and Torres Strait Islander community-controlled sector.

Q: Should we include GST in our application?

A: Your funding request should include any GST that you will be charged by contractors or suppliers as part of the cost of delivery. This GST is part of your project expenses.

If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount. This is the GST you are obligated to charge and collect on behalf of the Australian Tax Office (ATO).

If your organisation's ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

Q: Will-in-kind contributions be considered as part of an application?

A: Yes. Donated materials and contributions by paid staff and volunteers of the organisation are allowed as part of the not-for-profit organisation's contribution to the cost of the activities or events. The estimated value of these contributions should be provided in the budget section of the application.

Q: Will late applications be considered?

A: The closing date is 5pm, 25 May 2026. No late applications will be accepted.

Eligibility and assessment criteria

Q: What are the eligibility criteria?

A: The NSW National Carers Week Grants program invites applications from small to large organisations that either directly or indirectly support carers in NSW. Eligible organisations under this program are listed in the Program Guidelines.

All applicants are required to meet the following eligibility criteria:

1. must be operating in NSW
2. all proposed activities or events must be delivered in NSW
3. it is preferred that activities or events are held during National Carers Week, however if required, activities can occur the week before or the week after
4. have an Australian bank account
5. have an Australian Business Number (ABN), or an Incorporation Number with Fair Trading NSW
6. have appropriate insurance; this must include but is not limited to a minimum of \$10 million Public Liability Insurance
7. address the National Redress Scheme sanctions.

Q: What are the assessment criteria?

A: Each application will be considered on its merits, based on how well it meets the assessment criteria. Assessments are conducted by independent assessors.

Each application is assessed against the following criteria:

1. The application provides one or more opportunities for connection during or close to National Carers Week
2. The activity(s) or event(s) enhance the recognition of carers during or close to National Carers Week

3. The application clearly demonstrates benefits to carers compared with the total cost of the application - the application represents good 'value for money'.

What grant funds can be used for

Q: What can we use the grant funds for?

A: Grant funds can only be used for expenses directly associated with the implementation of activities or events delivered during or close to National Carers Week. This can include activity or event promotion.

Refer to the Grants Program Guidelines for eligible activities and details of what the funds can not be spent on.

Q: Is subcontracting the same as auspicing?

A: Similar. Auspice arrangements are often used to help community organisations access funding to programs that have eligibility requirements they cannot meet in the timeframe required.

The lead organisation (the applicant) known as the 'auspisor' is contracted to lead, manage and support the implementation of the project on behalf of an organisation (the auspicee) who would otherwise not be eligible to apply for funding.

The organisation requiring the support known as the 'auspicee', not only benefits from accessing funds they would otherwise not be eligible to access, they also benefit from the management, infrastructure, insurance protection and resources of the auspisor, which are made available to the auspicee for the term of the grant.

Other requirements

Q: What insurance is my organisation required to maintain?

A: Grant recipients must maintain current and adequate insurance appropriate to the activities or events funded under this grant to cover any liability that might arise in connection with delivery.

This must include a **minimum of \$10 million Public Liability Insurance**, valid for the period during which the activity or event is delivered.

Where applicants already hold Public Liability Insurance, they will be encouraged to upload a copy of their current certificate of currency as part of the application.

Applicants who do not currently hold Public Liability Insurance may still apply but must indicate their willingness to obtain appropriate insurance if successful.

Evidence of current Public Liability Insurance covering the relevant delivery period must be provided before a Grant Agreement can be finalised and funds released.

If an organisation is not able to obtain the required insurance, applicants may either need to:

- take out appropriate insurance coverage for the duration of the activity or event, or
- approach another organisation to auspice the grant so that the activity or event is covered under the auspice's insurance (see *Auspicing Arrangements in the Grants Program Guidelines*).

Q: What is the National Redress Scheme?

A: The National Redress Scheme is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Redress Scheme provides support to people who experienced institutional child sexual abuse.

The Scheme:

- Acknowledges that many children were sexually abused in Australian institutions
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.

The Scheme started on 1 July 2018 and will run for 10 years. The NSW Government will not award a grant to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- At the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

For further information please visit the National Redress Scheme Sanctions Policy webpage.

Q: Do I need to provide banking details?

A: Yes. As part of the application, organisations will be asked to provide bank details (EFT), which will be used to pay grant funds if the application is successful. Applicants must upload supporting evidence to confirm these details, such as a recent bank statement or a letter from their financial institution that clearly shows the account name, BSB and account number. Applicants will have an opportunity to update their bank details if there are changes before contracting.

Q: Why should I keep my contact details up to date?

A: Your application, Grant Agreement and acquittal for the grants will be managed using the SmartyGrants online grants administration system. We will contact you and your organisation's authorised signatories using the details provided in your application on SmartyGrants.

It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. DCJ is not responsible for any consequences should your grant offer be withdrawn due to out-of-date contact details in SmartyGrants. Please email carerstr@dcj.nsw.gov.au to update contact details.

After applications close

Q: What is the assessment process?

A: The assessment process for the NSW National Carers Week Grants program is:

Eligibility assessment: Delegated staff conduct a review to ensure eligibility against the eligibility criteria and general compliance with the guidelines.

Competitive merit-based assessment: Each eligible application will be assessed against the assessment criteria listed above by an assessment panel.

Recommendations: The assessment panel will make recommendations to the final decision maker.

Q: Will the information in my application be kept confidential?

A: Information received in applications and in respect of applications is treated as confidential, and all assessors will sign a confidentiality agreement before reviewing your application. However, documents in the possession of the government are subject to the provisions of the *Government*

Information (Public Access) Act 2009. If you are successful, the NSW Government may share or publicise information on your project. An agreement that this may occur will form part of your Grant Agreement.

Q: When will I know if my application was successful?

A: You will be notified in writing of the outcome of your application. We anticipate that this will occur end of July 2026. Applicants must ensure their contact details on SmartyGrants remain up to date.

Q: If I'm successful, what happens then?

A: Successful applicants will enter into a Grant Agreement with the Department of Communities and Justice and will be required to provide a final report at completion of the project. Specific reporting requirements will be advised, if successful.

Successful applicants are required to return the signed Grant Agreement within two weeks of receipt. Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee (as deemed under the Articles of Association or Constitution), the General Manager or a delegated officer.

Once the signed Grant Agreement has been received, the Department will countersign the Agreement and return it to you by email. Once this has been completed, the payment process can commence. Specific instructions will be advised, if successful.

Q: What happens if situations change, and we wish to change the details of our application after we receive funding?

A: Any major variations to the approved activities or events in your original application must be formally requested and approved in writing before any related work takes place, as your application form will form part of your legally binding Grant Agreement with DCJ. Failure to do so may result in you being required to return the grant monies in full.

Q: What reporting will be required?

A: Successful applicants are required to provide a Completion Report. Grant recipients will complete a final report on project outcomes and a financial acquittal by the end of November 2026.

The Completion Report will be submitted via the SmartyGrants system and include:

- a signed/certified statement of income and expenditure for the entire grant
- a signed/certified acquittal form (provided by the Department of Communities and Justice)
- evidence demonstrating completion (copies of project records; surveys; media; promotional material; photos; social media pages; or any other evidence).

Please note:

- An officeholder in your organisation will be required to certify that the grant funds have been expended as per your financial acquittal.
- All financial records related to grant expenditure and acquittal must be retained by the organisation for seven years.
- Any photographs or videos containing images of participants and/or staff submitted in the Completion Report must be accompanied by a signed [DCJ still and moving images consent form](#).

Q: Why was my application not successful?

A: If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Please note that due to the high volume, DCJ is unable to provide individual feedback on each unsuccessful application.

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