

NSW National Carers Week Grants Program Guidelines

Program Guidelines

April 2026

Acknowledgement of Country

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We advise this resource may contain images, or names of deceased persons in photographs or historical content.

NSW National Carers Week Grants Program Guidelines

Published by Department of Communities and Justice

dcj.nsw.gov.au

First published: March 2026

Copyright and disclaimer

© State of New South Wales through Department of Communities and Justice. Information contained in this publication is based on knowledge and understanding at the time of writing, July 2027, and is subject to change. For more information, please visit dcj.nsw.gov.au/copyright.

Contents

1	National Carers Week Grants.....	5
	Key Dates.....	5
2	Overview of the NSW National Carers Week Grants Program.....	5
	Purpose of the NSW National Carers Week Grants Program.....	6
	Program Objectives	6
	Target Groups.....	6
	National Carers Week Activities or Events	6
	Eligibility Criteria.....	7
	ABN.....	8
	Available Funding	8
	Number of Applications.....	9
	Grant Fund Expenditure	9
	Grant Fund Exclusions	9
	Applicant Contributions.....	10
	Goods and Services Tax (GST).....	10
	Application Partners and Subcontractors.....	10
	Auspicing Arrangements	11
	National Redress Scheme	11
	Insurance	12
3	Application Process	12
	Step 1 – Check your eligibility	12
	Step 2 – Prepare your application.....	12
	Step 3 – Submit your application.....	13
4	Assessment Process.....	13
	Assessment Criteria	13
	Prioritisation	13
	Assessment	14
	Decision Making	14
	Feedback	14
5	Successful Grant Applications.....	14
	Grant Agreement	14
	Bank details.....	15
	Funding Acknowledgement.....	15
6	Performance, Monitoring and Reporting	15
	Extension Requests	15
	Completion Reporting.....	15
	Unspent Funds	16

	Additional Requirements.....	16
7	Additional information.....	16
	Accessibility	16
	Disclaimer.....	16
8	Appendix - NSW National Carers Week Grants Program Logic.....	17

1 NSW National Carers Week Grants

The NSW National Carers Week Grants Program Guidelines contain information to assist potential applicants to complete the grant application. It includes an overview of the NSW National Carers Week Grants program, information about the application process, eligibility and assessment criteria, how the funds can and cannot be used, and reporting requirements.

Applicants are advised to read these Guidelines and the Frequently Asked Questions (FAQs) prior to completing an application for a NSW National Carers Week grant.

Key Dates

Event	Date
Grant applications open	9:00 am on Friday, 24 April 2026
Grant applications close	5:00 pm on Monday, 25 May 2026
Successful applicants announced	Week beginning 27 July 2026
Contracting commences	28 July 2026
Activity(s)/event(s) commence	11 October 2026
Activity(s)/event(s) completed by	17 October 2026
Completion Reports submitted by	30 November 2026

The NSW National Carers Week Grants program is administered by the Department of Communities and Justice. For more information email questions to carerstr@dcj.nsw.gov.au.

2 Overview of the NSW National Carers Week Grants Program

The Carers (Recognition) Act 2010¹ defines carers as individuals who provide ongoing unpaid care, support and assistance to any other person who needs it because that other person:

- is a person with disability, or
- has a medical condition (including a terminal or chronic illness), or
- has a mental illness, or
- is frail and aged.

There are over 958,500² 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 friend.

In 2026, National Carers Week will run from **Sunday 11 to Saturday 17 October**.

¹ Carers (Recognition) Act 2010 No 20. Available at <https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2010-020>

² Australian Bureau of Statistics, 2022 Survey of Disability, Ageing and Carers. Available at <https://www.abs.gov.au/statistics/health/disability/disability-ageing-and-carers-australia-summary-findings/latest-release#carers>

The NSW National Carers Week Grants program awards grants to community activities or events that recognise and celebrate carers across NSW, during National Carers Week.

Purpose of the NSW National Carers Week Grants Program

The purpose of the NSW National Carers Week Grants program is to recognise and celebrate carers through a diverse range of opportunities for connection across NSW, during National Carers Week.

Findings from the 2022 National Carers Survey³ suggest that social connectedness and feeling recognised are protective factors for carer wellbeing.

The NSW National Carers Week Grants program also aligns with priorities of the *NSW Carers Strategy: Caring in NSW 2020-2030*⁴:

Priority 2: Carers are recognised, respected and empowered, and

Priority 4: Carers have better health and wellbeing.

Program Objectives

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

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

Applicants must demonstrate how their applications will address these objectives.

Target Groups

The program seeks to fund a diverse range of activities or events that recognise and celebrate carers across NSW, including:

- Aboriginal and Torres Strait Islander carers
- Young carers
- Older carers
- Female carers
- Male carers
- CALD carers (culturally and linguistically diverse carers)
- LGBTQIA+ carers
- Carers living in rural, regional and remote areas.

Note: applications do not need to cater to all carers. Applicants may choose to only target a particular cohort within the carer community or choose to open their activities or events to all carers in the community.

National Carers Week Activities or Events

Grant funding can only be used for the delivery of community activities or events, that bring carers together in the spirit of connection, celebration and recognition during National Carers Week.

The below are some examples of previous activities and events. Remember to address the program objectives and be as creative and innovative as you can.

³ Carers NSW (2023). 2022 NSW National Carer Survey: Full report. Available at: <http://www.carersnsw.org.au/research/survey>

⁴ NSW Government, NSW Carers Strategy: Caring in NSW 2020-2030. Available at: <https://dcj.nsw.gov.au/documents/community-inclusion/carers/nsw-carers-strategy/nsw-carers-strategy-caring-in-nsw-2020-2030.pdf>

Examples of National Carers Week activities or events		
Picnic in the park	Appreciation luncheon	Yoga class
Movie day/night	Wellness and self-care workshop	High Tea event with special guest speakers
Art therapy workshop	Dance class	Morning/afternoon tea
Cooking class	Tai Chi and meditation class	Skill development workshops

Eligibility Criteria

The NSW National Carers Week Grants program invites applications from small to large organisations that either directly or indirectly support carers in NSW.

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 NSW 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.

Under this program, eligible organisations are:

Applicant	Eligible
Incorporated organisations registered and approved as a not-for-profit body by NSW Fair Trading	☒
Not-for profit companies limited by guarantee, operating in NSW	☒
Public companies limited by guarantee, operating in NSW	☒
State Government Other Incorporated Entity with Deductible Gift Recipient (DGR) status including Local Area Health Districts and the Justice Health and Forensic Health Network	☒
Local government organisations, including: • NSW local councils operating under the Local Government Act 1993 (LG Act) • Joint Organisations (s4000 of the LG Act) • County Councils (s383 of the LG Act) • Regional Organisations of Councils (which are voluntary groupings of councils)	☒
Aboriginal Community Controlled Organisation (ACCO) – these Applicants will be required to provide documentation to support their ACCO status	☒
Indigenous Corporations registered with the Office of the Registrar of Indigenous Corporations (ORIC)	☒

Local Aboriginal Land Councils registered with the Office of the Registrar of Indigenous Corporations (ORIC)	✓
Trusts registered with the Australian Charities and Not-for-profits Commission (ACNC)	✓
NSW non-government organisations established under their own Act of Parliament	✓
Religious organisations operating in NSW	✓
Individuals (a sole trader) or groups of individuals	✗
Propriety companies and companies limited by shares	✗
Unincorporated organisations	✗
For profit commercial organisations	✗
NSW Government or Australian Government agencies and their entities (including schools, Colleges, TAFE campuses, universities). These organisations should consider whether they have an incorporated not-for-profit body or entity that may be eligible to apply for funding.	✗

During the assessment process, checks will be conducted to confirm the eligibility of organisations. Registers such as the ACNC, ASIC, ABN Lookup, ORIC and the NSW Office of Fair Trading Register will be considered.

ABN

It is preferable that your organisation hold an ABN and that it links to your organisation's name, trading name or business name. If your organisation's name does not match the details for the ABN, please visit www.abr.gov.au to update your details prior to submitting your application.

If your organisation does not have an ABN but is incorporated, you are still eligible to apply for funding. If successful, you will be required to provide a Statement by a Supplier form (please visit www.ato.gov.au) to receive payment of the grant funds.

Available Funding

Up to \$220,000 is available for eligible organisations in NSW to apply for a grant of between \$1,000 and \$2,000 to deliver community activities or events during or close to NSW National Carers Week.

All proposed activities or events must:

- address the NSW National Carers Week Grants program objectives, listed in these Guidelines
- be run in NSW, during or close to National Carers Week 11 to 17 October 2026
- be inclusive and accessible.

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 support young carers, culturally and linguistically diverse (CALD) carers, Aboriginal and Torres Strait Islander carers, and LGBTQIA+ carers.

Applicants may wish to apply for funding to deliver one or more activity or event during or close to National Carers Week. All activities or events must address the NSW National Carers Week Grants program objectives.

Successful applicants will enter into a Grant Agreement with the Department of Communities and Justice. The Grant Agreement will outline the terms and conditions of the grant including when grant funds are required to be spent by and completion reporting requirements.

Number of Applications

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.

For example, applicants can:

- submit one application for one activity or event in one location, or
- submit one application for multiple activities or events in multiple locations, or
- submit one application for multiple activities or events in one location, or
- submit more than one application for multiple activities or events in one or more locations.

Applicants will be required to identify the number of applications being submitted and will also be asked to prioritise their applications 1-4 in order of funding preference. Please note, program funding is limited and not all applications may be successful.

Grant Fund Expenditure

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.

Applicants must adhere to the following funding limit in their budget:

- up to 10% of the grant funds can be spent on the promotion of activities or events during or close to National Carers Week.

Applicants may like to provide a cash or in-kind contribution to support the implementation of these activities or events.

A detailed budget outlining all related expenses is required as part of the grant application. Applicants will be required to itemise the expenditure for all activities or events which will be considered during assessment to help determine whether the application represents good 'value for money'.

If successful, all grant funds will need to be spent by end of October 2026 and evidenced in the Completion Report and grant acquittal process, including a signed statement of income and expenditure for the entire grant amount.

Any unspent grant funds above \$250 must be returned to the Department by the due date.

Grant Fund Exclusions

Funding must **not** be used for:

- any activity of a commercial nature that is for profit
- costs that are not directly associated with the delivery of the activities or events
- existing debt or budget deficits
- capital works, including building work
- permanent salaries/wages (costs for workshop facilitators or guest speakers can be included)
- equipment purchases, for example furniture or computers
- business as usual costs or general operating expenses such as rent, insurance, electricity, water, rates, online platform subscriptions or the running of other programs within the organisation

- programs or activities that encourage gambling such as bingo, or the consumption of alcohol, tobacco and other drugs
- existing programs/projects/activities/events.

Applicant Contributions

Applicant contributions are not a mandatory program requirement. However, it is our view that community projects do well when they are supported by the community they are being delivered in.

Donated materials, time or cash contributions (either from the applicant organisation or application partners) are encouraged as part of the applicant's contribution towards their activities or events.

Applicant contributions will be looked upon favourably and considered during assessment to help determine whether the application represents good 'value for money'.

Applicant contributions may include, but not limited to:

- cash
- time from volunteers to support the activities or events
- marketing and promotion
- guest speakers, workshop facilitators, industry mentors
- workshop or activity/event support
- coordination and administrative support
- transport
- access to office spaces, meetings rooms, community centres, event spaces and recording studios
- video and photography services
- catering.

The estimated value of any contribution is to be detailed in the application form under the budget.

Goods and Services Tax (GST)

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 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.

Application Partners and Subcontractors

For the purposes of this program, an application partner refers to one or more organisations or individuals who are collaborating with your organisation (as the lead organisation) to provide resources, supports and /or activities that can either be provided in-kind or funded through the grant.

Subcontractors are hired on a short-term, fee-for-service arrangement to deliver particular services or activities and are funded through the grant.

Where there are application partners and/or subcontractors required, we encourage the lead organisation (the applicant) to have a partnership or subcontracting agreement in place to conduct specified activities. We expect the lead organisation to keep full financial control of the grant funds, where funds are released to partners or subcontractors via the payment of a valid invoice.

The lead organisation will retain all contractual obligations under the Grant Agreement for delivery and accountability. For this reason, it is important that the necessary due diligence is conducted before entering into an agreement with a partner or subcontractor.

For more information on subcontracting, visit <https://www.facs.nsw.gov.au/providers/working-with-us/fcm-resources/subcontracting>

It is not mandatory for your application to have partners. If you do, applicants will be asked to list up to two partners in the application form.

Note the lead organisation and the applicant are one and the same.

Auspicings Arrangements

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 ‘auspicator’ is contracted to lead, manage and support the implementation of the activities or events 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 auspicator, which are made available to the auspicee for the term of the grant.

The following guidelines apply:

- The lead organisation (the applicant and auspicator) must be eligible to apply as per the Program Guidelines (see *Eligibility Criteria*).
- The auspicator will retain all contractual obligations under the Grant Agreement for delivery and accountability, including full financial control of the grant funds and all reporting requirements. Funds are paid out via a valid invoice.
- The auspicee that’s delivering the activities or events can invoice the auspicator as a subcontractor, on a fee for service basis.
- The auspicator and auspicee must enter into an auspicings agreement (a legally binding contract) that sets out the legal obligations and the roles and responsibilities of each party.
- The auspicator may also charge a fee (such as a management or coordination fee) for making the relevant arrangements on behalf of the auspicee. This should be itemised in the budget provided in the grant application.

For more information on auspicings arrangements, visit <https://www.nfplaw.org.au/free-resources/working-with-others/what-is-auspicings>.

Applicants will be required to identify if they are auspicings the grant on behalf of another organisation in the application form.

National Redress Scheme

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.
- Visit the website for further information about the [National Redress Scheme](#) sanctions.

Insurance

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 are 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 *Auspicings Arrangements*).

3 Application Process

Step 1 – Check your eligibility

- Before you start an application, read these Guidelines fully to make sure you understand all the relevant requirements, including your organisation's eligibility (see **Eligibility Criteria**).

Step 2 – Prepare your application

- Once you have confirmed that your organisation is eligible to apply, you can commence the application process. Applications are submitted via SmartyGrants, an online grants administration system.
- You can access the application form via <https://DCJ.smartygrants.com.au/NCWGrants2026>
- Read over the **Program Objectives** to make sure your application adheres to these guidelines.
- Read over the **Grant Fund Expenditure** and **Grant Fund Exclusions** list to make sure your application fits within these guidelines. Also consider any applicant contributions.
- Read over the **Assessment Criteria** (below) to understand what the assessors are looking for.
- 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.

- If you have any issues with the application form or the SmartyGrants platform, please refer to the [Help Guide for Applicants](#).

Step 3 – Submit your application

- Read through and complete the application form at your own pace. You are not required to submit the form in one sitting, you can save and return later to complete and submit. Remember to save the form regularly.
- Applications can be submitted at any time before the deadline, but no applications will be accepted after the deadline. The SmartyGrants system will automatically shut off at 5:00pm on the due date.
- At the end of the online application form, you will be prompted to review your application. Any errors (word limits not reached, questions not completed) will be highlighted in red and you will be prompted to go back and correct the error before your application can be submitted. Carefully check your application prior to submitting.
- Once you have reviewed your application and you are ready to submit it, you will need to click the submit button. Once submitted no changes can be made. Simply saving your application does not lodge your application with the Department.
- Once your application has been submitted you will receive an automated response from SmartyGrants – a confirmation of submission email. 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. Please check this before contacting us. You can also log in to SmartyGrants and click 'My Submissions' to view your submitted and unsubmitted applications. Submitted applications are identified by a green tick.
- If you realise that you have made an error once you have submitted your application, please email carerstr@dcj.nsw.gov.au for assistance before the closing date.
- The Carers Team in the Department of Communities and Justice can assist organisations with queries regarding the application process, but not the content of the application. The team member providing application support, does not assess applications to maintain a fair and equitable process. Please note staff are unable to edit or correct any applications. If you have any questions regarding the application process, please email carerstr@dcj.nsw.gov.au.

4 Assessment Process

Assessment Criteria

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 activities or events 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'.

Prioritisation

Applicants can submit up to four (4) separate applications. 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.

Assessment

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 these 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.

Decision Making

The Deputy Secretary, Strategy, Policy and Commissioning in the Department of Communities and Justice is the final decision maker for the NSW National Carers Week Grants program. The Deputy Secretary will consider the recommendations of the assessment panel and make a final decision.

Once a decision has been made, the Minister responsible for Carers in NSW will write to the successful organisations notifying them of the outcome of their application. At this time, the Executive Director, Early Intervention, Disability and Inclusion will write to the unsuccessful applicants notifying them of their outcome.

Feedback

If an application is unsuccessful, it does not mean it was without merit. Funding is limited and not all applications can be successful. Due to the high volume of applications, the Department is unable to provide individualised feedback on each unsuccessful application. There are no appeals under the NSW National Carers Week Grants program.

5 Successful Grant Applications

The NSW Grant Administration Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

The successful organisations and their applications including title, description, location and grant amount, will be listed on the Government's [NSW Grant Funding Finder website](#).

Grant Agreement

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. 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 the 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 by email. Once this has been completed, the payment process can commence. Specific instructions will be advised, if successful.

Please note: Any **variations** including scope, location or timing outlined in the original application must be formally requested and approved in writing before any related work takes place. Failure to do so may result in the withdrawal of the grant offer.

Bank details

It is the responsibility of the applicant organisation to ensure correct banking details are provided in the application form.

Funding Acknowledgement

Recipients of NSW Government funding must acknowledge the NSW Government in all written materials for the activity or event, in accordance with the NSW Government Branding Guidelines. The NSW Government Logo (provided on request) and an acknowledgement statement such as 'Proudly funded by' or 'Proudly supported by' should appear in materials such as annual reports, media releases, digital and printed materials, web pages and online documents, advertising, posters and signs.

For more information regarding the NSW Government's Funding Acknowledgement Guidelines, please visit www.nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines.

6 Performance, Monitoring and Reporting

Extension Requests

A grant recipient may request an extension to deliver the approved activities or events outside of the approved timeline. Extensions are not guaranteed, however, if required, a request must be submitted in writing via email to carerstr@dcj.nsw.gov.au. The Department will endeavour to respond in writing within five business days.

Your request must include an explanation of the circumstances surrounding the need for extension and proposed timeframe for delivery.

Completion Reporting

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

The Completion Report is submitted via the SmartyGrants system and includes:

- 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 (evidence of expenditure such as invoices and receipts, surveys; any 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](#).

Unspent Funds

If there are unspent funds remaining, these must be returned to the Department of Communities and Justice, if more than \$250. Details on how to return these funds will be provided at the time.

Additional Requirements

- The Department of Communities and Justice has a right to inspect any records kept under the grant.
 - A Completion Report, a signed Statement of Income and Expenditure and an Acquittal Statement Form must be uploaded and submitted via SmartyGrants no later than 30 November 2026. The Department of Communities and Justice will send the Acquittal Statement Form and link to the Completion Report in SmartyGrants prior the required date.
 - The Department of Communities and Justice may request to meet virtually or visit in person, during your grant activity, to review your progress. The Department will seek your permission to visit, in accordance with local protocols, and provide you with reasonable notice of any visit.
-

7 Additional information

Accessibility

If you have an accessibility requirement, contact the Carers Team carerstr@dcj.nsw.gov.au to assist with the application process.

Disclaimer

Every effort has been made to ensure that this publication is free from error and/or omission at the date of publication. The authors, publisher and any person involved in the preparation of this publication take no responsibility for loss occurring to any person acting or refraining from action as a result of information contained herein.

8 Appendix - NSW National Carers Week Grants Program Logic

NEED / PROBLEM	EVIDENCE	PROGRAM Program components and activities	MECHANISMS OF CHANGE	OUTPUTS	SHORT-TERM OUTCOMES	MEDIUM-TERM OUTCOMES	LONG-TERM OUTCOMES
Recognition and Awareness Low community awareness and recognition of unpaid carers. Many carers do not identify as carers and may not feel recognised or valued within their communities.¹ Connection Many carers experience social isolation and have limited opportunities to connect with others in similar circumstances. Local organisations often lack small, flexible funding to deliver inclusive recognition or connection activities during National Carers Week.²	NSW Carers Strategy: Caring in NSW 2020-2030: <u>Priority 2:</u> Carers are recognised, respected and empowered, and <u>Priority 4:</u> Carers have better health and wellbeing.³ Evidence indicates that lower levels of recognition and social connectedness are associated with poorer wellbeing outcomes for carers.⁴	National Carers Week delivered annually. Small grants (\$1,000–\$2,000). Community-based events and activities held during or close to National Carers Week that recognise and connect carers.	Recognition and Awareness Public community events acknowledge and celebrate carers and increase understanding of caring roles. Connection Low-barrier, time-limited activities provide safe opportunities for carers to participate, meet others with shared experience, and feel socially included.	Number of funded events / activities. Number of carers attending funded events / activities. Number of Local Government Areas represented. Number of events / activities for each carer cohort (where applicable): - Aboriginal and Torres Strait Islander carers - Young carers - Older carers - Female carers - Male carers - Culturally and linguistically diverse (CALD) carers - LGBTQIA+ carers. - Regional, rural or remote communities.	Recognition and Awareness Carers feel recognised, acknowledged and valued through participation in National Carers Week activities. Connection Carers have opportunities to connect with other carers and participate in community activities.	Recognition and Awareness Increased visibility of carers within local communities during National Carers Week. Connection Carers feel more socially connected to their local community.	Carers are recognised and have meaningful opportunities to connect in their communities during National Carers Week. Human Services Outcomes Framework Domains <u>Social and Community:</u> All people in NSW are able to participate and feel culturally and socially connected. <u>Health domain</u> – People have good mental health and social and emotional wellbeing.

¹ NSW Government, *Carers (Recognition) Act 2010* and NSW Carers Strategy: Caring in NSW 2020–2030.

² Australian Bureau of Statistics, *Survey of Disability, Ageing and Carers* (latest available data).

³ NSW Government, *NSW Carers Strategy: Caring in NSW 2020–2030*, Priorities 2 and 4.

⁴ Carers NSW, *National Carer Survey* and *NSW Carer Survey* findings on recognition, wellbeing and social connectedness.

Communities and Justice

6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta 2124

Office hours:
Monday to Friday
9:00am – 5:00pm

E: carerstr@dcj.nsw.gov.au