Urgent Need Small Grants Program

2025/2026

Funding Guidelines

HORSHAM
Rural City Council

Supporting urgent requests

Horsham Rural City Council (HRCC) Urgent Need Small Grants Program aims to support urgent and short-term requests for funding from not-for-profit groups within our community.

Funding guidelines

GENERAL INFORMATION

The Urgent Need Small Grants program is open continuously from July 1 until funding is exhausted each financial year.

The minimum grant request is $200 and the maximum grant request is $1,000.

This grants program will prioritise requests for funding to support small events or urgent projects that have to be completed within a short time frame. For example: a Community Hall anniversary celebration or replacement of a refrigerator.

Please note: Applicants are asked to first consider if they can apply within the timelines of Council's Community Development Grants Program or Community Events Program. If these timelines do not suit a project, applicants may apply for an Urgent Need Small Grant.

Applications open on 1 July 2025.

Successful projects must commence after 1 July 2025 and be completed by 30 June 2026. Grant funding is for the 2025-2026 financial year.

Applications for the Urgent Need Small Grants program must align with the Council Plan.

WHO CAN APPLY?

The following criteria need to be met to be eligible for a grant:

- ✓ Be a not-for-profit group.
- ✓ The project has the endorsement of the applicant organisation and all other user groups.
- ✓ Be incorporated, have an ABN, or have an auspice body.
- ✓ Include direct benefits to residents of HRCC.
- ✓ Be a group based within HRCC with the project being delivered within the municipality.

WHO CANNOT APPLY?

- × You are an individual or seeking funding for a commercial business.
- × Funds are required for organisational operating costs, e.g. wages and utilities.
- × You have already commenced and spent money on the project.
- × Projects that require ongoing funding from HRCC.
- × Your project is the responsibility of other sector/s of government.
- × Your project is seeking funding for religious assets.

× Projects that are a clear duplication of an existing service.

OTHER INFORMATION

- If you are not incorporated and require an Auspice, you will need to attach a completed Auspice Agreement Form (template provided).
- All planning, building permits and any other authorisations including public liability insurance and landowner consent remain the responsibility of the applicant organisation and must be received by the relevant authorities prior to starting the project.
- An offer of a grant by HRCC does not mean any ongoing funding commitment or obligation by HRCC.
- HRCC assistance should be acknowledged on any promotional material or media coverage relating to the project.
- HRCC may only allocate part funding for the project.

ASSESSMENT CRITERIA

Applications will be assessed by HRCC using the following criteria:

- The urgency of the funding request
- The extent of previous assistance provided by HRCC.
- How well the project supports HRCC Council Plan priorities.

Submitting an Application

The application form must be completed online through Council's SmartyGrants system.

If you require assistance to complete the on-line form, our Community Grants Team can help. Please contact Customer Service to make an appointment by calling 53829777.

NOTIFICATION OF OUTCOME

Applicants will be notified of the outcome within one month of the date of application.

Grant payment and reporting back

Payment of grants will be made upon completion of projects. Organisations must:

- Lodge an online that will be available through the SmartyGrants portal.
- Attach invoice from your organisation to Council requesting grant payment
- Attach a photographs of the completed project.

WANT TO KNOW MORE?

For more information, please contact the Community Grants Team on 5382 9777.