

Community Support Program Guidelines

2026-2027

Community Support Program Guidelines

1. About this program

Norfolk Island Regional Council (Council) is committed to supporting and encouraging Norfolk Island individuals, community groups and organisations with opportunities to create a healthy, happy and connected community. Council will do this through community funding, sponsorship, donations and in-kind support via the Community Support Program (CSP).

Applications for the CSP can be made throughout the year using the CSP application form.

2. What support is available

Support available through the Community Support Program includes:

- up to \$250 per person for young people under 18 years of age participating in leadership, development or overseas sporting opportunities; and
- up to \$3,000 for eligible not-for-profit organisations, community groups, arts, cultural, recreation or environmental programs and services, which fall outside of the Community Strategic Plan Grant Program.
- fee waivers or reductions for eligible Council fees and charges; and
- other non-cash or in-kind assistance that Council may be able to provide.

Non-cash or in-kind support is subject to Council resources being available. Requests must be submitted at least 14 days before the event.

3. How can I apply?

CSP application forms can be found online at: <https://www.nirc.gov.au/Customer-Service/Grants-program>, or at Customer Care. Applications can be submitted to Customer Care:

Email: customercare@nirc.gov.nf
In person: Bicentennial Building, 39 Taylors Road, Norfolk Island
Post: PO Box 95, Norfolk Island 2899

4. Assessment of applications

CSP applications seeking financial support will be assessed by the Grants and Community Coordinator against the criteria below, and be approved by the General Manager.

4.1 Community financial support

- Applicants must be a not-for-profit organisation, community group, or a person under 18 applying for an eligible opportunity. For-profit businesses are not eligible.
- The activity must benefit the Norfolk Island community and not be mainly for private or commercial gain.
- The request must fit the program purpose and funding limit.

CSP applications seeking non-cash or in-kind support will be assessed by the Grants and Community Engagement Coordinator against the below criteria, be approved by the General Manager.

4.2 Non-cash or in-kind support

- The applicant must be an eligible individual, not-for-profit organisation or community group.
- The project, event or activity must be based on Norfolk Island or provide a genuine benefit to the Norfolk Island community.
- The primary purpose of the support must not be private or commercial gain.
- The request must be received at least 14 days before the project or event and include enough information for Council to assess and schedule the support.

5. Successful applications

Successful applicants receiving financial support will receive a funding agreement that binds the parties to the documented terms, including any reporting and / or acquittal requirements. The document must be signed and returned before funds are provided.

Successful applicants receiving non-cash or in-kind support will be notified in writing.

6. Unsuccessful applications

Unsuccessful applicants will be advised in writing.

7. Information Collection and Privacy statement

Personal information collected through the program will be collected, stored, managed and administered in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.

Council may use non-identifying information about successful applications, such as the type of support provided and general community outcomes, to promote the CSP and share its benefits through Council communications, including social media. Council will not publish personal information, images or identifying details without consent.

Information regarding this grant will be recorded in the Grants Register and all documents are retained on file.

8. Where to go for help

For help with the program or application process, contact Customer Care.

Email: customercare@nirc.gov.nf

In person: Bicentennial Building, 39 Taylors Road, Norfolk Island

Phone: +6723 22001 or local free call 0100

9. Document Control

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