

Community Building Partnership - Expression of Interest

Application Number

This field is read only.
The identification number for this submission.

Grant Round Electoral District

This field is read only.
The electoral district this submission is in.

Instructions

Thank you for your interest in applying for a Community Building Partnership grant.

Before you begin, you must read the:

- [CBP 2026 Program Guidelines](#), and
- [Electoral District Priorities](#).

We also recommend reading the [Program FAQs](#)

The information you provide in this EOI will be used by local Members of Parliament (MPs) to shortlist submissions.

The eligibility self-check in this form will help you confirm minimum program requirements before you continue.

How to complete your Expression of Interest (EOI)

Please follow the steps below to make sure your EOI is submitted correctly:

1. Select the correct electoral district

- Your project location must be in the electoral district you are applying to.
- For vehicle projects, this must be the electoral district where the vehicle will mainly be used.

2. Provide the required information

Your EOI must include:

- a short project description of what the project will purchase and details of who will benefit.
- how the project aligns with the electoral district priorities.
- the project category, location and funding request.
- organisation details and required declarations.
- any conflict of interest you may be aware of involving the MP of the electoral district you are applying to.

3. Number of EOIs you can submit

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Each applicant is limited to submitting 2 EOIs per electoral district.

- To apply for both full and partial funding of your project, please submit a separate EOI for each funding option.
- If an applicant applies for full funding in one EOI and partial funding in another EOI for the same project, these EOIs for the same project will only count as 1 towards the 2 EOI limit in that electoral district.

4. Confirm you have supporting documents

- You are not required to upload supporting documents at the EOI stage. However, you must confirm that you already hold, or are able to submit required supporting documents with your detailed application if your EOI is shortlisted, including:
 - Current Public Liability Insurance (minimum \$5 million)
 - Council-delegated financial authority for council committee under section 355 of the *Local Government Act 1993* (where applicable)
 - [Property/landowner consent](#) (where applicable)
 - Crown Land or Department of Education approvals (where applicable)
 - Development Approval (where applicable)
 - Quotes to support expenditure (mandatory for all grant requests \$30,001 or above)

5. Save your work regularly

- SmartyGrants does not autosave. Saving often will prevent loss of information.

6. Submit your EOI on time

- Allow enough time to complete your submission.
- Your EOI is not officially submitted until you click 'Review and Submit' at the end of the form.
- EOIs must be submitted before the closing date and time.
- EOIs still in progress at the closing date and time will not be accepted.
- If you submit an incomplete EOI, your EOI will not progress to shortlisting.

What happens next

- If your EOI is shortlisted by the local MP, you will be invited to submit a detailed application.
- If your EOI is not shortlisted, your application will not move to the next stage.

Need Help?

The CBP Team at the Department of Communities and Justice is available to assist CBP 2026 applicants with general program queries.

Phone: (02) 8753 8144

Email: CBP2026@dcj.nsw.gov.au

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

When contacting the CBP Team, please include your application number in all emails and have it ready when calling. This helps us respond to your enquiry more efficiently.

We receive a high volume of calls and emails in the days leading up to the application deadline. If you need assistance, please contact us at least 24 hours before the deadline.

Eligibility Self-Check

* indicates a required field

This section is designed to help you confirm whether your organisation and project meet the minimum requirements of the Community Building Partnership 2026 program before you continue with this Expression of Interest (EOI).

The questions that follow are grouped into:

- Organisation eligibility, and
- Project eligibility

Each section outlines the specific requirements you must meet.

- You must answer **Yes** to all questions to proceed.
- If you answer **No** to any question, you will not be able to complete the EOI.

If you are unsure about eligibility, please contact the CBP Team for assistance before submitting an EOI.

Phone: (02) 8753 8144 **Email:** CBP2026@dcj.nsw.gov.au **Office hours:** 9am – 5pm, Monday to Friday

Organisation Eligibility

The organisation must be one of the following:

- Incorporated association registered with NSW Fair Trading
- Australian public company limited by guarantee
- Local Aboriginal Land Council
- Indigenous corporation registered with the Office of the Registrar of Indigenous Corporations
- NSW local council
- Council committee under section 355 of the *Local Government Act 1993*
- Trust registered with the Australian Charities and Not-for-profits Commission (ACNC)
- P & C Association registered with NSW Fair Trading or the Federation of Parents and Citizens Associations of NSW
- Not-for-profit entity incorporated under an Act of Parliament
- Non-distributing co-operative registered with NSW Fair Trading

Is the applicant an eligible organisation type? *

- Yes
- No

Project Eligibility

Eligible projects must:

-

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Fit within **one** of the following categories:

- Capital works
- Equipment purchase
- Registered vehicle purchase
- Be completed by 24 January 2028
- Be delivered within the electoral district funding is requested from.

Is the proposed project eligible for CBP 2026? *

- Yes
- No

To be eligible the project location for :

- capital works or equipment projects, must be within the selected electoral district.
- registered vehicle projects, the vehicle must primarily service the selected electoral district.

You are submitting a funding request for the following electoral district:

This field is read only.

It will display the name of the electoral district you have applied to.

Is the project located within, or if a vehicle will it primarily service, the electoral district displayed above? *

- Yes
- No

To be eligible, funding requests must:

- be no less than \$10,000 and no more than \$100,000 and
- be based on a quote or formal estimate.

Is the grant amount requested between \$10,000 and \$100,000? *

- Yes
- No

To be eligible, the project must:

- commence after the EOI closing date (8 May 2026) and
- be fully completed by 24 January 2028

Can the project be delivered within the required timeframe? *

- Yes
- No

If shortlisted, you will be required to provide documentation including:

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- Current Public Liability Insurance (minimum \$5 million)
- Council-delegated financial authority for council committees under section 355 of the *Local Government Act 1993* (where applicable)
- Property/landowner consent (where applicable)
- Crown Land or Department of Education approvals (where applicable)
- Development Approval (where applicable)
- Quotes to support expenditure (mandatory for all grant requests \$30,001 or above)

You do not need to upload these now, but you must be able to provide them if invited to submit a detailed application.

If shortlisted, can the organisation provide the required supporting documentation at the detailed application stage? *

- Yes
 No

Continue with your EOI

Thank you, based on your responses you can proceed with your EOI.

Please note: If your EOI is shortlisted, you will be invited to submit a detailed application, and eligibility will be assessed at that stage.

You may not be eligible to submit this EOI

Based on your response, you do not meet **minimum requirements** for the program.

If you believe you selected an incorrect answer, you can review and update your response.

If you are unsure about eligibility, please contact the CBP Team for assistance before submitting an EOI.

Phone: (02) 8753 8144 **Email:** CBP2026@dcj.nsw.gov.au **Office hours:** 9am - 5pm, Monday to Friday

Organisation Information

* indicates a required field

Name of the organisation submitting this application *

Organisation Name

Use sentence case (for example: Community Services Association Inc.), and check spelling carefully.

If you are shortlisted and asked to submit a detailed application, you will NOT be able to change the names of the organisation submitting this application and signing the funding agreement.

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Legal name of the organisation

The name you enter must be the legal name of the organisation that can enter into a funding agreement if this application is successful. It must exactly match the organisation's legal name as recorded on official registers.

To confirm your organisation's legal name, use one of the following:

If you have an ABN:

- [ASIC Register](#)
- [Australian Business Register \(ABR\)](#)
- [ACNC Register](#)

If you do not have an ABN:

- [Incorporated Associations Register](#)

Legal name of the organisation that will sign the funding agreement *

Must be no more than 60 characters.
Use sentence case and check spelling carefully.

Address of the organisation that will sign the funding agreement *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Organisation Contact Person

This must be the person the CBP team can contact should the application be successful.

Who is the best contact person for your organisation? *

First Name

Last Name

Position *

Phone Number *

Must be an Australian phone number.

Project Details

* indicates a required field

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If you are shortlisted and asked to submit a detailed application, you will NOT be able to change the project title, project description, priority alignment or amount requested.

Project Title

Provide a short, descriptive title for your project. *

Must be no more than 160 characters.

Example titles:

- Community Shed Power Tool Upgrade
- Accessible Community Minibus Acquisition
- Commercial Kitchen Upgrade and Installation

Should your application be successful this title will appear on the NSW Government grants website.

Project Description

Provide a brief description of the items or equipment to be delivered as part of this project. *

Must be no more than 300 characters.

Example descriptions:

- Purchase and upgrade essential power tools for the community shed, including saws, drills, sanders, and associated safety equipment, to replace ageing tools and support workshops, skill-building activities, repairs, and small community projects in a safe and efficient environment.
- Purchase a new 15-seater minibus fitted with accessibility features such as a wheelchair lift and secure seating, to safely transport community members to programs, appointments, and local events.
- Purchase and install a fully equipped commercial kitchen, including ovens, refrigerators, storage, and food preparation benches, to enable safe food preparation for community events and local programs.

Electoral District Priority Alignment

Electoral district priorities have been prepared by the local Members of Parliament (MPs) to provide guidance to applicants considering lodging a submission for CBP 2026 funding.

For details on your district priorities, refer to the [Electoral District Priorities](#) PDF.

Provide a brief description of how this project supports the electoral district priorities *

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Word count:

Must be between 20 and 100 words.

Provide a short description (50 words recommended)

Examples:

- Upgrading power tools at the community shed supports the electoral district priority of strengthening community infrastructure by maintaining a safe, functional shared space that enables skill development, volunteering, and community participation through hands-on activities and local projects.
- Providing an accessible community minibus supports the electoral district priorities around social inclusion and service access by reducing transport barriers for people with limited mobility, older residents, and those without private transport.
- The commercial kitchen upgrade aligns with the electoral district priorities to strengthen community services by supporting local food programs, community events, and volunteer-led initiatives that improve wellbeing and social connection.

Grant Funding and Project Costs

If you are shortlisted you will need to provide a detailed budget and supporting quotes as part of the detailed application.

Grant Amount Requested *

Must be a whole dollar amount (no cents) and between 10000 and 100000.

Total Project Cost *

Must be a whole dollar amount (no cents) and at least 10000.

Include the full cost of the project

Project Category

* indicates a required field

Project Categories

Applicants must select one project category for their project. Project categories are based on what is required to complete the project so it is fit for purpose, not only what is being purchased.

If you are shortlisted and invited to submit a detailed application, you will not be able to change your project category.

Selecting an incorrect project category may result in your application being assessed as ineligible, particularly where required approvals or consents are not provided.

Capital works

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Capital works are defined as *'improvements to the land or building, or freestanding equipment that will be fixed or installed to the land or building'*. This includes:

- construction of new community infrastructure
- upgrade (refurbishment, repair and maintenance) to existing community infrastructure
- any project component that requires fixed installation and would require permission from the owner of the building/land to commence works. *(This applies even if your organisation is the owner and/or other project components are freestanding equipment.)*

Equipment

Equipment is defined as *'freestanding equipment that does not require fixed installation and/or registration'*. This includes:

- unregistered vehicles such as tractors, utility task vehicles (UTVs), all-terrain vehicles (ATVs), dragon boats, golf buggies, dinghies, and power or sailing boats less than 5.5 metres long or with an engine under 4.0 kW
- Automated External Defibrillators (AEDs) *(Applications are limited to one AED package up to \$3,000 per application, per project location. Applications seeking more than one AED package at a single location will be deemed ineligible.)*

Vehicles

Vehicles are defined as *'vehicles that require registration'*. This includes:

- purchase or modification of vehicles that require registration
- on road vehicles such as cars, buses, trucks, trailers
- off road or on water vehicles such as motorised rescue vehicles and boats.

Important information about project categories

To help you select the correct project category, please answer the following questions carefully.

The CBP program does not allow mixed project categories, unless all components are required to complete the project.

Examples:

- Building a boat shed does not require the purchase of boats, canoes or life jackets to complete the project.
- A commercial kitchen upgrade requires the purchase of essential appliances (such as a fridge or freezer) for the project to be fit for purpose.

For further information on project categories and eligibility requirements, please refer to the [CBP 2026 Program Guidelines](#).

Projects that involve building works or improvements to land or buildings, that require development approval and/or landowner consent, are treated as **Capital Works** projects. This includes projects where equipment or appliances required to complete the works (such as fridges, freezers, microwaves or audio-visual equipment) are also being purchased.

Does your project involve any building works, refurbishment, repair, maintenance, or improvements to land or buildings, including works that require development approval and/or landowner consent? *

- Yes - Select Capital Works
- No

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Projects that involve a registered vehicle, including any equipment or modifications required for the vehicle to be fit for purpose (such as accessibility lifts or ramps, outboard motors, CB radios or aftermarket awnings) are treated as **Vehicle Purchase** projects. This includes on-road, off-road or on-water vehicles that require registration.

Does your project involve the purchase or modification of a vehicle that must be registered? *

- Yes - Select Vehicle Purchase
- No

Projects that only involve standalone equipment purchases are treated as **Equipment Purchase** projects. Standalone equipment can be installed, used or removed without altering a building or site and do not require vehicle registration.

Is your project only for the purchase of standalone, freestanding equipment, with no building works, fixed installation, landowner consent, development approval, or registered vehicles required? *

- Yes - Select Equipment Purchase
- No

This project is for: *

- Capital Works
- Equipment Purchase
- Vehicle Purchase

Project Location

* indicates a required field

This section confirms where the project will be delivered and ensures it aligns with the NSW electoral district selected for this Expression of Interest (EOI).

To review your electoral district boundaries, visit the Elections NSW website and use the 'Search by street address' function or 'State Districts' browse function:

<https://elections.nsw.gov.au/elections/find-my-electorate>

If you are requesting funding for multiple locations, you must submit a separate application for each location.

If you are shortlisted and asked to submit a detailed application, you will NOT be able to change the electoral district or project location.

For capital works and equipment projects, you must enter one physical project address (a single street address).

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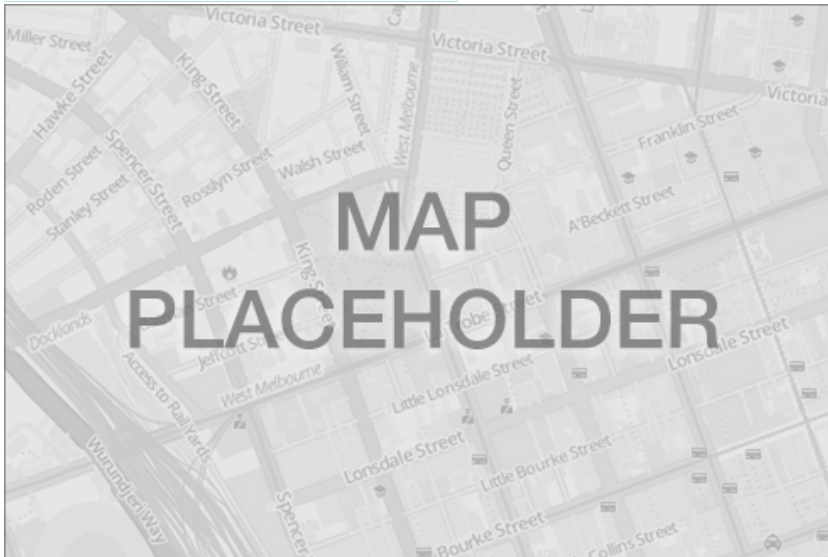
We cannot accept PO Boxes, “corner of” addresses, or level/unit-only addresses, as these cannot be validated against electoral district boundaries.

How to enter your project location:

- 1.Type your project location address, starting with the street number and street name.
- 2.Continue typing until your address appears in the dropdown list.
- 3.Select your address from the dropdown list.
- 4.If your address does not appear, use the pin-drop feature to select the address on the map.
- 5.Move the pin as accurately as possible to your address.
- 6.Confirm the correct address appears in the yellow bar, then select “Use this address?”

Project Location *

Address



Address Line 1, Suburb/Town, State/Province, and Postcode are required.

If your project location is in a park, field or oval, please tell us its name

Confirm your electoral district

Please review the electoral district shown below and confirm that it matches the electoral district you selected for this EOI.

If no electoral district is displayed, or it does not match the electoral district you are applying for funding with, you will need to either:

- amend the project location address entered (following the instructions provided), or
- close this form and start a new application in the correct electoral district from the [CBP Homepage](#)

NSW Electoral district for your Project Location

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This must match the electoral district you are applying for funding in

I confirm that the project location entered is correctly located within the electoral district shown above and that this information is accurate *

Yes

For vehicle projects, the project location is the NSW electoral district that the vehicle will primarily service, NOT the address where the vehicle is registered.

You are submitting a funding request for the following electoral district:

This field is read only.

I confirm the vehicle will primarily service this electoral district *

- Yes - The vehicle will be registered in and primarily service this electoral district.
- Yes - The vehicle will primarily service this electoral district but will be registered elsewhere.
- No - The vehicle will not primarily service this electoral district (the project may not be considered for the district selected).

If the vehicle will not primarily service the electoral district displayed close this form and start a new application in the correct electoral district from the [CBP Homepage](#)

Conflicts of Interest

* indicates a required field

Conflict of Interest (COI)

All applicants must declare if they or key members of the organisation are aware of anything that may cause the relevant NSW Member of Parliament (MP) to have an actual, perceived or potential conflict of interest when deciding whether or not to support your submission.

Providing information about grounds for a conflict of interest may not affect a project's eligibility to receive grant funding under the CBP program. As MPs are involved in the shortlisting of EOIs and electoral district alignment review, it is important that all information about possible conflicts is recorded.

Examples of actual, perceived or potential conflicts of interest may include:

- financial interests, such as where the MP or a member of the MP's family is a shareholder or member of the applicant's organisation, or is a landlord of the applicant's premises
- where the MP or a member of the MP's family is a member of the applicant's governing board or committee
- where a member of the MP's family is enrolled at the applicant school, or is a member of the applicant sporting club or religious organisation
- where the MP or their spouse own property that will be directly impacted (negatively or positively) by a project.

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- where key members of the applicant organisation have worked with the MP on a local political or election campaign
- any other relationship that the applicant or members of the applicant's organisation have with the MP, or have had in the past, that might appear to a bystander to have the capacity to influence the MP's decision.

Conflict Of Interest Declaration *

- On behalf of my organisation and its key members, I confirm that I am NOT AWARE of anything that may cause the relevant Member of Parliament to have a conflict of interest in relation to this project, my organisation or any of its key members
- On behalf of my organisation and / or its key members, I confirm that I AM AWARE that the relevant Member of Parliament may have a conflict of interest in relation to this project, my organisation or any of its key members

Describe the nature of the conflict of interest (actual, potential or perceived) that the relevant NSW Member of Parliament may have in relation to the project, your organisation, and/or its key members *

Word count:

Must be no more than 100 words.

Minimum Program Requirements Not Met

* indicates a required field

Your EOI does not meet minimum program requirements

Based on your responses, this Expression of Interest (EOI) does not meet the minimum requirements of the Community Building Partnership 2026 program.

If you choose to submit this EOI:

- the information provided will be locked and cannot be changed, and
- the EOI **will not progress to shortlisting by the local Member of Parliament.**

We strongly recommend that you **do not submit this EOI** and instead review your responses or seek assistance.

If you are unsure about eligibility, please contact the CBP Team for advice **before submitting**:

- **Phone:** (02) 8753 8144
- **Email:** CBP2026@dcj.nsw.gov.au
- **Office hours:** 9am - 5pm, Monday to Friday

Please confirm that you understand that if you submit this EOI, it will not progress to shortlisting by the local MP. *

- Yes - I understand

Declaration and Authorisation

* indicates a required field

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this EOI does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this EOI at its discretion.
- they must bear the costs of preparing and submitting this EOI and the Department does not accept any liability for such costs, whether or not this EOI is ultimately accepted or rejected; and
- they have read the Guidelines for the Program and have fully informed itself of the relevant program requirements.

Use of Information

By submitting this EOI form, the Applicant acknowledges and agrees that:

- in order to adequately assess submissions for funding and implement the funding program, information contained in submissions will be shared with MPs, delegated officers and other government agencies, should it be deemed appropriate.
- if this EOI is shortlisted and a detailed application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant), project title, project description, location, anticipated time for completion and amount awarded;
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this expression of interest which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the *Government Information (Public Access) Act 2009 (NSW) (GIPA Act)*; and
- in some circumstances the Department may release information contained in this EOI form and other relevant information in relation to this application in response to a request lodged under the *GIPA Act* or otherwise as required or permitted by law.

Privacy Notice

By submitting this EOI form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the *Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act)* and that any personal information (as defined by the *Privacy Act*) collected by the Department in relation to the program will be handled in accordance with the *Privacy Act* and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Department in connection with this EOI will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the *Privacy Act*;

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- it has taken steps to ensure that any person whose personal information (as defined by the *Privacy Act*) is included in this EOI has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Declaration

The applicant represents and warrants that this EOI has been submitted by an authorised representative of the applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this EOI is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the applicant, you:

- (i) acknowledge and agree that the applicant is deemed to be jointly and separately bound by this EOI; and
- (ii) represent and warrant that you have the authority to represent and bind the applicant as contemplated by this provision.

By submitting this EOI form I hereby declare that:

- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct
- All information provided including the responses to each question in the relevant sections of this EOI are true and correct to the best of my knowledge
- Any information contained in this EOI may be disclosed to other Government agencies, Members of Parliament, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the shortlisting of this EOI for the purposes mentioned in 'Use of Information' section in this application form;
- I am authorised to submit this EOI on behalf of, and have the authority to represent and bind the applicant;
- I understand that any false declaration may render this EOI ineligible/invalid

I agree *

Yes

First Name *

Last Name *

Organisation Position *

Phone Number *

Email *

[Empty rectangular box]