



# National Carers Week Grant Guidelines 2025

## Introduction

### About Carers NSW

Carers NSW is the peak non-government organisation for carers in NSW, is part of the National Carer Network and is a member of Carers Australia with the focus on improving the lives of all carers across NSW.

There are over **958,500 carers** in NSW.

### Who is a carer?

Carers are people who provide **unpaid care\*** and support to family members and friends who:

- have a disability
- mental illness
- chronic condition
- terminal illness
- an alcohol or other drug issue or
- who are frail aged

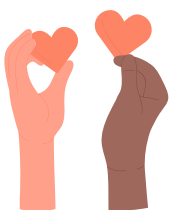
**\*Note:** The definition of unpaid carers **does not** refer to foster carers and kinship carers. However, Carers NSW is aware there may be some overlap with both groups.

### 2025 National Carers Week Grants

- The National Carers Week Grants (NCW Grants) will form part of Carers NSW's state-wide plan to celebrate and recognise carers during National Carers Week.
- The primary objective of the NCW Grants is to assist local carers support groups /organisations to run their own National Carers Week events or activities within NSW.
- NCW Grants are funded by the NSW Department of Communities and Justice. The grants are administered by Carers NSW.
- Successful applicants can receive up to \$500 for activities/events.

### Changes to the 2025 grant process

- To streamline the grants process, Carers NSW is now administering the 2025 National Carers Week Grants online via SmartyGrants.
- National Carers Week will be held from **Sunday 12 October to Saturday 18 October 2025**.





## Key dates

This year National Carers Week will be held from  
Sunday 12 October to Saturday 18 October 2025.

## Grant round details

Date	Activity
Tuesday 22 April 2025	Grant applications open
Monday 23 June 2025	Grant applications close at 5:00pm (AEST)
Friday 25 July 2025	Notification of outcome to all applicants
Late July-early September 2025	Engagement with Carers NSW + grant funding to paid to successful applicants
Monday 22 September 2025	Events calendar published and public announcement of successful grant recipients
Sunday 12 October 2025 – Saturday 18 October 2025 (7 days)	National Carers Week 2025
Friday 7 November 2025	Post-event reports, evaluation and financial acquittal submissions due at 5:00pm (AEDT)

**\*Note:**

- The above dates may be subject to change and Carers NSW will notify applicants of any changes to the timeframes and deadline of the grant round.

# Objectives, eligibility & application process

## What are the objectives of the grant?

- Recognise and celebrate carers through a range of events and activities.
- Increase awareness of Carers NSW across the state.
- Provide carers with a diverse range of connection opportunities across NSW.
- Provide carers with a positive experience through organising or attending an NCW activity or event.

## How do I apply?

Applications open on **Tuesday 22 April 2025**, online via the SmartyGrants portal.

The link to the application form can be found on the Carers NSW Grants [webpage](#).

## How many grants can I apply for?

Applicants can apply for **up to a maximum of six grant** applications. However, only one application for funding will be accepted per carer support group/organisation per activity/event. A new application will be required per proposed activity/event. i.e. if your carer support group/organisation is applying for six grants to support different initiatives you will need to have six applications.

## Completing an application

You can save your progress and return to complete your application at a later time or date, prior to submitting your application via SmartyGrants.

Applications close at **5:00pm on Monday 23 June 2025, (AEST)** online via the SmartyGrants portal.

If you have an issues with completing an application please email [CWGrants@carersnsw.org.au](mailto:CWGrants@carersnsw.org.au) with:

- the application number
- the name of the carer support group/organisation.



## Eligibility - who can apply?

National Carers Week Grants assist **carer support groups** or **organisations** to host an event or activity to celebrate carers as part of National Carers Week (NCW).

- Applicants must adhere to the following **eligibility requirements**:
- Applicants must read and understand the information outlined in the guidelines and answer all information correctly in the SmartyGrants application form.
- Applicants must be applying from or on behalf of a **carer support group** or **organisation**.
- National Carers Week grant events/ activities **must be run in NSW**.
- National Carers Week grant events/ activities must be held **during, or as close as possible to**, National Carers Week (12-18 October 2025).
- The event / activity must be **inclusive** and accessible and must be held either **online or in-person**.
- An applicant **should** have an **ABN** and provide relevant details in their SmartyGrants application. If an applicant does not have an ABN they must complete a **statement by supplier form**. Applicants will need to upload these documents via their SmartyGrants application.
- Carers NSW strongly encourages a diverse range of inclusive activities and events for National Carers Week Grants. We strongly welcome grant applications from regional and rural support groups or organisations, as well as those that directly support young carers, culturally and linguistically diverse (CALD) carers, Aboriginal and Torres Strait Islander carers, and LGBTQIA+ carers.







# Assessment process



## Assessment criteria

When evaluating and assessing applications, Carers NSW will also consider the geographical location of events and activities to ensure inclusivity and accessibility for carers in both regional and metropolitan Sydney.

Applications will be assessed against the following **criteria**:

Criteria		Specific information and evidence required
	<b>Acknowledgement &amp; eligibility</b>	<ul style="list-style-type: none"> <li>• The applicant has reviewed and understood the grant guidelines and process.</li> <li>• The application meets all eligibility requirements.</li> <li>• Grant recipients must follow current COVID-19 health regulations and guidelines in place at the time.</li> </ul>
	<b>Carer focused &amp; inclusive</b>	<ul style="list-style-type: none"> <li>• The applicant demonstrates support for carers in NSW and has a carer focus.</li> <li>• The applicant provides relevant information about their carer support group / organisation.</li> <li>• The proposed event / activity will benefit carers in the community and must be inclusive, held online or in-person.</li> <li>• Carers NSW encourages diverse National Carers Week events. Successful grant applications will be considered across a range of metropolitan, regional, and rural areas, as well as across various carer support groups and organisations.</li> </ul>
	<b>Supporting documentation</b>	<ul style="list-style-type: none"> <li>• The applicant provides all relevant supporting documentation and uploads the relevant supporting documentation to the appropriate section in the application form.</li> </ul>
	<b>Budget</b>	<ul style="list-style-type: none"> <li>• The applicant provides a brief budget expenditure on how the funds will be used for the activity / event.</li> <li>• The proposed activity / event must outline the minimum number of carers who will benefit from participating.</li> <li>• The applicant acknowledges that any unspent funding at the acquittal process is to be given back to Carers NSW.</li> <li>• The applicant is not seeking funding for restricted uses.</li> </ul>



## Activity/event plan

The applicant provides a clear project plan that includes:

- A clear title and description of the proposed activity/event.
- Accurate contact information (noting that the primary contact persons details will be published on the Carers NSW National Carers Week Grants Event Calendar)
- Detailed information about the proposed activity/event.
- The proposed activity/event date to be scheduled during National Carers Week 2025, unless otherwise stated in the application.
- Expected outcomes for carers attending the proposed event / activity and how they will be measured and evaluated, as required by Carers NSW.
- Provide a contingency plan 'Plan B' in case the event cannot proceed as scheduled.

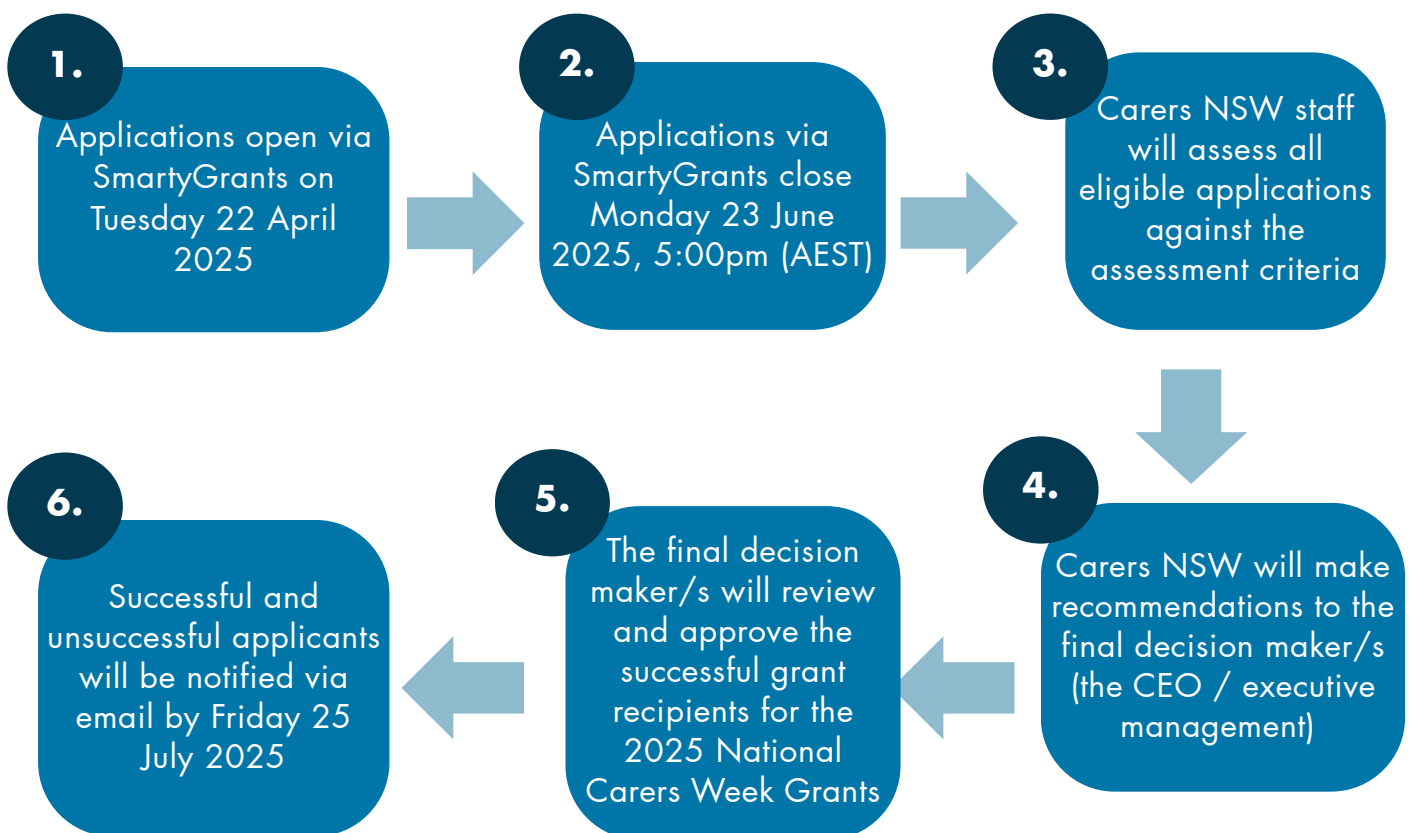


## Measurable outcomes

- The applicant provides information about expected outcomes and identifies how they will measure these outcomes, in-line with the requirements from Carers NSW.
- The applicant acknowledges that any unspent funding at the acquittal process is to be given back to Carers NSW.

Successful applicants will be required to **acknowledge the funding source** of their NCW grant in any promotional material. Further information about branding and activity/event promotion will be provided to successful applicants.

## Assessment process



The final decision maker/s will consider a variety of activities/events across an array of focus communities and geographical locations to ensure a balance of NCW events in NSW.

# Funding guidelines

## Funding amount

- Applicants can apply for a grant amounts between \$200 - \$500.
- For successful applicants, your grant will be awarded by either EFT (where EFT is not possible, Carers NSW will provide a cheque).

The grant funding can only be used to host activities or events that celebrate and recognise carers as part of National Carers Week 2025.

### Examples of activities/events:

Picnic in the Park	Movie day
Art therapy workshop	Cooking class
Luncheon	Wellness workshop
Dance class	Yoga class

A more detailed list and examples of NCW activities/events can be found in the SmartyGrants application form.

## Evidence requirements and record keeping

Successful grant recipients will be required to provide Carers NSW with copies of all **receipts and/or invoices** relating to the cost associated with their activity/event as part of the grant acquittal process. Additional information about evidence requirements and record keeping will be made available to successful grant applicants.

## Restricted uses of funding

Applicants will be required to provide a **brief budget** in their application form which will be assessed by Carers NSW staff.

Funding must not be used to purchase any of the following prohibited items:

- Social media advertising
- Online platform subscriptions
- Tobacco, alcohol and other drugs
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- The same project twice. For example, two different organisations cannot apply for funds for the same program or activity.
- Any other items that are deemed not suitable by Carers NSW

**\*Note:** Applications that **do not** provide a clear budget of associated expenses or do not follow the funding requirements outlined in the grant guidelines and grant agreement will be **ineligible for this grant and may impact future grant rounds.**

## Unspent funds

Grant recipients who do not spend their entire funded amount must contact Carers NSW via email to organise a return of remaining funds.

## Grant acquittal

Successful applicants will be required to complete a **final acquittal** (including providing a brief event report, uploading photos, providing the collected event / activity data and completing an evaluation survey). The grant acquittal will be due in November 2025 via SmartyGrants.

More information about the acquittal requirements will be provided to successful applicants.

# Outcome, resources & accessibility

## When will I hear about the outcome of my application?

Both successful and unsuccessful applicants will be notified via email of the outcome of their grant application by email, no later than **Friday 25 July 2025**.

## Accessibility

If you have an accessibility requirement, contact Carers NSW directly and we will aim to assist in supporting you through the application process.

## What happens if I am successful?

If your grant application is successful, you will be sent a **digital grant information pack** and further instructions for the next steps. This will include additional information about reporting requirements, documentation, data collection, next steps and the event / activities calendar.

## Additional resources

Applicants can download the SmartyGrants help guide [here](#).



Additional support resources will be available online on the Carers NSW National Carers Week Grants [webpage](#). You can scan the QR code below:



### Carers NSW Support

If you have any questions regarding Carers NSW grants, please email the Carers NSW grants inbox.

Email: [CWGrants@carersnsw.org.au](mailto:CWGrants@carersnsw.org.au)

### SmartyGrants Support

If you are having issues with the SmartyGrants system please contact SmartyGrants support.

You can also download the SmartyGrants help guide [here](#)

Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)