

Placemaking Fund 2026/2027 Application Form

Form Preview

Placemaking Fund - Improving towns and main streets

Purpose

This fund focuses on supporting businesses and community organisations to make town centres and main streets across Port Stephens Council to feel welcoming and inspiring. This fund is about finding quick wins that improve the identity of our streetscapes and encourage people to visit, stay and return.

Placemaking is about creating spaces that feel alive, connected and welcoming. It invites us to reimagine and reinvent public spaces in ways that foster social connection, community pride, and a stronger sense of belonging.

Key Dates

Applications accepted from 1 July 2026 to 30 June 2027 or until funds are exhausted

Funding Available

- Maximum per application is \$3,000 plus GST (if registered)
- A total of \$15,000 is available for the financial year.
- You can only apply for one project per financial year.

Before applying please make sure you have read and can follow our [Placemaking Guidelines](#) and [Placemaking Policy](#).

Who Can Apply

- Incorporated, not-for-profit organisations or charities
- Registered Businesses with an ABN
- Schools wanting to improve a community space.

If you are an unincorporated community group or volunteers, you must be auspiced by a not-for-profit that is eligible to apply in their own right, prior to submitting your application, and that is relevant to the sector and can support the development of the proposal.

What can I apply for?

The Placemaking Fund is primarily designed to help with (but not limited to)

- Shopfront improvements e.g. seating, pot plants, or awnings
- Upgrading streets appeal e.g. parklets, gardens, creative lighting
- Public Art in main streets E.g. murals, footpath activation
- Seasonal decorations

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For more information on eligibility and assessment for this fund, and for further information for all our grant and sponsorship funds, please refer to our **Community Funding Guidelines** located on our [website](#).

Application Contact Details

* indicates a required field

Applicant Details

Applicant *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Primary Address *

Address

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Organisation Details

Organisation Name *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Organisation Primary Address *

Address

Organisation Primary Phone Number *

Must be an Australian phone number.

Organisation Primary Email *

Must be an email address.

Is this organisation registered for GST *

- Yes
 No

Insurance

Do you have Public Liability Insurance to cover your project? *

- Yes
 No

• Applicants must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance with Port Stephens Council listed as an interested party.

Please upload the applicable Public Liability Insurance *

Attach a file:

Certificate of Currency must be a minimum of \$20 million Public Liability Insurance.

Project Details

* indicates a required field

Project Description

Project Title *

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Short project description *

Provide a short description (100 words recommended) of your project - what are you out to do?

When will the project commence *

Must be a date.

When will the project be completed (estimate) *

Must be a date.

Project Location

Where do you plan to implement your project? *

Is the location on public land or privately owned land? *

- Public
 Private

Do you have landowners consent? *

- Yes
 No

Either private landowner consent or Council consent. Please note additional approvals may be required eg. event application

Project Financial Details

Total Amount Requested *

Must be a dollar amount and no more than 1000.

What is the total financial support you are requesting in this application?

Has your organisation or group received a Port Stephens Council grant and/or donation within the last 3 years? *

- Yes
 No
 Unsure

Please note all previous grants must be acquitted prior to allocating further funding

Has your organisation made an application for financial assistance from other bodies for this project? *

- Yes
 No

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Project Alignment

* indicates a required field

Project Alignment to Funding Criteria

Describe how the project will contribute to improving the vibrancy and quality of the public space? *

Outline how the project will contribute to creating positive community and economic impact by enhancing the visitor experience in the town centre? *

This may include increasing visitation or visitor spend, increasing foot traffic in town centres, or improving trade in business.

How will you measure your achievements? *

Tell us about any partnerships or collaborations that have been created between businesses, residents and community organisations for your project. *

Supporting Documentation

Budget

If you have a completed budget, please upload below

Attach a file:

Include an itemised list of all expenditure for the project including funds that may not be covered by grant

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If you have not attached a budget above, please complete your budget below to the best of your ability

Expenditure Description	Expenditure Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

Further supporting documentation

Please upload any further documentation to support your application.

Attach a file:

Attach a file:

Attach a file:

Attach a file:

Sign and Submit

* indicates a required field

Please tell us how you heard about our program? *

- Word of mouth - through friends, family or colleagues
- Social Media - Facebook
- Council Website
- Direct email from Council
- Newspaper
- Radio

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Other:

How would you rate your experience completing this application form? *

1 2 3 4 5

1 Very Dissatisfied - 5 Very Satisfied

Please provide any feedback on the application process

Declaration

- I certify that to the best of my knowledge the statements made in this application are true.
- I certify that I am authorised by my group/organisation to complete this application.
- I understand that if Port Stephens Council approves this application, I will be required to accept the conditions of the funding agreement.
- I consent to the information contained within this application being disclosed to or by Port Stephens Council for the purpose of assessing, administering and monitoring my current and any future grant applications.
- I understand that if Port Stephens Council approves a grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with Port Stephens Council.

I agree to the above *

Yes

No

Authorised person's name *

Date

Must be a date.

You are not eligible

Public Liability

To submit your application you must supply a Certificate of Currency for a minimum of \$20 million Public Liability Insurance.

If you do not have Public Liability you will need to be auspiced by a not-for-profit that is eligible to apply in their own right before processing.

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