

## Introduction

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## Overview

Welcome to the application form for the **Business Chamber stream**. Inner West Council is offering an economic development grant program to boost main street activity and support local chambers of commerce.

Applications are invited from local chambers of commerce and business associations to apply for funding. Applicants may apply for up to \$60,000 per project to be used for activations, events, business support and programs that showcase local precincts, main street offerings and drive visitation to Inner West main streets.

Business chambers and business associations who are set up as a formal entity within the Inner West, have no fewer than 30 members and have been operating for a minimum of 12 months are eligible to apply.

### Grant Guidelines

It is essential you read the [Grant Guidelines](#) and [Economic Development grants website](#) for eligibility requirements, funding priorities, assessment criteria and other important information. Applicants are encouraged to familiarise themselves with [Council's Plans, Policies and Strategies](#).

**Incomplete applications and/or applications received after the closing date will not be considered.**

## Confirmation of eligibility

### I confirm that:

- I have read and understand the Inner West Council Grant Guidelines
- I am a resident of or delivering services in the Inner West Council area or offer a project that benefits residents of the Inner West
- I am applying on behalf of an incorporated not-for-profit organisation
- I have satisfactorily completed any previous Inner West Council grants and met all contractual obligations
- I have no outstanding debts of any kind to Inner West Council
- I am applying for a specific project (i.e. grants do not offer a permanent source of funding)
- I am applying for a project that meets the Business Chamber grant stream eligibility criteria and objectives
- I can demonstrate my project aligns with Inner West Council's Community Strategic Plan, policies and regulations
- I am only submitting one application to the Inner West Council Grants Program 2026.

### Confirmation \*

Yes

Please confirm that all statements above are true and correct.

## Checklist to prepare your application

- Provide contact details and ABN
- Prepare a project plan (what you'll do, why it matters, key dates, and who is involved)
- Create a budget including income and expenses, with quotes for items over \$500
- Attach supporting documents (letters of support, CVs/resumes of key personnel, examples of previous projects)
- Provide evidence of your organisation's legal status (Certificate of Incorporation or Constitution)
- Submit financial documentation: latest audited financial statement or statement of income and expenditure
- Include Public Liability Certificate of Currency for \$20 million for the project duration
- **Submit your application via SmartyGrants before 4pm AEST, Friday 15 May 2026.**

**We do not accept duplicate applications.** Applications for the same project that are submitted more than once in a round will only be considered in one stream.

## For more information

It is recommended all applicants speak with a Council officer on 02 9392 5871 to clarify your project ideas, eligibility and to ensure you are applying to the correct grant stream.

## Other Council grant streams

Council offers a number of grant programs to support a culturally diverse, progressive and sustainable Inner West.

For more information, please visit our [website](#).

## Accessibility Support

Need help with this form?

We want to support all applicants to apply. If you need help because of:

- Disability access needs
- Language barriers
- First time applying for grants

Please contact us and we'll help you.

**Phone support:** please call us between 9am and 5pm (Monday to Friday) on 02 9392 5682.

**Deaf or hard of hearing:** Contact the National Relay Service on 1300 555 727 or visit their website, <https://www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links>

**Need an interpreter?** Call 131 450 and ask them to call Council on (02) 9392 5000 (free service)

**Disability access needs:** Let us know what adjustments you need - we're here to help.

## Instructions

- Please provide a response to all relevant questions
- When you have completed all of the questions click on **Next Page** to view the next page of the form
- Click **Save Progress** regularly to make sure your changes are saved
- You can jump pages by clicking on the **Application Form Navigation** area on the right-hand side of the form
- Once you have completed all pages the last page will ask you to **Review** your application - if you are happy with your responses you can click **Submit**. If your submission was received you will be sent a **confirmation message** saying your application has been submitted.

## Project Details

\* indicates a required field

### Project Summary

Please specify how your project will benefit local businesses in the Inner West. To be eligible for funding, you must be a local business chamber within the LGA. Projects must be located in the Inner West Council area and benefit the local economy. A [detailed Inner West Council ward map](#) is available to download.

**Project title \***

Must be no more than 15 words.

Hint: Insert "Economic Development" after your chamber name.  
Eg. Stanmore Chamber Economic Development

**Start Date \***

Must be a date and no earlier than 1/10/2026.

**End Date \***

Must be a date.

**Brief project description. This content will be used to describe your project to Council \***

Word count:

Must be no more than 100 words.

Hint: Include a brief summary of your target group (i.e. who it benefits), what you will do (i.e. the activities you will perform), and what you expect to achieve from your activities (outcomes).

### Project purpose

**How will your project benefit local businesses,**

# 2026\_Inner West Council\_Business Chamber Grant\_Application Form Preview

**including those from diverse backgrounds, in the Inner West? \***

Word count:

Must be no more than 100 words.

Hint: Explain why this initiative is needed, and why the activities you propose will produce the outcomes you seek. Where possible provide evidence that demonstrates the link between the activities to the outcomes

## Project goals

Please explain how you intend to meet the grant objective/s through your project outcomes and measures. These are defined as:

- **Project goal:** Describe the outcome/s you want to achieve at the end of your project.
- **How will you measure this?** Demonstrate how you will measure your achievement towards the project goals. What evidence will you provide to show outcomes achieved.

At least one goal must be provided.

**Goal 1 \***

E.g. Capacity and skills development of local businesses, etc.

**How will you measure this? \***

E.g. # activities, # participants or attendees, % participants who reported a benefit etc.

**Goal 2**

E.g. Increased awareness of what the business precinct offers to visitors, etc.

**How will you measure this?**

E.g. % of businesses that reported increase in sales, etc.

## Project plan

Please provide a timeline outlining the key activities to be delivered.

Key activity or milestone	Due date	Details
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Hint: What are the key points in your project plan?	Hint: When do you plan to achieve this?	Hint: Provide further details as necessary

## Project location

Please indicate the suburb/s your project will cover. **Only select a maximum of four target suburbs.** If your project does not target a particular suburb, but does target the Inner West Council area, simply select *Inner West LGA (all)*.

**Which suburbs will the project benefit? \***

- Annandale    Croydon    Lilyfield    St Peters  
 Ashfield    Dobroyd    Marrickville    Summer Hill  
 Balmain    Dulwich Hill    Newtown    Sydenham

# 2026\_Inner West Council\_Business Chamber Grant\_Application Form Preview

- Balmain     Enmore     Petersham     Tempe East
  - Birchgrove     Haberfield     Rozelle     Inner West LGA (all)
  - Camperdown     Leichhardt     Stanmore     Other:
  - Croydon     Lewisham
- No more than 4 choices may be selected.

**Project location address:**  
\*

**Word count:**  
Must be no more than 100 words.  
Hint: Include address and other relevant information for the project location/s.

## Target audience

Is your project targeting a general audience (i.e. the Inner West community) or do you address specific groups in the local area? Please state which Inner West community members will benefit from this project in the questions below.

**Primary target audience**  
\*

- Aboriginal and Torres Strait Islander peoples
- All residents
- Women
- Children and families
- Aged 55 years+
- Culturally and linguistically diverse communities
- Youth
- People with disability
- Refugees or asylum seekers
- LGBTQ+
- Other:

No more than 2 choices may be selected.  
Hint: Select who the primary beneficiaries / contributors are

## Applicant capacity

**What skills and experience does the business chamber bring to the project? \***

**Word count:**  
Must be no more than 100 words.  
Hint: Council wants to understand the skills and experience of those involved in project delivery. Supporting material can be attached at the end of the application

## Marketing and promotion

**How do you intend to promote your project to the Inner West businesses? \***

**Word count:**

# 2026\_Inner West Council\_Business Chamber Grant\_Application Form Preview

Must be no more than 100 words.

## Project partners

**Please provide details of any individual/s and/or organisation/s you plan to partner with to deliver this project.**

An acknowledgement letter from these partners must be attached confirming their involvement in the project. Attach this letter to the supporting material section that follows.

Name of organisation	Role in project	Contact email	Upload letter of support

## Supporting material

**Please attach an example of past project experience (i.e. reporting from past projects) \***

Attach a file:

**Please attach a brief resume of key personnel working on this project \***

Attach a file:

**If your project is taking place on land you do not own/manage, attach land managers approval (eg letter from School Principal)**

Attach a file:

## Budget

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### Preparing your budget

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for. Please discuss your budget with your grant stream officer to ensure it includes:

- Indicative quotes must be included for any items over the value of \$500
- Expected project income, including any contributions (donations of goods or services) or other funding sources
- Expected expenditure, including costs of part-time staff, marketing, workshops or capital works for main streets that you intend to incur with Council grant funds
- Please account for any in-kind contributions in the 'In-Kind' column

# 2026\_Inner West Council\_Business Chamber Grant\_Application Form Preview

- Please do not add commas to figures – e.g. Figures must read "\$1000" not "\$1,000" to ensure your table automatically sums correctly

## Total amount requested

Business Chamber grant funding of up to \$60,000 is available for projects delivered from October 2026.

### Total amount requested

\$

\*

Must be a dollar amount and no more than 60000.

## Council facility hire for projects

Council may provide fee waivers for hire of Council facilities to undertake projects that receive grant funding. Please discuss your needs for a project venue, park, sporting ground/ facility with the relevant grant stream officer.

## Budget: Income

Your budget must show how you arrived at the total amount requested for this grant, including all sources of project income and expenditure.

Income Description	Funding Source	\$ Income Amount	\$ In-Kind Contributions
e.g. Inner West Council Grant	e.g. Inner West Council	e.g. Funding Requested	e.g. Volunteer Time
		\$	\$
		\$	\$
		\$	\$
		\$	\$

## Budget: Expenditure

Expenditure Description	Funding Source	\$ Expenditure Amount	\$ In-Kind Contributions
e.g. Resources	e.g. Inner West Council Grant	e.g. Cost of Printing Resources	e.g. Volunteer Time
		\$	\$
		\$	\$
		\$	\$
		\$	\$

## Budget Totals (read only)

Please ensure your budget balances so that Total Income Amount = Total Expenditure Amount.

**Total Income Amount**  
\$

**Total Expenditure Amount**  
\$

**Income - Expenditure**

# 2026\_Inner West Council\_Business Chamber Grant\_Application Form Preview

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

## Supporting material

**Please attach quotes for any project expenses over \$500**

Attach a file:

**If you or your organisation received a grant from Council in the last 1-2 years, have you acquitted it? \***

- Yes       No       Didn't receive funding in the last 2 years

Acquittals are what Council uses to see how funds were spent and what outcomes were achieved from groups or people who have been funded.

**Have you or your organisation received or are currently receiving any other forms of support from Council? \***

- Yes       No

**If yes, please specify the other types of support you are currently receiving from Council \***

Word count:  
Must be no more than 75 words.

**Have you or your organisation applied to other funding sources for this project? \***

- Yes       No

**If yes, please specify the additional funding sources you have applied to receive \***

Word count:  
Must be no more than 75 words.

## About the Applicant

\* indicates a required field

## Applicant Contact Details

# 2026\_Inner West Council\_Business Chamber Grant\_Application

Form Preview

**Applicant organisation \***

Organisation Name

**Applicant contact \***

First Name

Last Name

Hint: This is the primary person Council will communicate with about this grant

**Applicant address \***

Address

  

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

**Applicant phone number (business hours) \***

Must be an Australian phone number.

**Applicant phone number (after hours) \***

Must be an Australian phone number.

**Applicant email \***

Must be an email address.

Hint: This is the email address Council will use to communicate with you about this grant

Organisation type

**Select which type of organisation you are applying on behalf of: \***

An incorporated not-for-profit community group or organisation

## Organisation Details

\* indicates a required field

### Organisation Contact Details

Please think carefully about the Organisation that is applying. If successful, this organisation will be required to sign a funding agreement and be responsible for any funding that is awarded.

**Legal name of organisation \***

Organisation Name

Hint: Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO

# 2026\_Inner West Council\_Business Chamber Grant\_Application Form Preview

**Organisation contact \***

First Name

Last Name

Hint: Who is responsible for this project from start to finish?

**Position held in organisation \***

Hint: Manager, Board Member, Fundraising Coordinator

**Organisation address \***

Address

  

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

**Organisation postal address (if different)**

Address

  

**Organisation phone number \***

Must be an Australian phone number.

**Organisation email address \***

Must be an email address.

**Website URL (if applicable)**

Must be a URL.

**Does your organisation have an ABN? \***

- Yes  
 No

ABN Lookup

**Organisation 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)

# 2026\_Inner West Council\_Business Chamber Grant\_Application

## Form Preview

DGR Endorsed  
ATO Charity Type  
ACNC Registration  
Tax Concessions  
Main business location

[More information](#)

Must be an ABN.

## Supporting materials

**Please upload a copy of your organisation's Certificate of Incorporation \***

Attach a file:

**Please upload a copy of your organisation's most recent Audited Statement or Statement of Income and Expenditure \***

Attach a file:

**Please upload a copy of your organisation's Certificate of Public Liability Insurance (or quote) to the value of \$20 million \***

Attach a file:

## Certification

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## Supporting documentation

**Please upload any final documents relevant to your application:**

Attach a file:

Hint: Attach any final supporting documentation here, such as letters of support.

## Certification

Before you can complete and submit an application you must accept the following conditions by declaring:

I certify that:

- I have read and understand the Inner West Council Grant Guidelines
- I accept the conditions and have been authorised to make this application

# 2026\_Inner West Council\_Business Chamber Grant\_Application Form Preview

- All information supplied as part of this application will be true and accurate to the best of my knowledge
- All activities proposed by this application will be conducted in accordance with current legislation, including but not limited to, complying with Working with Children legislation
- The information provided for the title and description may be used for media and communication purposes

I acknowledge that:

- Applications and any additional materials cannot be submitted after the advertised closing date and time
- Inner West Council has the right to investigate any information provided in this application and/or to request for additional information
- It is solely my responsibility to ensure my application is correct and complete before submitting. Inner West Council does not check, amend or update applications. Applications cannot be modified after being submitted
- Inner West Council has the right to withdraw any offer of funding or demand the return of funds already paid if my declaration is found to be incorrect or misleading
- Inner West Council staff are available 9am-5pm Monday to Friday during the grant round to provide technical and general guideline advice. Staff are not able to provide advice on content or choices required within my application.

**Do you understand and acknowledge these conditions?**

**Authorised applicant's endorsement \***

Yes

**Name of authorised person \***

First Name

Last Name

**Declaration date \***

Hint: No late applications will be accepted

**Important note for applicants**

**Please keep a record of the SmartyGrants (username and password) details you used to submit this application.**

You will need your SmartyGrants login details for all future communications relating to this project, including funding agreements and evaluation acquittal reports.