

# PAT CONAGHAN MP

**YOUR FEDERAL MEMBER**

for *Cowper*

## 2025–2026 Volunteer Grants

### GRANT INFORMATION & EXPRESSION OF INTEREST FORM

Expressions of Interest (EOIs) close at **midnight on Sunday 29 March 2026**.

Please return by email to [pat.conaghan.mp@aph.gov.au](mailto:pat.conaghan.mp@aph.gov.au), by mail to **P.O. Box 345 Port Macquarie 2444** or drop the completed form in to the Coffs Harbour or Port Macquarie electorate offices by the closing date to be considered for funding.

#### KEY DATES:

<b>Monday 23 February 2026</b>	EOIs available from electorate office
<b>Sunday 29 March 2026, midnight</b>	EOIs close
<b>Week commencing 6 April 2026</b>	Community consultation committee meets to assess EOIs received
<b>Friday 17 April 2026</b>	MP nominations for Cowper completed
<b>Monday 18 May 2026</b>	Nominated organisations invited to apply for Volunteer Grant
<b>Friday 29 May 2026</b>	Applications close for assessment
<b>October 2026</b>	Notification of outcomes to applicants

For further information or assistance call 6583 8387 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

Authorised by P. Conaghan MP, National Party of Australia  
Level 4, JBC Building, 41–47 Horton Street, Port Macquarie NSW 2444

#### Port Macquarie

Level 4, JBC Building, 41-47 Horton Street,  
Port Macquarie, NSW 2444 (P.O. Box 345)  
Tel 02 6583 8387

#### Coffs Harbour

Suite 3, 129 West High Street,  
Coffs Harbour, NSW 2450  
Tel 02 5507 9555

# 2025-26 Volunteer Grants Opportunity

## Expression of Interest

Complete and return this form to your Member of Parliament (MP) to express your organisation's interest in the 2025-26 Volunteer Grants Opportunity, administered by the Department of Social Services (the Department). For details on eligibility requirements, refer to the [Grant Opportunity Guidelines](#) (Guidelines).

### Organisation Details

Organisation Name:					
Organisation ABN:					
Organisation Address:					
	Town/Suburb:		State:		Postcode:
Activity Address*:					
	Town/Suburb:		State:		Postcode:

\*The activity address refers to the address where the volunteering activity occurs. If this is the same as the organisation address, this field can be left blank.

Primary Contact Name:		Mobile:	
Email:			
Secondary Contact Name:		Mobile:	
Email:			

### Questions

All funding sought must **directly benefit** your organisation's volunteers.

1. What does your organisation do to support the local community?	
2. Do volunteers make up 40% or more of your organisation's staff?	Yes    No
3. What is the total amount of funding being sought? (between \$1000 and \$5,000)	\$
4. If applying under Category 1 which communication items, are you seeking to purchase? (if applying under Category 2 only select N/A) <b>(note you can apply under more than one category)</b>	
<ul style="list-style-type: none"> <li>Mobile phones and phone bills</li> <li>Computers, laptops and tablets</li> <li>Software packages</li> <li>Insurance premiums</li> </ul>	<ul style="list-style-type: none"> <li>Electronic audio and visual equipment</li> <li>Electronic payment devices (e.g. payment devices)</li> <li>Internet service fees</li> <li>NA</li> </ul>

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## 2025-26 Volunteer Grants Opportunity Expression of Interest

5. If applying under Category 2, please describe how you intend to support volunteers or fund activities that focus on supporting the eligible cohorts outlined in Section 5.1 of the Guidelines? (If applying under only one category, write 'N/A.' **Note, you can apply under more than one category.**)

6. If applying under Category 2, please list the items you are seeking to purchase. (If applying under only one category, write 'N/A.' **Note, you can apply under more than one category.**)

### **Further Information and Next Steps**

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All Expressions of Interest (EOIs) will be assessed by the Community Committee. After the EOI process has been finalised, MPs will nominate organisations. If your organisation is nominated, you will be invited to apply for a grant, which will then be assessed by the Department. More information on the application process is provided in Section 2 of the Guidelines. Please note that grants are one off, not ongoing. If your organisation is nominated to apply, your information will be shared with the Department.

**Important:** If your organisation is an unincorporated association, an individual from your organisation must assume personal legal liability. The individual will be legally responsible for delivering the funded activity, managing expenditure, and meeting all obligations under the grant agreement. For more details, see Section 4 of the [Guidelines](#).

I, \_\_\_\_\_ declare that the details provided above, to the best of my knowledge, are true and correct  
(Print name)

\_\_\_\_\_  
(Authorised Representative Signature Required)

**Please return the completed form to your Member of Parliament**

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# 2025-26 Volunteer Grant Program Opportunity

## Expression of Interest (EOI)

### Privacy Collection Notice

The Member of Parliament's office (our office, we, us) collects personal information, including sensitive information, about individuals to assist the functions and operation of the Department of Social Services (Department). The Department is currently seeking expressions of interest (EOI) for the 2025-26 Volunteer Grant program (grant program).

#### What is personal information and sensitive information?

Your personal information is protected by law, including under *the Privacy Act 1988 (Cth)* (the **Privacy Act**). Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Sensitive information is a subset of personal information and can include information or an opinion about a person's health or genetic information, racial or ethnic origin, political opinions, religious beliefs, and membership of trade unions or associations.

#### Why we collect your personal information

Through this form, we will collect personal information about you to assist in the effective management of your EOI, for the purposes of facilitating the grant program. We request that you only disclose personal information that is being solicited.

#### What we collect

The personal information which will be collected through the 2025-26 Grants Opportunity EOI form including the following:

- Organisation name
- Organisation ABN
- Organisation address
- Activity address
- Primary contact name, phone number & email address
- Secondary contact name, phone number & email address

#### How we collect your information

Your personal information will be collected if you choose to submit this 2025-26 Grants Opportunity EOI form either in person, by post, or email to our office. EOIs will be shortlisted by us and provided to the Department as a nomination for the grant program.

## Who we disclose your personal information to

Personal information collected through the form will be disclosed to relevant staff members of the Department involved in the processing and progression of applications for the grant program. EOIs may also be used for training purposes.

The Department may also disclose your personal (and sensitive information) to the following people, organisations or third parties:

- Our Information and Communication Technology (ICT) Contracted Service Provider, for the purposes of assisting the Department with information technology services;
- Other parties where the disclosure is required or authorised by law.

## Storage

Our office will ensure that storage of your personal information is done so in accordance with the Australian Privacy Principles. Storage of personal information by the Department (and the disposal of information when no longer required) is managed in accordance with the Australian Government records management regime, including the [Archives Act 1983](#), agency-specific records authorities and general records authorities. This ensures your personal information is held securely by the Department.

Personal information received by the Department will be stored on Services Australia's cloud storage, on servers located in Australia. Services Australia and the Department retain effective control over any personal information held on our cloud, and the information is handled in accordance with the Australian Privacy Principles.

Any information disclosed to third parties will be handled in accordance with the Privacy Act and stored in accordance with agreed security protocols.

## Confirmation and consent

By providing personal and sensitive information as part of your EOI, you consent to our collection of personal information, and disclosure to the Department of Social Services. You also consent to the Department's use and handling of your personal information. More information about the handling of your personal information is set out in the Department of Social Services [Privacy Policy](#).

## More information

The Department's [Privacy Policy](#) contains information about how you can access any personal information we hold, and how to seek correction of that personal information. It also contains information about how to make a complaint about a breach of your privacy. If you have any concerns or questions, you can contact our office, or the Department at [complaints@dss.gov.au](mailto:complaints@dss.gov.au).

You should promptly notify our office if the personal details you have provided in the form have become out of date, and you wish to correct this personal information.