

Application Form - Community Round 2 - 2026/27

Form Preview

Surf Coast Shire Council's Community Event Grant Round 2

* indicates a required field

Introduction

Thank you for your interest in Surf Coast Shire Council's Community Event Grants.

Opens: **1 October 2026** Closes: **31 October 2026** Eligible event period: **1 February-30 June 2027** Funding: **\$500-\$3,000**

Applicants must demonstrate a minimum 30% financial contribution and meet Access & Inclusion and Environmental Sustainability requirements.

If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the Surf Coast Shire on 03 5261 0600. Our business hours are 8.30 am-5.00 pm

Online applications will close on 31 October 2026 at 11.59pm AEDT. Incomplete applications and/or applications received after this closing date will not be considered.

Eligibility - Before you commence your application

Important, please confirm before proceeding:

1. Read the [guidelines](#) and check your eligibility.
2. Call our Grants team on 5261 0600 to discuss your idea and ask any questions.

By submitting this application, you confirm that you understand the eligibility criteria in the [Community Event Grant Guidelines](#)

I confirm I have read and can comply with all of the eligibility requirements *

- ☐ Yes
- ☐ No - Please do not proceed.

The Surf Coast Shire is committed to protecting your privacy and is bound by the Information Privacy Principles in the Privacy and Data Protection Act 2014 (Vic) (PDP Act). The personal information requested on this online form is being collected by Surf Coast Shire for the purpose of your grant application. If the personal information is not collected, Surf Coast Shire is unable to process your application and may not be able to contact you for further questions or solutions. We will not disclose your personal information without your consent, except where required or authorised to do so by law. Our privacy policy is available on our website, or you can contact Customer Service. If you wish to alter any of the personal information you have supplied to Surf Coast Shire, please contact us by sending an email to info@surfcoast.vic.gov.au.

Applicant Details

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* indicates a required field

Group Name *

Organisation Name

Contact Person *

Title First Name Last Name

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Postal Address *

Address

Suburb State Postcode

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

Phone Number *

Email *

Organisation Type

*

- ☐ Incorporated as a not for profit
- ☐ Unincorporated not for profit organisation (you will need to seek an Auspice)
- ☐ Individual (you will need to seek an Auspice)
- ☐ Other

If other, please specify:

Incorporation Number if required

Please enter your incorporation number

Enter your organisation's 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.

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Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

If successful in receiving a grant, organisations that do not have an ABN will be required to complete a Statement by Supplier form. If you don't have an ABN and don't provide this form, Council may be obliged to withhold 46.5% of your grant payment.

[ATO Statement by Supplier form](#)

Please upload ATO Statement by Supplier form if applicable

Attach a file:

Auspice Details

Auspicings allows not-for-profit, incorporated organisations to accept grant funding on behalf of individuals or groups who are not incorporated. They will have financial responsibility for the project.

If you or your organisation is being auspicied, please provide the details of the auspicie organisation below.

Auspice Organisation

Organisation Name

Auspice Incorporation Number

Auspice 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	

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ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

Please provide a letter from your auspice organisation which states they are willing to auspice the project and accept funding on your behalf

Attach a file:

Insurance

Public liability insurance is required for all events held within the Surf Coast Shire. If volunteers are part of your event workforce, please check that your policy includes cover for volunteers. A certificate of currency for public liability insurance is required and must be current at the time of the event. Generally, if your event is auspiced, public liability insurance is the responsibility of the applicant, not the auspice organisation.

If you do not currently have public liability insurance and your grant request is successful, you will be required to obtain public liability insurance prior to payment of the grant.

Public Liability Insurance: *

- ☐ Our group has public liability insurance for the event (upload certificate below)
- ☐ Our group does not yet have public liability insurance for the event
- ☐ Our group has public liability insurance but we are unable to supply the certificate of currency with this application

Attach a file:

Key Event Details

*** indicates a required field**

Event Overview

Event Name: *

Which ward will your event take place in?

- ☐ Torquay
- ☐ Otway Ranges

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- ☐ Winchelsea
☐ All

[Click here for a map of current ward boundaries.](#)

Total Grant Amount Requested *

\$

Must be a dollar amount.

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

Total Project Cost *

\$

Must be a dollar amount.

Sum of all expenses incurred throughout the project/event

How many people will your project/event involve? *

Must be a number.

Total number - attendees, workers, volunteers.

Events - Snapshot

Where will your event take place? *

Event date (or start date, if your event is to be held over multiple days): *

Must be a date.

Round 2 supports events held between 1 February and 30 June 2027.

Event end date (if your event is to be held over multiple days):

Must be a date.

Event website or social media page *

Must be a URL.

Please provide a brief overview of the event: *

What will the event deliver?

Is this a new or existing event? *

☐ New ☐ Existing

Number of years the event has been held

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Must be a number.

Will you be charging an entry fee? *

- ☐ Yes
- ☐ No
- ☐ Gold coin donation (or similar)

What are your key objectives in delivering this event? Please identify the major outcomes you are seeking to achieve. *

Word count:

Must be no more than 200 words.

Total projected attendance (excluding workforce). *

Must be a number.

Total projected paid attendance (if applicable)

Must be a number.

Number of attendees expected to purchase a ticket or paid entry.

Access and Inclusion & Environmental Sustainability

* indicates a required field

As part of this funding stream, applicants must demonstrate how their event will meet the minimum Access & Inclusion and Environmental Sustainability requirements outlined below.

These minimum requirements are mandatory and form a pass/fail component of the assessment. Applications that do not demonstrate how the minimum requirements are met will not progress to scored assessment.

In addition, this section includes weighted questions that assess leadership and best practice beyond the minimum expectations. Events that demonstrate innovation, enhanced supports or proactive improvement have the opportunity to increase their score.

Access & Inclusion

Please structure your document using the following headings:

1. **Event Site Accessibility** (Identify any access barriers associated with the location, such as terrain, pathways, facilities or sensory factors.)

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2. Access Supports and Adjustments (Outline the reasonable and proportionate adjustments that will be implemented considering the accessibility needs relevant to your event)

3. Accessible Information and Communication (Explain how attendees will access clear, accessible information before and during the event, including a nominated contact.)

4. Staff and Volunteer Preparedness (Describe how inclusive practices will be communicated to staff, volunteers and vendors.)

5. Monitoring and Continuous Improvement (Explain how feedback will be gathered to understand the experiences of people with diverse lived experience.)

Upload an Access & Inclusion plan *

Attach a file:

This does not need to be a detailed or formal plan. Simply address each of the header above and provide information that is relevant and proportionate to the size and nature of your event.

Describe how your event demonstrates leadership or best practice in access and inclusion beyond the minimum requirements. - 10%

Word count:

Must be no more than 200 words.

Environmental Sustainability

Please structure your document using the following headings:

1. Event environmental overview Identify any environmental considerations or risks associated with the event location, scale or activities.

2. Waste management approach Outline how waste will be avoided and minimised, and how remaining waste will be separated and managed during the event.

3. Vendor and supplier responsibilities Describe how vendors and suppliers will be informed of and comply with sustainability requirements, including Council's Single-Use Items and Packaging Policy.

4. Attendee communication Explain how sustainability expectations will be communicated to attendees, including waste minimisation, BYO practices or sustainable transport options.

5. Site protection and restoration Describe how the site will be protected during the event and left clean, safe and free of materials following pack-down.

Upload your Environmental Sustainability plan *

Attach a file:

This does not need to be a detailed or formal plan. Simply address each of the header above and provide information that is relevant and proportionate to the size and nature of your event.

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Describe how your event demonstrates leadership or best practice in environmental sustainability beyond the minimum requirements - 10%

Word count:

Must be no more than 200 words.

Events - Assessment Criteria

* indicates a required field

The three questions below account for 80% of the assessment score. Access & Inclusion and Environmental Sustainability leadership make up the remaining 20%

You may also upload optional supporting evidence (e.g. letters of support, confirmation of partnerships, marketing plans or programs) to strengthen your responses. **Responses supported by relevant evidence may score more highly.** Evidence should support what you have written and will not replace your written response. Maximum 3 files per category (PDF preferred)

Refer to the [Event Grants Program Guidelines](#) when answering these questions.

Community Engagement and Benefit

Address how your event creates opportunities for connection, contributes to community wellbeing, and involves local businesses (e.g. vendors, suppliers, services). Describe the roles of volunteers and community groups, and outline any ongoing benefits such as partnerships, repeat engagement, or longer-term community outcomes.

Assessment weighting for this question attracts: 30%

How will your event bring people together, involve the local community, and deliver benefits both during and beyond the event? *

Word count:

Must be no more than 300 words.

Community engagement and benefit - support evidence (optional upload)

Attach a file:

A maximum of 3 files may be attached.

Examples of evidence:

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- Letters of support or partnership agreements
- Volunteer plans or role descriptions
- Local supplier or business engagement lists
- Evidence of past or ongoing community partnerships

Community Reach and Participation

Describe your target audience and how your event reaches beyond a single group or interest. Include how people of different ages, cultures, abilities and backgrounds are engaged, how barriers to participation are identified and addressed (e.g. cost, timing, language or cultural considerations), and how under-represented groups are involved.

Assessment weighting for this question attracts 25%

Who will your event engage, how will it reach a broad cross-section of the community, and what steps will be taken to support participation? *

Word count:

Must be no more than 300 words.

Community reach and participation - support evidence (optional upload)

Attach a file:

A maximum of 3 files may be attached.

Examples of evidence:

- Marketing or communications plan
- Accessibility or inclusion plan
- Audience data or previous attendance insights

Celebration of local Identity

Describe how your event may highlight local stories, culture, traditions or achievements. This could include involvement of local artists, performers or cultural groups, or the use of local food, products or services.

Assessment weighting for this question attracts: 25%

How will your event showcase the unique identity of the local community? *

Word count:

Must be no more than 300 words.

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Celebration of local identity -support evidence (optional upload)

Attach a file:



A maximum of 3 files may be attached.

Examples of evidence:

- Event program showing local stories, performers or themes
- List of local artists, performers, vendors or suppliers confirmed
- Marketing or promotional examples featuring local identity (e.g. posters, social media)
- Images, videos, or letters of support demonstrating local cultural involvement

Events - Budget

Events Budget

Income

Include the amount you are requesting in this application.

Include any other sources of income. Make sure you tell us whether each source is confirmed or not (for example you might have another grant application in the works but that funding is not actually confirmed yet). Examples of other income could include:

- Another grant
- A cash contribution from your organisation (this could come from things like fundraising or donations)
- In Kind contribution from your organisation

In Kind contributions:

In kind support - refers to the contribution that your organisation provides in lieu of cash that covers some of the project costs. This could be volunteering time, catering, donated materials or equipment.

To CALCULATE your In Kind Contribution:

- Include an approximate value for donated materials and equipment
- Volunteer hours = calculate volunteer hours at \$30/hour (this is usually the volunteer time actually involved in the project implementation) and skilled trades or professional services at \$60/hr (this would include things like architectural, accounting, engineering or skilled trades e.g. plumbing)

Remember, applicants must demonstrate a minimum 30% financial contribution

Expenditure

List every item of expenditure. Include the cost of each item. (everything that the money, or In Kind will be 'spent' on)

Please note: if you are registered for GST, all budget items are to be GST exclusive. If you are not registered for GST, all budget items are to be GST inclusive. GST registered businesses will be able to claim the GST on their invoice

Income and expenditure need to be equal. Your proposed budget must balance

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To look at an example budget [Click Here](#)

Budget

Income type	\$	Description	Confirmed	Expense type	\$	Description	Use of SC S Grant

Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Further Information

Program Reporting Information

Council collects this data to help us analyse and review the program in the future. It has no bearing on the assessment of this application.

Gender of contact person for this project

- ☐ Woman
- ☐ Man
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ I use a different term (please specify below)

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	Total number of Female people		Male		Gender diverse/ unspecified
	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.
Group/ Organisation membership					
Management Committee/ Board membership (if applicable)					

Applications will be assessed following the closing date. Applicants will be advised of the outcome once the assessment and approval process is complete, usually within four weeks of the closing date.

Questions? Contact the Event Grants Team at eventgrants@surfcoast.vic.gov.au or call 03 5261 0600.

Authorisation

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation.

I certify that to the best of my knowledge, the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the grant agreement.

I agree *

- ☐ Yes
☐ No

Organisation Name *

Position *

Email *

Must be an email address.

