

Christmas Carol Funding Request Form 2026

Form Preview

Introduction

* indicates a required field

Christmas Carol Funding

You can complete this form if you are delivering a Christmas Carols event on the Surf Coast and are requesting funding support. Before starting your application, you must:

- Read the [Community Event Grant Guidelines \(including Christmas Carols\)](#), and
- Speak with an Events Officer about your event.

Please note: Only one Carols event per township will be eligible for funding.

There are three levels of funding available, based on the expected event size:

- **Small** (101-400 attendees) - \$300
- **Medium** (401-900 attendees) - \$500
- **Large** (901+ attendees) - \$900

Townships have been pre-allocated funding levels as follows:

Township	Event Size	Funding Amount
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Aireys Inlet	Small	\$300
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Anglesea Carols	Medium	\$500
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Torquay Carols	Large	\$900
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Jan Juc Carols	Medium	\$500
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Winchelsea Carols	Small	\$300
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Lorne	Small	\$300
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Deans Marsh Carols	Small	\$300
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Moriac	Small	\$300
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Applications open 1 October - 1 December 2026

Important: Submitting this form does **not** guarantee that funding will be granted. You must call an events officer prior to submitting this form.

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 8.30am-5.00pm

Have you spoken with an Events Officer about your application? *

- ☐ Yes
☐ No

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Name of the Officer

Conditions of Funding

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Conditions of Funding

To be eligible for funding, the following conditions must be met:

1.Event Location and Access

- The event must take place on public land or in a public facility.
- It must be free for the community to attend.

2.Use of Funding

- Funding must only be used for costs directly related to the delivery of the Christmas Carol event.

3.Post-Event Reporting

- By submitting this application, you agree to complete a post-event report, including evidence of how the funds were spent (e.g. receipts, invoices) if requested

4.Multiple Applications per Township

- If more than one organisation from the same township applies for funding, priority will be given to the organisation that:
a. Has previous experience delivering Christmas Carol events.
b. Demonstrates greater accessibility for all members of the community.
c. Best meets the needs of the township's population.

Do you agree to the conditions of funding? *

- ☐ Yes
☐ No

Applicant Information

* indicates a required field

Applicant Organisation Details

Applicant organisation name: *

Contact person: *

Title

First Name

Last Name

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Position: *

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Phone number: *

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Please list your best contact number during business hours

Email: *

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Postal address: *

Address

Suburb State Postcode

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Organisation Details

Organisation type: *

- ☐ Commercial business or agency
- ☐ Incorporated not-for-profit organisation
- ☐ Unincorporated not-for-profit organisation (you will need to seek an auspice)
- ☐ Individual (must have an ABN or auspice)

Incorporation number (if applicable):

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Please enter your incorporation number

ABN details (if applicable):

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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)	
DGR Endorsed	
ATO Charity Type	More information

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ACNC Registration
Tax Concessions
Main Business Location

If you have an auspice, please complete Auspice details below

Insurance Details

Public liability insurance of at least **\$20 million** is required for all events held within the Surf Coast Shire. If volunteers are part of your event workforce, please ensure your policy includes appropriate cover for volunteers.

A current Certificate of Currency showing a minimum of **\$20 million public liability insurance** must be provided before the event.

If you do not currently have the required public liability insurance and your funding request is successful, you will need to obtain the required insurance before funding can be paid.

Public Liability Insurance: *

- ☐ Our group has public liability insurance for the event
- ☐ 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

Please attach a copy of the Certificate of Currency:

Attach a file:

If you are unable to supply a Public Liability Insurance Certificate of Currency, please provide a reason:

Event Snapshot

* indicates a required field

Key Event Details

Please provide key information about your event. This information will be used to assess your eligibility for funding and to promote your event on the Surf Coast Events website.

Event name: *

Venue/site *

Venue/site address: *

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Event date: *

Start and end time: *

What is the total number of people you expect to attend? *

Must be a number

Do you have approval, or in principle agreement, to hold the event at this location? *

- ☐ Yes
☐ No (approval will need to be sought prior to funding being awarded)

Please provide a link to your event website and/or social media pages where people can find out more (e.g. Facebook, Instagram):

Must be a URL.

Please provide a promotional photo (no posters or logos)_

Attach a file:

Please outline the running order for your event. Include approximate start and end times for all key activities *

Authorisation

*** indicates a required field**

Certification

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

By submitting this funding request, I confirm that the information provided is true and correct. I agree to the terms and conditions outlined in this application and the Event Grant Guidelines. This declaration forms part of the conditions of funding and may be used to assess compliance. False or misleading information may result in funding being withdrawn or recovered..

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I agree: *

☐ Yes

☐ No

Name of authorised person: *

(please type name)

Position: *

Contact phone number: *

Must be an Australian phone number.

Email: *

Must be an email address.

Invoice Requirements

You must attach an **invoice** to this section in order for funds to be dispersed.

Please make the invoice out to: **Surf Coast Shire Council Address: 1 Merrjiig Drive, Torquay, Vic, 3228 ABN:18 078461409**

Your invoice must include the following details:

- Organisation name, ABN, address and contact number
- Invoice number and date
- Bank account details for payment (BSB and account number)
- Description: *Christmas Carols Funding Grant - [Township]*
- Amount (including GST if applicable)

GST Requirements If your organisation is GST registered, the grant is subject to GST. The invoice must therefore be grossed up by 10% (or the prevailing GST rate at the time).

Please upload invoice

Attach a file:

Privacy Notice

The Surf Coast Shire is committed to protecting your privacy in accordance with the Information Privacy Principles outlined in the *Privacy and Data Protection Act 2014 (Vic)*

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(PDP Act). The personal information collected in this application form is required to administer and assess your grant application. If this information is not provided, we may be unable to process your application or contact you for clarification or follow-up.

Our privacy policy is available on our website and/or by contacting 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.