

# Application Form - Round #2 Community Events 2024/25

## Form Preview

## Surf Coast Shire Council's Event Grants Program

\* indicates a required field

### Introduction

Thank you for your interest in Surf Coast Shire Council's Event Grants Program. This application form is **for stream 2 of the Community Events round**, specifically for events held between **1 February 2025 to 30 June 2025**.

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

Please note that online applications will close on Friday, 29 November, at midnight. Incomplete applications and/or those received after this deadline will not be considered.

Before applying

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

### Eligibility - Before you commence your application

***Please read the [Event Grant and Sponsorship Program Guidelines](#) before proceeding with this application.***

Important, please confirm before proceeding:

#### **Me/my group is one of the following:**

- Commercial entities and businesses
- Not for profit, incorporated bodies, co-operatives or associations
- Groups with an eligible auspice or unincorporated bodies with an eligible auspice
- Individuals with an ABN or auspice arrangements
- Charitable organisations
- Schools and kindergartens

#### **Me/my group:**

- Is not a committee of Surf Coast Shire Council including Advisory Committees, Committees of Management of Sub Committees.
- Do not have an outstanding debt with Council
- Does not have an overdue acquittal report for previous funding received from Surf Coast Shire Council.
- Are not elected members or employees of Council
- Has not involved elected members or employees of Council to write this application, sign or be listed on any grant.
- Are able adequately demonstrate financial commitment from other sources

#### **My event:**

- Is taking place within the Surf Coast Shire.

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- Has not already started
- Is taking place between 1 February 2025 - 30 June 2025
- Is NOT a Political or gaming activity
- Is NOT a Fundraising event where the primary purpose is to raise funds for a third-party organisation, agency or charity.
- Is NOT a School, Pre- School and Kindergarten event that are part of the standard curriculum
- Is NOT a School, Pre- School and Kindergarten fete or fair
- Is NOT a tradeshows, teaching programs, conferences or lectures
- Is NOT a circus with caged or exotic animals
- Supports gender inclusion and equality and does not discriminate against people based on gender identity, race, age, socio economic status, education, ethnicity, ability and disability, or faith.

### **I understand:**

- The following components of an event will NOT be funded: Interstate or overseas travel or accommodation, new building work, capital or ongoing maintenance works, prize money, awards and trophy production, new or replacement furniture, equipment or fixtures, organisational core operating costs such as funding for permanent staff members, insurance and utilities.
- Should my application be successful, Council will bear no responsibility for over spend of the project.
- I may be required to supply Council officers with event documentation.
- I will be required to supply a post event report/acquittal.

### **Health, safety and cultural considerations (depending on your project):**

- Where related to First Nations People or Culture, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation.
- I understand that projects or programs involving children must comply with with Child Safe Standards [www.dhhs.vic.gov.au/publications/child-safe-standards](http://www.dhhs.vic.gov.au/publications/child-safe-standards).
- Where appropriate, projects must be inclusive of people with a disability or those who are marginalised. Please refer to Council's Disability Inclusion Guidelines.

### **I confirm I have read and can comply with all of the eligibility requirements listed above \***

- Yes
- No - Please do not proceed.

### **Name Council Officer you have discussed the proposal with:**

## Applicant Details

\* indicates a required field

### Organisation Information

#### **Applicant organisation / Individual name:**

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**Organisation type: \***

- Commercial business or agency
- Incorporated as a not for profit
- Unincorporated not for profit organisation (you will to seek an Auspice)
- Individual (must have an ABN or Auspice)
- Other

**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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Contact Person \***

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

**Contact Person Position:**

**Postal Address**

Address

  
  
Suburb State Postcode  
  

**Phone Number \***

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**Email \***

### 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	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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

Attach a file:

### Insurance

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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
- 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:

## Key Event Details

\* indicates a required field

### Event outline

#### **What is the name of your event? \***

#### **Which ward will your project/event take place in?**

- Torquay
- Otway Ranges
- Winchelsea
- All

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

#### **Please provide a brief overview of the event: \***

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

#### **How many people will your event involve? \***

Must be a number.

Estimate of total number - attendees, workers, volunteers, staff, contractors, vendors

## Event Snapshot

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

Must be a date.

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

Must be a date.

**Is this a new or existing event? \***

New  Existing

**Number of years the event has been held \***

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. \***

## Events - Pass/Fail Criteria

\* indicates a required field

**Please take the time to carefully consider the Environmental Sustainability and Disability Access and Inclusion aspects of your event. If the event does not pass this section, it will not qualify for funding.**

**Ensure you refer to the [Event Grants Program Guidelines](#) when answering these questions.**

### Environmental Sustainability

How does the event contribute towards positive environmental outcomes in the short (event) and long term? Does it provide an element of education or awareness for attendees? Does it minimise the use of plastic bottles, bags or straws and have a level of excellence in event environmental management?

[Surf Coast Shire Plastic Wise Guide](#)

**\*PASS/FAIL**

**How will the event deliver on environmental values? \***

### Disability Access and Inclusion

Does the event demonstrate a commitment to the inclusion of people with a disability (not limited to people with a physical disability)? Does it provide information to attendees to enable people with a disability to plan or choose not to attend the event? Does it consider neurodiversity and mental health needs?

**\*PASS/FAIL**

[More information, Guidelines and checklist](#)

**Please describe how the event will achieve greater access and inclusion? \***

### Events - Assessment Criteria

\* indicates a required field

**Applications will primarily be assessed on the answers provided in this section. Please take the time to carefully consider the economic, social and cultural outcomes of your event. The percentages indicate the weighting assessors will apply to each category, which varies between Event streams. Use the information below to understand how an application will be assessed.**

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

**Tourism Event** Economic Development Opportunities - 60% Social Opportunities- 20%  
Cultural Opportunities - 20%

**Boutique Creative / Special Focus Event** Economic Development Opportunities - 40%  
Social Opportunities- 30% Cultural Opportunities - 30%

### Social Opportunities

**Will the event encourage the participation of a wide variety of local residents, including people of diverse groups, ages and abilities? Will new partnerships and social connections be established? How will the event positively impact the host community? Will local volunteers be used?**

**Assessment weighting for this question attracts**

**Community 45% Tourism 20% Boutique Creative and Special Focus 30%**

**What social and community opportunities will the event provide?**

### Cultural Opportunities

How will the event contribute towards developing or reinforcing the cultural identity of the host township or greater Surf Coast Shire? Will it foster networks, and contribute to existing arts and cultural programs? Will it link attendees to culturally significant aspects of the host community?

**Assessment weighting for this question attracts:**

**Community 45% Tourism 20% Boutique Creative and Special Focus 30%**

**How will the event strengthen local identity or cultural life?**

### Economic Development Opportunities

How will the event contribute economically to the region? For example: Do you anticipate that the event will attract overnight visitors to the Surf Coast? Will the event be broadcast or streamed online? What is the development potential for the event? Is it an ongoing or a one-off event? How does the event include and support local businesses? Will local produce/resources be used? Will the event allow

**Assessment weighting for this question attracts**

**Community 10% Tourism 60% Boutique Creative and Special Focus 40%**

**How will the event generate economic benefit for the Region/ Surf Coast Shire area, and or the town it is staged in?**

**What do you expect the total event population to be? (excluding workforce) \***

Must be a number.

### Events - Budget

\* indicates a required field



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### 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 grants
- A cash contribution from your organisation (this could come from things like fundraising or donations)
- In Kind contribution from your organisation or other organisations
- Sponsorship
- Entry / Participant fees

#### 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 \$43.27 /hour (this is usually the volunteer time actually involved in the project implementation)

#### 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**

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

### Budget

Income	\$	Confirmed	Expenditures	\$	Description	Use of SCS Grant

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### 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.

### Grant Request

**Total Amount Requested \***

Must be a dollar amount.

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

**Total Event Costs \***

Must be a dollar amount.

Sum of all expenses incurred. This will be the same as the self calculated amount in column 2 above

**What will the funds be used for? \***

- Event Delivery
- Event Development
- Event Marketing

### Further 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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	<b>Total number of Female people</b>	<b>Male</b>	<b>Gender diverse/ unspecified</b>
	Must be a number.	Must be a number.	Must be a number.
Group/Organisation membership			
Management Committee/ Board membership if applicable			

Applications for the Community Event Grants are assessed between 2-9 December 2024. Announcements will be made on 16 December 2024

### Privacy Notification

The personal information requested on this form is being collected by Council for a grant application. The personal information will be used solely by Council for that primary purpose or a directly related purpose. The applicant understands that they may apply to Council to access and/or amend the information.

### 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

**Name of authorised person \***

**Position \***

**Email \***

Must be an email address.

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