

2023-24 Event Grant Application

Form Preview

Event Grant Application

* indicates a required field

Before you begin

Please read the Event Grant Guidelines before completing this application form. Click [HERE](#) to access the guidelines.

You can also access a Frequently Asked Questions document [HERE](#).

The Event Grants Program is informed by the Strathbogie Shire Council Plan 2021-25 .

- [Strathbogie Shire Council Plan 2021-25](#)

To complete the application you will need the following documents:

- Bank Statement • Quotes • Risk Assessment

When using the supplied templates in this application you must save the file to your own device and then upload it using the 'choose files' option.

NEED HELP?

To access help in completing this application go to the [SmartyGrants Guide for Applicants](#)

Before completing the application

Before submitting your application, you must contact a member of the EventsTeam on 1800 065 993 or by e-mail info@strathbogie.vic.gov.au to discuss your project.

Which Council Officer have you spoken to about your application? *

- ☐ Libby Webster
- ☐ Tiffany Nicholas
- ☐ Have not spoken to an event Officer

No more than 2 choices may be selected.

Not Eligible

Your application is not eligible for submission. Please contact Tiffany Nicholas or Libby Webster to discuss your project. Please call 1800 065 993 or e-mail info@strathbogie.vic.gov.au

Have you submitted an Event Application with a completed Risk Assessment? *

- ☐ Yes
- ☐ No

No more than 1 choice may be selected.

Not Eligible

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Your application is not eligible for submission. Please contact Tiffany Nicholas or Libby Webster to discuss your project. Please call 1800 065 993 or e-mail info@strathbogie.vic.gov.au

Applicant Eligibility

This section of the application form is designed to help you, and us, understand if you are eligible for this grant.

I confirm that the applicant:

- is incorporated or auspiced by an incorporated association
- is based in the Strathbogie Shire
- does not have an overdue acquittal or owe money from any previous grant funding
- is not an elected member or employee of Strathbogie Shire Council. Elected members or employees of Strathbogie Shire Council cannot be involved in the development of an application and are not eligible to sign or be listed on any grant
- is not an individual; emergency services; educational institutions; religious organisations or institutions; political organisations; commercial, profit-making organisations; State or Federal government agencies
- has \$20M Public Liability insurance
- has not been approved for an Event Grant this financial year
- has an ABN
- if under auspice, the auspice organisation has not provided auspice to another Event Grant application this financial year

I confirm that all statements above are true and correct. *

☐ Yes

☐ No

No more than 1 choice may be selected.

Not Eligible

Your application is not eligible for submission. Please contact the Events Team to discuss your project. Please call 1800 065 993 or e-mail info@strathbogie.vic.gov.au

Event Eligibility

I confirm that the event:

- is not scheduled to occur within the next 8 weeks
- has not already occurred
- has not received Council funding or been approved for another grant from Council this financial year
- is being delivered in Strathbogie Shire
- aligns with Strathbogie Shire's Community Vision which can be found in the Strathbogie Shire Council Plan 2021-25
- does not support or promote a political party or political cause
- does not celebrate January 26
- is not a fundraising event
- is not a school award or school fundraising event
- is not a private event being defined as an event where participants are selectively invited to participate & not broadly accessible to the local community
- does not promote smoking, gambling, or drugs, or the sole focus is not alcohol and alcohol consumption

I confirm that all statements above are true and correct *

☐ Yes

☐ No

No more than 1 choice may be selected.

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Not Eligible

Your application is not eligible for submission. Please contact the Events Team to discuss your project. Please call 1800 065 993 or e-mail info@strathbogie.vic.gov.au

Use of Funds

I confirm the grant funds will not be used to pay for;

- the costs of attending conferences or sporting events; travel or accommodation • fundraising costs or prizes • operational costs e.g. rent, utilities • staff wages (this does not include payment of contractors or services to deliver the project) or payment to a service provider under the same ABN as the applicant • the costs of permit fees including alcohol licence applications

I confirm that all statements above are true and correct. *

- ☐ Yes
☐ No

No more than 1 choice may be selected.

Not Eligible

Your application is not eligible for submission. Please contact the Events Team to discuss your project. Please call 1800 065 993 or e-mail info@strathbogie.vic.gov.au

Applicant Details

* indicates a required field

Organisation Name *

Organisation Name

Organisation Primary Address

Address

What is your organisation's legal status? *

- ☐ Incorporated Association
☐ Unincorporated Association
☐ Cooperative Association
☐ Other:

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Primary Contact

This person will be the point of contact with Council.

Contact Person *

First Name

Last Name

Position in Organisation

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Is this application being auspiced by another organisation? *

- ☐ Yes - complete auspice information
- ☐ No - complete ABN details

Applicant 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Information

* indicates a required field

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Auspice Organisation *

Organisation Name

Auspice 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Primary Address *

Address

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

Attach a letter of verification from the Auspice Organisation *

Attach a file:

Auspice Contact *

First Name

Last Name

Position in Organisation

Phone Number *

Must be an Australian phone number.

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Email *

Must be an email address.

Please provide a copy your auspice organisations AGM minutes and Financial Statement.

AGM Minutes

Attach a file:

Annual Statement

Attach a file:

Event Information

* indicates a required field

Event Name ***Event Summary ***

Must be no more than 100 words.

Provide a short description of your project, what are you going to do?

Why is the proposed event important and how have you identified that? e.g. community feedback, part of Community Plan, data, outcomes of past events *

Describe the specific issue or need you want to address.

Organisation Capacity

Provide detail to demonstrate that your organisation has the capacity to manage grant funding and ultimately deliver the event on time and within budget. Organisational capacity refers to your group's ability to implement and manage the event's intended results, given the talent, capabilities, and financial resources at your disposal.

Outline your organisation's capacity to deliver the event including key staff/ volunteers and any past experience in event management. Have you managed similar events and budgets before? *

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Please provide a copy your organisations AGM minutes or your most recent Event Committee minutes and Financial Statement.

AGM minutes or Event Committee minutes

Attach a file:

Annual Statement

Attach a file:

Event Planning

Outline how you are going to deliver the event.

You can upload an Event Management Plan or provide details in the text box below on:

- your event management team including key responsibilities of each member
- list of tasks required to deliver the event
- a schedule for each task and person responsible

Event management plan details

Upload a completed Event Management Plan here

Attach a file:

Risk Assessment

Please upload your Risk Assessment.

Upload Risk Assessment *

Attach a file:

Community Support

Has your event come from a Community Plan? *

☐ Yes

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☐ No

No more than 1 choice may be selected.

Name of the Community Plan

Evidence of Community Support

Please attach evidence to confirm community support eg. letters of support, survey results

Attach a file:

Attach a file:

Attach a file:

Event impact on adjacent landowners and residents

How will this event impact adjacent landowners/residents?

Low impact: No temporary infrastructure required. No amplification. No change to traffic conditions and parking. No light pollution being the excessive or inappropriate use of outdoor artificial light. No impact to usual amenity of space.

Moderate impact: Temporary infrastructure required. Low-mid noise impact. Moderate additional vehicle traffic to the project area. No impact to usual amenity of space. Temporary light pollution being the excessive or inappropriate use of outdoor artificial light. Some impact to amenity of space.

High impact: Moderate to high noise impact. Substantial additional vehicle traffic to the area. Substantial impact to the usual amenity of space. Temporary light pollution being the excessive or inappropriate use of outdoor artificial light.

Please rate the level of adjacent landowner/resident impact. *

- ☐ High Impact
- ☐ Moderate Impact
- ☐ Low Impact

Event Impact - Community Consultation Plan

Please provide your Community Consultation Plan e.g media, letter drop with how to lodge an objection, door knock *

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Event Outcomes

* indicates a required field

The Event Grants program contributes funds to community-led events that align with the Strathbogie Shire 2021-2025 Council Plan and may come from local Community Plans, bringing people together to connect, collaborate, celebrate, upskill, share resources, and put ideas into action.

- [Strathbogie Shire 2021-25 Council Plan](#)
- [Community Plan developed by the Community Planning Reference Group in your community](#)

Please provide information on the positive outcomes for the community your event will deliver.

Inclusion and Gender Equity

The Strathbogie Shire is a region of natural beauty with vibrant communities who are respectful, optimistic and inclusive of gender, age, accessibility needs, and all cultures. We have a strong sense of belonging and of our collective history. We care deeply for Country and First Nations people. We are bold. We embrace opportunities. We welcome you.

Use the 'making your event more inclusive' guide to support your plan. Click [HERE](#)

Outline how will you make your event as inclusive as possible? *

Positive Environment and Climate Change Outcomes

In Strathbogie Shire, one of our community's goals is: In the future we consider Climate Change in everything we do. This means: • We are minimising harmful impacts on our natural environment • We are reversing biodiversity decline • We are championing best practice environmental strategies

Click [HERE](#) to view the Climate Change Action Plan.

Have you completed a Waste Wise Plan? *

- ☐ Yes
☐ No

Does your event align with the SSC Climate Change Action Plan 2022-27 and contribute to improving sustainability practices within the Strathbogie Shire? *

- ☐ Yes
☐ No

Please detail what elements of the action plan this event aligns to and how this event contributes to improving sustainability practices within the Strathbogie

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Shire area e.g. reducing emissions and waste going to landfill by upcycling/ repurposing of goods in the first instance or, if upcycling is not possible, recycled material is used whenever possible.

Word count:

What other outcomes will the community benefit from?

Please select outcomes from the following list that apply to your event. Your application will be strengthened by the number of outcomes you are able to identify and provide information on.

Social Connection

Social connection is the experience of feeling close and connected to others. In Strathbogie Shire we create welcoming social spaces where people can connect.

Will your event support social connection?

- ☐ Yes
☐ No

Describe how your event will support social connection?

Health and Wellbeing

Health and wellbeing are not just the absence of disease or illness, they are a combination of a person's physical, mental, emotional and social health factors. Wellbeing is strongly linked to happiness and life satisfaction. In Strathbogie Shire we encourage health and wellbeing activities.

Will your event promote health and wellbeing?

- ☐ Yes
☐ No

Describe how your event will promote health & wellbeing?

Safety

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A safe community is a place that is attractive to live, work and visit. A safe community is a liveable community, where people can go about their daily activities in an environment without fear, risk of harm or injury. In Strathbogie Shire we are working together to share knowledge and get things done.

Will your event promote and support community safety?

- ☐ Yes
☐ No

Describe how your event will enhance the awareness and capacity of residents, businesses and visitors to act, live and work safely.

Community Art

Community art is of and by the people of a place and culture, often facilitated by a professional artist. It reflects the values, concerns and meaning of living in that place or culture. In Strathbogie Shire we are inspired by our creatives and celebrate art and culture.

Will your event support or provide community art?

- ☐ Yes
☐ No

Describe how your event will support or provide community art.

Positive Cultural Outcomes

Celebrating cultural diversity promotes shared respect, shared meaning, and shared knowledge. Learning about other cultures helps us understand different perspectives within the world we live in. In Strathbogie Shire, First Nations culture, knowledge and heritage enriches our Shire.

Will your event provide positive cultural outcomes?

- ☐ Yes
☐ No

Describe how your event will provide positive cultural outcomes.

Upskilling of Local Volunteers

In Strathbogie Shire we enable people and communities to help each other and value the significant contribution made to our society by volunteers. Volunteer training and upskilling empowers volunteers helping them feel more comfortable in their role and supports engagement and retention rates.

Will your event support the upskilling of local volunteers?

- ☐ Yes
☐ No

Describe how your event will support upskilling of volunteers.

Celebrate Strathbogie Shire

Our Community Vision: The Strathbogie Shire is a region of natural beauty with vibrant communities who are respectful, optimistic and inclusive. We have a strong sense of belonging and of our collective history. We care deeply for Country and First Nations people. We are bold. We embrace opportunities. We welcome you.

Does your event align with the Community Vision and celebrate Strathbogie Shire?

- ☐ Yes
☐ No

Describe how your event aligns with the Community Vision and celebrates Strathbogie Shire.

Economic Development

In Strathbogie Shire, one of the community's goals is in the future we have a thriving economy for everyone. This means: • We are smart spenders, buying local wherever possible • We target economic development to enhance our region • We are capitalising on our region's strengths.

Will your event contribute to economic development of Strathbogie Shire?

- ☐ Yes
☐ No

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Describe how your event will contribute to the economic development of Strathbogie Shire.

Visitor Numbers

In Strathbogie Shire we target economic development to enhance our region and we capitalise on our region's strengths.

Will your event increase visitor numbers to Strathbogie Shire?

- ☐ Yes
☐ No

Describe how your event will increase visitor numbers and provide an estimate of visitor numbers i.e. number of people per day x no. of days = total no. of people

Other Outcomes

Have you identified other outcomes for your event?

- ☐ Yes
☐ No

Describe how these outcomes contribute to the Strathbogie Shire 2021-2025 Council Plan

Partnership

** indicates a required field*

Will this event be delivered in partnership with another group/organisation? *

- ☐ Yes
☐ No

Please list the groups you are Partnering with. *

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Recognition of Partners

Strathbogie Shire Council expects all successful applicants to formally recognise Council if funding is provided in line with Strathbogie Shire Council's 'Acknowledgement and Publicity Guidelines'. Click [here](#) to view the guidelines.

I confirm we will recognise Strathbogie Shire Council as stated above? *

☐ Yes

☐ No

No more than 1 choice may be selected.

Event Budget

* indicates a required field

You will need to provide a balanced budget for your event which includes all income and expenditure items. Clear budgets help Council to understand what you will be spending money on. Budgets should match the proposal that you have outlined in your grant application.

For support in writing your budget click [HERE](#)

Please provide the total amount of grant funding you are requesting from Council. This must include the value of any in-kind contribution you are requesting from Council.

Total Amount of Grant Funding Requested *

\$

APPLICANT contribution

The applicant's contribution can include cash and in-kind contributions.

In-kind contributions are contributions by volunteers and suppliers in terms of time, goods, or professional services donated to the project or event and should be clearly identified in your budget.

Applicant in-kind contributions can be calculated at: \$80 per hour for skilled labour (electrician, graphic designer) \$40 per hour for general labour Goods/equipment/materials/hire costs at market value

What is the total applicant in-kind contribution? *

\$

Must be a dollar amount.

Please itemise and value each in-kind item: eg. labour hours, materials donated etc.

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What is the total applicant confirmed cash contribution? eg. Donations, other grants, sponsorship, group contribution. *

\$

Must be a dollar amount.

Please list the organisations you are receiving other funding from below including donations, sponsorships and grant funding.

COUNCIL in-kind contribution

Council can also provide in-kind contributions to your event e.g. equipment hire, venue hire, rubbish removal. All requests for Council in-kind contributions must be approved and included in your budget.

Are you requesting Council in-kind contributions? *

☐ Yes

☐ No

What is the total Council in-kind contribution?

\$

Must be a dollar amount.

Please itemise and value each in-kind item: eg. venue hire, equipment hire, rubbish removal etc.

Budget

Income - list confirmed income e.g.in-kind, donations, other funding; and the amount of Council grant funds requested.

Expenditure - list all items of expenditure.

In-kind contributions must be listed in both the Income and Expenditure columns.

Please include GST.

Income	\$	Expenditure	\$
			Must be a dollar amount.
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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Budget Totals

INCOME

Total Income Amount

\$

This number/amount is calculated.

EXPENDITURE

Total Expenditure Amount

\$

This number/amount is calculated.

BALANCE

Income - Expenditure

\$

This number/amount is calculated.

Matching Contribution

Your organisation will need to match to the value of \$1 for every \$3 of grant funding requested. This contribution can be in-kind or cash.

Minimum Matching Contribution Required from Applicant

\$

This number/amount is calculated.

Total amount of your Group's financial and in-kind contribution *

\$

This number/amount is calculated.

Matching contribution position

\$

This number/amount is calculated.

Not Eligible

Your grant Matching value does not meet the minimum requirements therefore your application is not eligible. Please contact Jean McKinnon or Kate McKernan to discuss your project or adjust your groups in-kind or cash contribution. Please call 1800 065 993 or e-mail info@strathbogie.vic.gov.au

GST

Are you registered for GST? *

- ☐ Yes
☐ No

What is the total amount of GST paid that you will be eligible to claim?

\$

Must be a dollar amount.

Quotes

Where you have listed expenditures for which you will be spending cash, you must attach quotes to verify this expense for your project. Quotes must be valid for 3 months.

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If you require additional uploads, please click on the "Add More" button.

Upload quotes

Upload quotes

Bank Details

* indicates a required field

Bank Account- *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Provide your incorporated association's bank account details or your auspice organisation's bank details

Please attach your incorporated association's or your auspice organisation's most recent bank statements. *

Attach a file:

Note: Other documents (eg. copy of transaction history) will not be accepted

Other information

If you need to upload any other documentation that is relevant to your application, you may do so here.

Attach a file:

Authorisation

* indicates a required field

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if the Council approves a grant, I will be required to accept the conditions of the grant in accordance with the Council audit requirements.
- I consent to the information contained within this application being disclosed to or by the Council for the purpose of assessing, administering and monitoring my current and any future Council grant applications.

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- I understand that if the Council approves a grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with the Council.

I agree to the above conditions *

☐ Yes

Please fill in details of your Chair or President of your organisation or your auspice organisation below as a sign they endorse this application.

Name *

First Name

Last Name

Position *

Date *

Must be a date