

Event Grants 2026-2027 Application form - Funding 2027 Q1/2

Form Preview

Introduction

* indicates a required field

Applications close 25 September 2026 at 5pm.

Before completing this application, please read the [Events Grants Program Guidelines 2026](#). The guidelines explain who can apply, what can be funded, how applications are assessed and what will be required if your application is successful.

Funding tiers

Choose the funding tier that best reflects the scale of your event and the amount of funding you are requesting.

- **Tier 1 — Local Community Events: up to \$1,000** - For small scale events supporting community participation, connection, volunteering and local identity.
- **Tier 2 — Community and Regional Events: up to \$3,000** - For events demonstrating strong community participation, local business engagement and broader township.
- **Tier 3 — Strategic Events: up to \$5,000** - For larger strategic events delivering strong community and cultural outcomes, measurable economic or visitor benefits and a contribution to the identity and profile of the shire.

The level of detail expected in your application will reflect the funding tier you select. Smaller events can provide simple, concise information, while higher tier applications should provide greater detail and supporting evidence appropriate to the scale and complexity of the event.

Triennial funding opportunity

One Tier 3 event in each funding round may be offered funding for **three consecutive years**, subject to annual reporting and review.

Tier 3 applicants will be able to indicate if they would like to be considered for triennial funding. **If you are not selected for triennial funding, this will not affect the assessment of your application for single year Tier 3 funding.**

Applicants seeking triennial funding should demonstrate ongoing community value, strong governance and delivery, and a clear pathway towards the event's long term sustainability. You should also explain what additional opportunities triennial funding would enable that could not be achieved through single year funding, such as longer term planning, new partnerships, audience development, increased community participation or investment in the event's future.

Funding amounts

Events Grants are competitive and funding is not guaranteed. Council may offer **partial funding or an amount lower than the amount requested**.

Applicants should consider whether their event could proceed with a reduced grant amount. If partial funding is offered, Council may request a revised budget or event scope before entering into a funding agreement.

Before applying

If your event occurs more than once during the year, please submit **one application covering all occurrences of that event**.

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Incomplete applications and applications received after the closing date will not be considered. The guidelines also require applicants to provide all required supporting documentation and demonstrate planning appropriate to the scale of their event.

The first section of this application will help determine whether your event is eligible for funding. You must complete the eligibility questions before continuing with the remainder of the application.

If you have questions about eligibility, the funding tiers or completing your application, please contact events@mountalexander.vic.gov.au or **03 5471 1700**.

Eligibility Declaration

Confirmation of Eligibility *

- ☐ I have read the Grants Program Guidelines carefully before completing this application.
- ☐ I have no outstanding acquittals in the same funding stream as this application.
- ☐ I hold event related Public Liability Insurance or aim to obtain the appropriate coverage for my event
- ☐ The proposed event is open to the public, will take place within Mount Alexander Shire and will benefit the Mount Alexander Shire community.
- ☐ I have an ABN or will be auspiced by an organisation with an ABN
- ☐ The proposed event will take place between 1 January 2027 - 30 June 2027

All items must be selected to move forward with the application.

My event is eligible for: *

- ☐ Tier 1 - Up to \$1000
- ☐ Tier 2 - Up to \$3000
- ☐ Tier 3 - Up to \$5000

Applicant Details

* indicates a required field

Applicant Details

What is your legal status? *

- ☐ Incorporated Association
- ☐ Registered Charity (ACNC registered)
- ☐ Unincorporated (or informal) group - required to be auspiced
- ☐ Individual applicant

Do you or your organisation have an ABN? *

- ☐ Yes
- ☐ No

Australian Business Number (ABN)

ABN *

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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
ACNC Registration	
Tax Concessions	
Main Business Location	

If you are applying as an incorporated association, charity or unincorporated group please select 'organisation' below. If you are applying as an individual select 'individual' below.

Applicant name *

☐ Individual ☐ Organisation

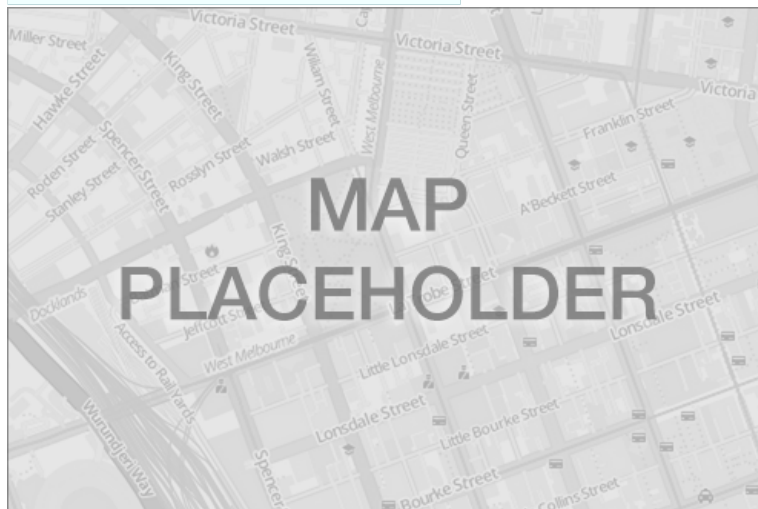
Organisation Name

First Name

Last Name

Postal Address *

Address



To add a PO Box click on "Can't Find My Address" and complete the fields.

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Applicant phone number *

Must be an Australian phone number.

Applicant primary email address *

Must be an email address.

Applicant website

Must be a URL.

Primary contact person

Applicant primary contact person *

First Name

Last Name

Position *

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Applicant organisation registration

What is your Incorporation Number or Charitable Registration Number? *

If you wish to check your incorporation number please click [Consumer Affairs](#) or to check your charitable registration number please click [ACNC](#).

Auspice support

Information about an auspice organisation

- An Auspicing Agent is another organisation that is a legal entity with an ABN.
- The Auspicing Agent agrees to hold the legal and financial responsibilities of the funded project.
- Individuals or unincorporated applicants are responsible for finding an auspice before start the application process.
- Auspiced applications must have a signed auspice agreement, including the auspice's ABN.

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- An [auspice agreement template](#) is available on Council's website.

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 postal address *

Address

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

Auspice website

Must be a URL.

Auspice Contact Person *

First Name

Last Name

Auspice contact phone number *

Must be an Australian phone number.

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Auspice contact email address *

Must be an email address.

Signed auspice agreement *

Attach a file:

To download an [Auspice agreement](#) form here,

If applicable, what type of not-for-profit organisation are you?

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers)
- ☐ Philanthropic organisation
- ☐ Peak body
- ☐ Social enterprise
- ☐ International NGO
- ☐ Professional association
- ☐ Healthcare not-for-profit
- ☐ Community group
- ☐ Research body
- ☐ General not-for-profit (i.e. none of the sub-types listed above)

Child Safe Standards

The [Social Services Regulator \(SSR\)](#) is an independent statutory authority that exists to safeguard the rights of children and young people as well as people who use social services in Victoria.

Will your project involve children and/or young people? *

- ☐ Yes ☐ No

Does your organisation have Child Safe Standards? *

- ☐ Yes ☐ No

Project Details and Outcomes

* indicates a required field

Event summary

Event Name *

Total amount requested *

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

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Please provide a summary of your event, including what will take place, who the event is for, where it will be held and what you hope it will achieve. *

Give us a clear overview of your event and its purpose. Include the key activities or program, intended audience and the main outcomes or benefits you expect it to deliver.

Is your event a community event or a commercial event? *

- ☐ Commercial event
☐ Community Event

A community event is organised and controlled by a community based, not for profit organisation for community benefit. Committee members or organisers do not receive personal income or profit from the event. Events operated for private financial benefit should be identified as commercial events.

Multi Year Funding

Are you requesting multi-year funding? *

- ☐ Yes
☐ No

Event Dates

Anticipated Event Start Date *

Must be a date and no earlier than 1/1/2027.

Anticipated Event End Date *

Must be a date and no later than 30/6/2027.

Target group/s

Which Mount Alexander Shire Council ward will your event predominantly take place in?

- ☐ Barkers Creek Ward
☐ Calder Ward
☐ Campbells Creek Ward
☐ Coliban Ward
☐ Forest Creek Ward
☐ Loddon River Ward
☐ Moonlight Creek Ward
☐ Tarrengower Ward

See a map of our shire wards [here](#)

Which Mount Alexander Shire area/s will most benefit from your event? *

- | | | | |
|---|--|------------------------------------|---|
| ☐ Shire wide | ☐ Chewton | ☐ Guildford | ☐ Moonlight Flat |
| ☐ Baringhup | ☐ Chewton Bushlands | ☐ Harcourt | ☐ Muckleford |
| ☐ Baringhup West | ☐ Elphinstone | ☐ Irishtown | ☐ Newstead |
| ☐ Barkers Creek | ☐ Faraday | ☐ Langley | ☐ Redesdale |

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- | | | | |
|--|---------------------------------------|--|--|
| ☐ Barfold | ☐ Fryerstown | ☐ Maldon | ☐ Sutton Grange |
| ☐ Bradford | ☐ Glenluce | ☐ McKenzie Hill | ☐ Taradale |
| ☐ Campbells Creek | ☐ Golden Point | ☐ Metcalfe | ☐ Vaughan |
| ☐ Castlemaine | ☐ Green Gully | ☐ Metcalfe East | ☐ Yapeen |

Please only select the most relevant area/s. If it will benefit the entire region select 'Shire wide'.

Who are the target group/s that will most benefit from this event? *

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this event

Assessment Criteria

Your application will be assessed against the questions below. Please provide clear and relevant information about the outcomes your event will deliver.

The level of detail expected should reflect the funding tier you are applying for:

Tier 1: Provide a concise response outlining what you plan to do and the expected benefit. Where relevant, show that you have considered the areas identified in the question and hint.

Tier 2: Provide more detail about your approach, including relevant examples and expected outcomes. Show how the areas identified in the question and hint have been considered in planning your event.

Tier 3: Provide a detailed response supported by evidence, estimates, confirmed partnerships or previous outcomes where relevant. Your response should also demonstrate how your event aligns with relevant Council plans and strategies linked in each question.

Community Connection, Participation and Township Activation

What we expect at each funding tier:

- **Tier 1:** Show how your event will bring local people together and provide opportunities to participate, connect or volunteer.
- **Tier 2:** Show how the community will be actively involved and provide expected attendance, participation or volunteering numbers where possible.
- **Tier 3:** Demonstrate significant community participation and township activation, supported by estimates, previous outcomes or other evidence, and show alignment with relevant Council and township plans.

How will your event bring people together, encourage community participation and contribute to the life and identity of the community or township where it is held?

Consider who will attend or participate, opportunities for local involvement and volunteering, how your event will activate the local area, and the community benefits it will create. See the [Council Plan 2025-2029](#) and relevant township/community plans.

Arts, Culture and Creative Sector Support

What we expect at each funding tier:

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- **Tier 1:** Show how your event will involve or provide an opportunity for local artists, performers, makers or other creatives.
- **Tier 2:** Show how your event will provide meaningful opportunities for local creatives through programming, paid work, participation or engaging local creative businesses.
- **Tier 3:** Demonstrate investment in the local creative sector through paid programming, commissions, employment, partnerships or other opportunities, and show alignment with relevant Council plans.

How will your event support local artists, creatives, cultural activity and participation in Mount Alexander Shire?

Consider opportunities for local artists, performers, makers and creative businesses, including paid work, programming, commissions, showcasing local talent and opportunities for people to participate in arts and culture. See the [Economic Development Strategy](#) and [Council Plan 2025-2029](#).

Inclusion, Equity, Accessibility and First Nations Engagement

What we expect at each funding tier:

- **Tier 1:** Show that you have considered accessibility, inclusion and cultural diversity, and how different members of the community, including First Nations peoples and other underrepresented groups, can comfortably participate in your event.
- **Tier 2:** Identify potential barriers to participation for diverse community members, including First Nations peoples, people with disability and culturally diverse communities. Explain the practical steps you will take to make your event more accessible, inclusive, culturally safe and welcoming.
- **Tier 3:** Demonstrate how inclusion, accessibility and First Nations engagement are embedded in your event planning through specific measures, consultation, partnerships or co-design approaches. Show how your event supports participation from diverse communities and aligns with relevant Council plans and strategies.

How will you make your event accessible, inclusive and welcoming for diverse members of the community, including First Nations peoples?

Consider physical and sensory accessibility, affordability, accessible information, cultural safety and ways to reduce barriers to participation. Where relevant, consider respectful engagement with Traditional Owners and First Nations people. See the [Disability Inclusion Action Plan](#), [Reconciliation Action Plan](#) and [Council Plan 2025-2029](#)

Climate and Sustainability Outcomes

What we expect at each funding tier:

- **Tier 1:** Identify simple, practical actions you will take to reduce your event's environmental impact.

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- **Tier 2:** Show how sustainability has been considered across areas such as waste, purchasing, transport and resource use.
- **Tier 3:** Demonstrate a considered approach to sustainability across event operations, including measurable actions or targets where appropriate, and show alignment with relevant Council climate and waste plans.

What steps will you take to reduce the environmental impact of your event and contribute to positive climate and sustainability outcomes?

Consider waste reduction and recycling, reusable materials, sustainable purchasing, local suppliers, energy and water use, transport and protection of the natural environment. See the [Climate Change Strategy](#), [Climate Change Action Plan 2025-2026](#), [Waste Management Strategy 2023-2033](#) and [Active Transport Strategy](#)

Local Economic and Visitor Outcomes

What we expect at each funding tier:

- **Tier 1:** Show how your event will support local businesses, suppliers or spending within the community.
- **Tier 2:** Describe how your event will generate local economic activity through local procurement, employment, visitors or spending.
- **Tier 3:** Demonstrate significant economic or visitor benefits using credible estimates such as visitor numbers, overnight stays, local procurement or expenditure, and show alignment with relevant Council plans.

How will your event benefit local businesses, the local economy and visitor activity in Mount Alexander Shire?

Consider local suppliers and workers, visitor numbers, overnight stays, local spending and opportunities for attendees to visit businesses and other attractions in the surrounding area. See the [Economic Development Strategy](#) and [Council Plan 2025-2029](#).

Local Partnerships

What we expect at each funding tier:

- **Tier 1:** Identify any local organisations, businesses or community groups that will support or contribute to your event.
- **Tier 2:** Describe your key local partnerships and what each organisation or business will contribute to the event.
- **Tier 3:** Demonstrate meaningful and established local partnerships, clearly identifying partner contributions and how these relationships strengthen the event and its community outcomes.

How will you work with local organisations, businesses and community groups to plan and deliver your event?

Tell us about your local partners and what they will contribute. This could include funding, venues, equipment, services, volunteers, promotion, expertise or other in kind support. See the [Council Plan 2025-2029](#). and relevant township/community plans.

Event Planning and Organisational Capability

Organisational Capability

The following questions help Council understand your capacity to successfully plan and deliver the proposed event.

The level of detail and supporting documentation expected should reflect the funding tier you are applying for. Tier 1 applicants can provide simple information appropriate to a small community event, while Tier 2 and Tier 3 applicants should demonstrate greater planning and delivery capacity appropriate to the scale and complexity of their event.

What we expect at each funding tier:

- **Tier 1:** Briefly explain who will organise the event and any relevant experience or support available.
- **Tier 2:** Demonstrate that your team has the experience, roles and planning processes required to successfully deliver the event.
- **Tier 3:** Demonstrate strong governance and proven capacity to deliver an event of this scale, supported by relevant previous experience, planning arrangements and clearly defined responsibilities.

Who will be responsible for planning and delivering your event, and what experience or capacity does your team have to deliver it successfully?

Tell us about your organising team, committee or key personnel, including relevant experience, responsibilities and previous events delivered. Tier 2 and Tier 3 applicants should provide greater detail about how responsibilities and decision making will be managed.

Triennial Funding

One Tier 3 event may be offered funding for three consecutive years, subject to annual reporting and review.

Applicants seeking three year funding should demonstrate ongoing community value, strong governance and delivery, progress towards long term sustainability, and how three year funding would create opportunities beyond those possible through a single year grant.

Why are you seeking three year funding, and what would it enable your event to achieve that could not be achieved through single year funding?

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Explain how funding certainty would create additional opportunities such as longer term planning, new partnerships, audience development, increased community participation, investment or development of the event.

What are your key goals for the event over the three year funding period?

Outline what you expect to develop or improve over the three years. Include measurable outcomes where possible, such as participation, partnerships, visitation, community outcomes or event development.

How will you strengthen the event's long term sustainability and reduce its reliance on Council funding over the three year period?

Consider other income sources, sponsorship, partnerships, earned revenue, organisational capacity and how the event could continue delivering community benefit beyond the funding period.

Supporting Documentation

Supporting documentation helps demonstrate that your event is appropriately planned and ready to deliver. **Requirements are proportionate to the funding tier and complexity of your event.**

Supporting documents required for your funding tier

Tier 1

Applicants should provide:

- Quotes for items being funded by the Events Grant, where applicable.
- Any simple event schedule, program or promotional material available.

Tier 2

Applicants should provide:

- Quotes for items being funded by the Events Grant, where applicable.
- Event program, schedule or event plan.
- Risk assessment.
- Evidence of significant partnerships or support referenced in the application, where applicable.
- Relevant site, accessibility, sustainability, traffic or other planning documents where appropriate to the event.

Tier 3

Applicants should provide:

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- Quotes for items being funded by the Events Grant.
- Detailed event plan and program or schedule.
- Risk assessment.
- Evidence of key partnerships, sponsorships or other funding arrangements.
- Relevant site, traffic, emergency management, accessibility or sustainability plans appropriate to the event.
- Evidence supporting significant attendance, visitation or economic claims made in the application, where available.

Please upload the supporting documentation required for your funding tier.

Attach a file:

Upload the documents listed above that are relevant to your event. You may also provide additional documents that support information or claims made in your application.

What risk management planning have you undertaken to support the safe and successful delivery of your event?

Tell us how you have identified and will manage key risks associated with your event. Tier 1: demonstrate basic consideration of relevant risks. Tier 2: identify key risks and upload your risk management plan into the supporting documentation section. Tier 3: demonstrate a comprehensive approach to risk management appropriate to the scale and complexity of your event. Upload your risk assessment in the Supporting Documentation section where required.

Project Budget and Financial Information

* indicates a required field

Please provide a complete budget showing all expected income and expenditure for your event, including cash, grants, sponsorship, event income and in kind support where relevant.

Clearly identify the items you are requesting Council funding for. **Your total income and expenditure must balance.**

Funding amounts

Your funding request must be within your selected tier:

- **Tier 1:** Up to \$1,000
- **Tier 2:** Up to \$3,000
- **Tier 3:** Up to \$5,000

Funding is competitive and the amount requested is not guaranteed. **Council may offer partial funding or an amount lower than requested.** Your budget should consider whether your event could proceed with reduced Council funding.

Eligible expenditure

Funding can be used for costs including event delivery, safety, accessibility, sustainability, marketing, venue and equipment hire, equipment purchases and local suppliers.

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Funding cannot be used for costs identified as ineligible in the Events Grants Program Guidelines, including ongoing operational costs, capital works, private events, prizes or competitions and catering. See the Guidelines for the full list of eligible and ineligible expenditure.

See the [Events Grants Program Guidelines](#) for full eligibility requirements.

Quotes and acquittal

Provide quotes for items you are requesting Council funding for where applicable. If successful, you will be required to provide **receipts or evidence of expenditure that corresponds with the approved funded items and amounts** as part of your acquittal.

Significant changes to approved expenditure must be discussed with Council before funds are reallocated.

Triennial funding

Successful triennial funding recipients will be required to provide an **annual report at the end of each financial year**, including:

- expenditure of Council funding
- progress against the outcomes and commitments in your application
- alignment with the Council plans and strategies identified in your application
- progress towards longer term sustainability and community value
- any significant changes proposed for the following year

Continued funding will be subject to satisfactory annual reporting and review.

Completing your budget

- Include **all** event income and expenditure, not just Council funded items.
- Include volunteer and in kind contributions where relevant.
- Clearly identify which expenses Council funding will pay for.
- Ensure the Council grant income matches the amount requested.
- Ensure total income and expenditure are equal.
- Use + / **Add More** to add rows and **Maximise** to view tables in full.

Income

Include all expected sources of income and support for your event, including:

- **Events Grant funding** — the amount you are requesting from Council.
- **Event income** — such as ticket sales, entry fees, stallholder fees or other event revenue.
- **Other funding** — such as sponsorship, other grants or contributions from your organisation.
- **In kind support** — donated goods, services or volunteer time.

Volunteer time can be valued at **\$25 per hour**. Skilled volunteer labour, such as trades or professional services, can be valued at the relevant industry rate.

Income - select all that apply

Amount (\$)

	Must be a dollar amount.
	\$

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	\$
	\$

Expenditure

List all expected costs associated with delivering your event, including any in kind or volunteer contributions included in your income.

Where applicable, include:

- event production and delivery costs
- venue hire and permit fees
- equipment hire or purchases
- marketing and promotion
- safety, accessibility and sustainability costs
- local suppliers and contractors
- the value of volunteer or in kind contributions listed as income

Council permit and venue hire fees are not automatically waived for events receiving an Events Grant and should be included in your budget where applicable.

Clearly identify which expenditure items you are requesting Events Grant funding for. The total of these items must not exceed the amount requested under your selected funding tier.

Expenditure details - i.e. equipment, printing costs, volunteer hours.

Event Grant Expenditure?

	\$	
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Budget totals

If the final column amount does not equal zero (0) please check the income and expenditure tables above.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure (this amount should equate to zero)

\$

This amount is automatically calculated.

Do you currently have any existing funding or partnership agreements with Mount Alexander Shire Council? *

☐ Yes

☐ No

Please outline the current partnership agreement/s. *

Declaration

* indicates a required field

Declaration and Privacy Statement

By submitting this application, I confirm that:

- The information provided in this application and supporting documents is true and correct to the best of my knowledge.
- I am authorised to submit this application on behalf of the organisation, group or business named in the application.
- I have read and understood the Events Grants Program Guidelines.
- I will notify Mount Alexander Shire Council if any information provided in this application changes or is found to be incorrect.
- If successful, I agree to use the funding for the approved purpose and comply with the funding agreement, reporting and acquittal requirements.
- I understand that funding may be withheld or withdrawn if the event is not delivered as approved, or if required permits, approvals or compliance documentation are not provided.
- I agree that Council may use information about the funded event for reporting and promotional purposes.

I have read and understood the Declaration and Privacy Statement. *

☐ I agree

This section must be completed by an appropriately authorised person on behalf of the applicant organisation or group (may be different to the contact person listed earlier in this application form).

Name *

First Name

Last Name

Organisation, business or group name *

Position *

Date *

Must be a date.

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This section must be completed by the individual applicant, even if this detail was provided earlier in the form.

Applicant name *

First Name

Last Name

Date *

Must be a date.

Applicant feedback

Thank you for completing an Events Grant application. Your feedback helps us improve the program and application process for future rounds.

Your responses to this section will not form part of the assessment of your application.

How did you find the application process overall?☐ Very easy☐ Easy☐ Neutral☐ Difficult☐ Very
difficult☐ Other:**Do you have any suggestions for improving the Events Grants application process?**