

Local Community Event Support Application

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this form, please ensure you have read the [Hepburn Shire Events Strategy](#) and consulted with the Grants Specialist (grants@hepburn.vic.gov.au) or the Events Officer (events@hepburn.vic.gov.au).

The [program guidelines](#) are available by clicking [here](#) and should be read and understood before beginning any application.

Local Community Events are clearly defined within the Hepburn Shire Events Strategy and only those applications that meet this definition will be considered.

This section of the form is designed to help applicants understand the eligibility requirements for a local event to receive Local Community Events Support. It's crucial that you complete these questions before any others to ensure that your event/program is eligible for support.

Please note that incomplete applications and applications that do not include supporting evidence such as quotations and permits will not be considered for assessment.

If you have any questions about the eligibility criteria, please contact the Grants team on (03) 5321 6439 or email: grants@hepburn.vic.gov.au.

Confirmation of Eligibility

To be eligible for assessment the applicant must:

- Have read and understood the Event Funding framework.
- Be an applicant suitable for Local Community Event Support as defined within the Hepburn Shire Events Strategy. Those seeking regional or signature/iconic support are required to contact the Events Officer at Council on events@hepburn.vic.gov.au
- Hold an event within the boundaries of Hepburn Shire Council.
- Represent an organisation that is a legal entity with an Australian Business Number (ABN). For example; an incorporated body, co-op trust, or, be auspiced by a suitable group.*
- Have all permits, permissions and approvals to hold the event.
- Include quotations for items you intend to spend funding on.
- Have discussed the event with either the Community Strengthening Officer or Events Officer.

* An Auspicing Agent is another organisation that is a legal entity with an ABN. A letter signed by two committee members from the auspice agent confirming they will auspice the application must be provided when the application is submitted. Auspicing agents retaining a fee for this service will not be considered.

Please enter your responses below:

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I have read the Hepburn Shire Council Events Strategy and I am familiar with the Event Funding Framework. *

☐ Yes ☐ No

This event will be held within the boundaries of Hepburn Shire Council. *

☐ Yes ☐ No

I represent an organisation that is a legal entity with an ABN or is auspiced by a suitable entity. *

☐ Yes ☐ No

I have obtained all permits, permissions and approvals to hold the event. *

☐ Yes ☐ No

I have obtained quotations for the products I intend to purchase with this grant funding *

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

I have discussed my application with an Officer from Hepburn Shire Council. *

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

Please indicate which Council Officer you have discussed this application with below: *

Event Contact Details

* indicates a required field

Contact Details

Organisation Name *

Organisation Name

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this request

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary contact phone number *

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Must be an Australian phone number.

Primary contact email address *

This is the address we will use to correspond with you about this request.

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

Is your organisation auspiced by another organisation for the purposes of this request? *

☐ Yes ☐ No

Unincorporated organisations applying for support must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this support.

Auspice Information

* indicates a required field

Auspice Organisation Details

Name of auspicing organisation *

Organisation Name

Primary contact person at auspicing organisation *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position held in organisation *

e.g. Manager, CEO

Contact person's primary phone number *

Contact person's email address *

Must be an email address

ABN of auspicing organisation

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

Event Details

* indicates a required field

Event name: *

Provide the event name

Event Description *

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Word count:

Must be no more than 500 words.

A snapshot of the overall project and a summary of what the activity is. Describe the opportunity or issues that the Project addresses. Why the Project is important or how the need is demonstrated (plans, letters, minutes, etc).

Event Venue:

Event Date:

Is your event:

- ☐ A new event
- ☐ An established event

How many people do you expect to attend your event?

Where possible please provide previous attendance

Does your event attract community members from the whole of Hepburn Shire?

- ☐ Yes
- ☐ No

Please provide details to support your response

Does/will your event attract any visitors from outside the Region?

- ☐ Yes
- ☐ No

If yes, how many visitors from outside the Region?

Please refer to previous attendance data where possible.

Please provide a brief outline of your event marketing strategy

Word count:

Must be no more than 500 words.

Please provide details of local community group involvement in your event

Word count:

Must be no more than 500 words.

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Which Tourism Brand Pillar from the Events Strategy does your event best align with?

- ☐ Food & Drink
- ☐ Escape & Rejuvenate
- ☐ History & Culture
- ☐ Art & Artisans
- ☐ None of the above

Please explain how your event aligns with the chosen tourism brand pillar selected above.

Please describe how your event contributes to making the Hepburn Shire a culturally or artistically vibrant community?

Word count:

Must be no more than 500 words.

What measures are you putting in place to ensure your event is inclusive and accessible to all?

Word count:

Must be no more than 500 words.

What are you doing to support disability access, gender equity, reconciliation, active women and girls?

Budget

* indicates a required field

Total Amount Requested

*

\$

Must be a dollar amount and no more than 2500.

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

Please advise what you will be using the funds for

Please attach quotes where possible at the end of this form

Do you wish for council to consider providing in-kind support for your event?

- ☐ Yes
- ☐ No

In-kind support can be provided irrespective of the outcome of this grant application.

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What in-kind support would you like Council to provide?

Please attach a copy of your budget including revenue and expenditure demonstrating financial support beyond Council including, but not limited to State Government, regional and local tourism organisations and sporting, cultural, industry and community organisations.

Attach a file:

Supporting Documents

* indicates a required field

Please upload:

Certificate of Currency *

Attach a file:

A maximum of 1 file may be attached.
This is Evidence of Public Liability Insurance cover for your Project.

Auspicing Agent Letter

Attach a file:

A letter signed by two Committee members for the Auspice Agent confirming they will Auspice this proposal.

Quotes *

Attach a file:

A maximum of 5 files may be attached.

Supporting Information

Attach a file:

A maximum of 5 files may be attached.
This could be a letter of support or any other documentation to support the request.

Permissions

Attach a file:

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A maximum of 5 files may be attached.
Land use, permits

Other Documentation

Attach a file:

Include any extra information here i.e. plans, timetables, photographs etc.

Certification

* indicates a required field

Certification

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

I certify that to the best of my knowledge the statements made within this form are true and correct and I understand that if the support is approved for this request, we will be required to accept the terms and conditions outlined in the letter of approval.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date