

Local Community Event Grant Application Form 2026-27

Form Preview

Eligibility

* indicates a required field

Important Information for applicants

Thank you for applying for a Local Community Event Support Grant from Hepburn Shire Council. This grants program supports community-based events that have a local audience and promote the culturally and artistically vibrant communities of our Shire.

Before completing this application form, you should read the [Local Community Event Grant Guidelines](#) and [Hepburn Shire Events Strategy](#). You will also need to refer to the [Council Plan 2025-2029](#).

The first section of this application form is designed to help determine if you are eligible for a grant. It's crucial that you complete these questions before any others to ensure that you do not apply for an unsuitable grant.

Incomplete applications and/or applications received after the closing date will not be considered.

If you have any questions about the eligibility criteria, please contact Council's Community Grants Officer on (03) 5348 2306 or email grants@hepburn.vic.gov.au.

Confirmation of eligibility

To be eligible for assessment, applicants must:

- Have read and understood the Local Community Event Grant Guidelines and Hepburn Shire Events Strategy.
- Be suitable for Local Community Event support as defined within the Hepburn Shire Events Strategy. *Note: Those seeking signature or regional event support are required to contact the Events Officer at Council on events@hepburn.vic.gov.au.*
- Be an organisation that is a legal entity with an Australian Business Number (ABN) and hold not-for-profit status* (as a legally incorporated body, co-op, or trust) or be auspiced** by a suitable entity.
- Have all permits, permissions, and necessary approvals for the event***.
- Have, or demonstrate an ability to obtain, Public Liability insurance cover for a minimum of \$20 million AUD.
- Have quotes for proposed grant expenditure.
- Deliver the funded event within six months of signing the funding agreement.
- Deliver the funded event within the boundaries of Hepburn Shire to the benefit its residents.
- Not have an outstanding debt to Council and have completed all previous funding acquittals.
- Have discussed your event with either the Community Grants Officer or Events Officer.

*Your organisation meets the requirements of being a not-for-profit by having specific statements in its governing rules (the not-for-profit and / or dissolution clause).

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

***** If the event is to take place on Council owned/managed land or property, Department of Environment, Land, Water and Planning land, or Parks Victoria land, you must provide written approval from the relevant land manager.**

We have read the program guidelines and Events Strategy. *

☐ Yes ☐ No

We are a not-for-profit legal entity with an ABN or we are auspic ed by a suitable group. *

☐ Yes ☐ No

We have, or can demonstrate the ability to obtain Public Liability insurance cover for a minimum of \$20 million AUD. *

☐ Yes ☐ No

Our event is to be delivered within Hepburn Shire to the benefit of its residents. *

☐ Yes ☐ No

We have acquired quotes to support grant expenditure. *

☐ Yes ☐ No

We have acquired all permits, permissions and approvals necessary for the project. *

☐ Yes ☐ No

Our project will be completed within six months of signing the funding agreement. *

☐ Yes ☐ No

Our organisation has completed all outstanding acquittals for grants previously awarded by Hepburn Shire Council.

☐ Yes ☐ No

Ineligible application

Project eligibility

You may be ineligible for Community Grant funding. Please check the [Local Community Event Grant Guidelines](#). For further information, please contact Council's Grants Officer to discuss your project before proceeding any further with this application.

Applicant details

*** indicates a required field**

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Contact details

Organisation name: *

Organisation Name

Primary contact person: *

Title First Name Last Name

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This is the person we will correspond with about this grant

Position held in organisation: *

e.g. Manager, Board Member, Fundraising Coordinator

Primary contact phone number: *

Must be an Australian phone number.

Primary contact email address: *

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

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

☐ Yes ☐ No

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

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	

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Main Business Location

Must be an ABN

Auspice information

* indicates a required field

Auspecting organisation details

Name of auspecting organisation: *

Organisation Name

Primary contact person at auspecting organisation: *

Title First Name Last Name

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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 auspecting 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

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Main Business Location

Must be an ABN

Project details

* indicates a required field

Event name: *

Word count:

Must be no more than 15 words.

Please provide a name for your project. Your title should be short, but descriptive

Event overview: *

Word count:

Must be no more than 100 words.

Provide a high-level summary of your project. This may be used in future Council communications or on social media.

Detailed description and scope of your event: *

Word count:

Must be no more than 300 words.

Describe the details of your project and how it meets the definition of a Local Community Event as described in the Hepburn Shire Events Strategy.

Event start date: *

Must be a date and no earlier than 1/3/2025.

Note that projects cannot begin until funding has been awarded.

Event end date: *

Must be a date.

Projects must be completed within 12 months from the awarding of funding.

Is your project a new or established event?

- ☐ New event
☐ Established event

How many people do you expect to attend this event?

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

- ☐ Yes
☐ No (this event is area specific)

Will your event attract visitors from outside Hepburn Shire?

- ☐ Yes
☐ No

If yes, how many visitors do you expect from outside Hepburn Shire?

Provide details of your marketing strategy:

Word count:

Must be no more than 300 words.

Please provide a brief outline of your event marketing strategy and how it will help you attract the number of attendees detailed above.

How much funding are you requesting as a grant from Hepburn Shire Council? Applicants can apply for a maximum of \$2,500. Non-financial in-kind support can also be requested, and Council's Event Officer will assess this request separately to this grant application.

Total amount of funding requested: *

Must be a dollar amount and no more than 2500.

What are the primary areas of focus for this event?

You may select up to five items.

Who are the expected primary beneficiaries of this event?

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

How will you address the needs of people of different genders in the design and management of your initiative?

Have you considered gender differences in designing your project, so that you are reaching people equitably? If you are running a gender-specific initiative, please tell us why only one gender is being targeted.

Assessment Criteria

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Evidence of a community need or opportunity, and evidence of support from the community (criterion score 25%)

Please provide a clear rationale for how you have determined that there is an existing need within our community for this event. Your answer should address how you have obtained support for this project from within the community.

This criterion is based on:

- Demonstrated community consultation and support for the project within the community.
- Clear rationale explaining how this project will meet a community need.
- Project design and adequate planning.

Describe why this project is needed and how you have consulted and engaged with the community regarding its design:

Word count:

Must be no more than 300 words.

Alignment with the Council Plan 2025-2029 (criterion score 25%)

How does your event align with the values and priorities of Hepburn Shire Council? The Council Plan 2025-2029 has three key Domains and two Municipal Public Health and wellbeing Plan focus areas as listed below. Describe how your event aligns with at least one of these.

Domains

Hepburn Life

- Connected communities that are resilient and adaptable, able to respond, and supported to recover from climate-related impacts, emergencies and other community challenges.
- A healthy and inclusive community, where all people regardless of background or life stage have the opportunity to participate and thrive.
- An informed and engaged community.

Future Hepburn

- Preserve the unique character of our towns and communities, plan for future growth and protect our productive rural landscape.
- Responsible management of infrastructure and environment to support wellbeing now and for future generations.
- A dynamic, vibrant and resilient economic environment.

Hepburn Working Together

- Future-focused services that are easy to use and inclusive.
- Maintain corporate governance to enable good Council decision making and to ensure long-term financial viability.
- An engaged, safe and skillful workforce.

Municipal Public Health and wellbeing Plan focus areas:

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- Increased active living
- Increased mental wellbeing

This criterion is based on:

- The degree to which your project aligns with the focus areas listed in the [Council Plan 2025-2029](#).
- The degree to which the project aligns with grant program objectives and other Council strategic documents or priorities.

Describe how your project aligns with Council focus areas and/or strategic priorities of Hepburn Shire Council:

Word count:

Must be no more than 300 words.

Benefit to Hepburn Shire residents (criterion score 20%)

The Council plan 2025-2029 identifies several priority groups within the local community. Describe how your event will benefit the Hepburn Shire community, and how you will monitor the outcomes of the project from this perspective.

Key priority groups from the Council Plan 2025-2029:

- First Nations people
- Older people
- Children, youth, and families
- Women
- People from low socio-economic backgrounds
- Culturally and linguistically diverse people
- People living with a disability
- LGBTIQ+ people

This criterion is based on:

- Consideration of the project's projected outcomes and benefits to the Hepburn Shire community.
- The degree to which the project will benefit under-represented or minority groups within our community.

Describe how your project will benefit residents of Hepburn Shire, and which community groups will likely benefit the most:

Word count:

Must be no more than 300 words.

Ability to deliver the project effectively and within budget (criterion score 15%)

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Describe the steps you will take to ensure the successful delivery of this event. Describe any previous experience your organisation has in delivering programs of a similar nature.

This criterion is based on:

- Who will oversee/manage the project implementation?
- How will you ensure community participation meets your expectations?
- What experience has your organisation had in delivering successful projects?
- Have you obtained quotes to support grant expenditure?

Describe how your organisation will deliver this project successfully:

Word count:

Must be no more than 300 words.

Budget

The details in this section relate to the budget for your event. You will need to list all sources of income, including ticket sales, other grants, fundraising activities, organisation funds, philanthropic donations etc. You will need to provide details of how this grant will be spent, and quotes to support your assertions.

This criterion is based on:

- Are the funds for this project obtained and secure (excluding this grant)?
- Evidence of your organisation's financial health and sustainability.
- How will your organisation monitor the project expenditure to ensure the project can be delivered successfully within budget?

Provide an overview of the budget for this project and your projected sources of revenue.

Word count:

Must be no more than 300 words.

Budget

Income

Please list all of the income and funding streams related to the delivery of this event. Include this grant in the table below, along with all other sources of funding. Click 'Add More' to create more rows as needed.

Income:

\$

Hepburn Shire Community Grant	

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Total income:

This number/amount is calculated.

Expenditure

Please list all items of expenditure in the table below. Click 'Add More' to create more rows as needed.

Expenditure:

\$

Total expenditure:

This number/amount is calculated.

Which items of expenditure listed in your budget will be funded by this grant from Hepburn Shire Council?

On the next page you will be asked to upload quotes to support your grant expenditure. Please ensure you have quotes to substantiate the entire grant amount.

Budget totals

Your budget totals are calculated using data from the tables above. As a not-for-profit organisation, the total income your event generates should equal the total expenditure. However, if your project is expected to generate a profit or surplus, you should address this and explain why grant funding is still required. Please return to the budget overview and address this issue.

Note: Projects that anticipate to operate at a loss will not be supported by Council.

Total income amount:

This number/amount is calculated.

Total expenditure amount:

This number/amount is calculated.

Income minus expenditure:

This number/amount is calculated.
This figure should equal 0.

Risk Management

* indicates a required field

Managing risk (criterion score 15%)

Risk mitigation strategies are proactive measures designed to reduce or minimise the impact of potential risks. All projects will have some risks and uncertainties that could harm an organisation or individuals and impact the successful delivery of the project.

We need to understand any potential risks associated with your event and how you plan to manage those risks. This is called a Risk Management Assessment. For more information about how to complete a Risk Management Assessment for your project, please view the [Risk Management FAQs](#).

You must identify at least three risks associated with your event. If you need assistance, please contact the Community Grants Officer.

Identified risks

Identified risk 1: *

Risk is the potential associated with your project for losing something of value. It could include losing something of physical value (such as equipment), or in more extreme cases, involve human injury, harm or even death. At least three potential risks should be identified for your project.

Identified mitigation for risk 1: *

The strategy you will use to avoid danger, harm or loss. How you intend to manage the situation should it occur.

Identified risk 2: *

Identified mitigation for risk 2: *

Identified risk 3: *

Identified mitigation for risk 3: *

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Identified risk 4:

Identified mitigation for risk 4:

Identified risk 5:

Identified mitigation for risk 5:

Supporting Documents

* indicates a required field

Please upload:

**Public Liability insurance
Certificate of Currency ***

Attach a file:

A maximum of 1 file may be attached.
This is evidence of your Public Liability insurance cover to a minimum value of \$20 million AUD.

Auspicing agent letter

Attach a file:

A letter signed by two committee members for the auspice agent confirming they will auspice this proposal.

Expenditure quotes

Attach a file:

A maximum of 10 files may be attached.
Please attach expenditure quotes equal to the grant funding requested.

Supporting information

Attach a file:

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A maximum of 5 files may be attached.
Please include evidence of community support or other supporting documentation.

Permits and permissions from land owners/managers

Attach a file:

A maximum of 5 files may be attached.
Include landowner/ site manager consent and any permits required for the delivery of this project.

Certification and Feedback

* indicates a required field

Certification

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

Applicant feedback

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You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback..

Please indicate how you found the online application process:

- ☐ Very easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very difficult

How many minutes in total did it take you to complete this application?

Please provide your suggestions for improving the application process.