

Program information

Objectives of the program

- Increase community access to civic spaces for cultural and social activities.
- Promote connection, belonging and inclusion by enabling events that reflect the community's diversity.

Purpose

- To reduce financial barriers for community organisations to hire or use council-owned venues, with a particular focus on organisations based in City of Melbourne or providing services within the City of Melbourne.
- To facilitate community-led events that foster social connection, community cohesion, wellbeing, and multicultural and intercultural dialogue and celebration.
- To ensure equitable access to high-quality spaces for groups that may otherwise be excluded.
- To leverage public assets for community benefit rather than leaving them underutilized.

Applications to this program must align to the following Council Plan Strategic priority and outcome:

- **Healthy, safe, clean and connected communities:** Our diverse communities can actively participate, connect and experience a sense of belonging in Melbourne.

In addition, preference will be given to events that are led by locally based organisations for events that primarily engage with City of Melbourne residents and that foster social connection, community cohesion, wellbeing and multicultural and intercultural dialogue and celebration.

Eligibility criteria

To be eligible for CUTHS, applications must meet the following criteria:

- Applicant organisations must be a not-for-profit constituted body (or be auspiced by one, applications from individuals or for profit organisations cannot be auspiced.)
- Applicant organisations must be located within the City of Melbourne or provide services or benefits to the local community or Melbourne as a capital city.
- Events must be open to the general public to attend.

CUTHS will not be considered for:

- religious events that include religious service, preaching or proselytizing, or those that exclude community members of different faiths from participating. This does not include community celebrations of cultural festivals
- political lobbying or advocacy activities
- events that denigrate or exclude parts of the community or that breach Commonwealth and State anti-vilification laws
- activities that have an adverse effect on public health, safety, the environment or heritage
- commercial activities and/or organisations
- Commonwealth or State Government Departments
- activities that have already commenced or occurred
- projects that are being, or have already been, funded through other City of Melbourne grant or sponsorship programs

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- activities run by the City of Melbourne or in partnership with the City of Melbourne
- organisations with outstanding acquittals or debts owing to the City of Melbourne
- an applicant that conducts, or has conducted, themselves in a way that the CoM considers to be injurious or prejudicial to the character or interests of the City of Melbourne
- incomplete applications

For full a list of the detailed eligibility criteria, things that won't be funded, assessment criteria and conditions of funding refer to the [Program Guidelines](#)

Eligibility

* indicates a required field

Are the applicant and/or auspice (if applicable) registered as a not-for-profit organisation? *

- Yes No

If you answered 'no' to this question your organisation is not eligible to apply for CUTHS

Is your organisations (or the auspice organisation) ABN registered as; *

- Australian public company
- Charitable fund
- Cooperative
- Incorporated association
- School

If your organisation is not registered as one of the above entity types it is not eligible to apply for CUTHS

Incorporation number *

Has your organisation already received CUTHS for the 2026-27 financial year? *

- Yes No

If your organisation has received \$7000 in CUTHS in the 2026-27 financial year your organisation is not eligible for further sponsorship.

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Are you receiving any other type of support from City of Melbourne for this event, or is this event being delivered in partnership with any other area of City of Melbourne? *

- Yes No

Provide details of the support or partnership *

Word count:
Must be at least 20 words.

To be eligible for CUTHS the applicant organisation must currently provide services or activities within the City of Melbourne municipality

[View a map of City of Melbourne municipality](#)

Is your organisation based in the City of Melbourne? *

- Yes No

Do you currently provide services or activities within the City of Melbourne? *

- Yes No

Provide details of the services or activities you currently provide in the City of Melbourne *

Word count:
Must be no more than 100 words.

Does your event have a Capital City focus? For example the event has State or Nation wide reach and you are using our venue for its centrality and accessibility *

- Yes No

Describe why this event has a State or National interest and how will you reach a State or National audience *

Word count:
Must be no more than 100 words.

Applicant details

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* indicates a required field

Organisation details

Organisation name *

Organisation Name

Street address *

Address

Postal Address *

Address

If you are using a PO Box click into the box above and select "Can't find address?", you can then manually enter your address

Phone number *

If using a landline include 03 before your phone number

Email address *

Website

Must be a URL.

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	

If you are applying using an auspice use the auspice organisations ABN

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What is the aim of your organisation? *

Word count:

Must be no more than 50 words.

Contact Person

Contact name *

First Name

Last Name

Position *

Phone number *

Mobile phone number

Email address *

Applicant type

* indicates a required field

Are you applying as *

an organisation

an organisation or group with an auspice

Auspice details

An auspice is an organisation that has agreed to take legal and financial responsibility for administering the sponsorship on behalf of the applicant where an applicant is not eligible or unable to apply for funding.

Applications from individuals or for profit organisations cannot be auspiced.

Auspice organisation name *

Organisation Name

Auspice contact person *

First Name

Last Name

Auspice contact email *

Auspice ABN *

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Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Confirmation of auspice agreement *

Attach a file:

Event details

* indicates a required field

Which venue are you using? *

- Melbourne Town Hall
- Meat Market
- Kensington Town Hall

Date of event *

Event must take place between 1 July 2026 and 30 June 2027

Copy of the event proposal / quote provided by the venue *

Attach a file:

What is the name of your event? *

What is the purpose of the event? *

Word count:

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Must be between 20 and 100 words.

Briefly describe what will happen at your event? *

Word count:

Must be between 20 and 70 words.

Does your event aim to do increase any of the following *

- community cohesion
- multicultural and intercultural dialogue and celebration
- social connection
- physical and/or mental wellbeing
- none of the above

How does the event address the issues above *

Word count:

Must be between 20 and 200 words.

Participation

* indicates a required field

How will City of Melbourne residents and communities be involved? *

- In planning and delivery
- Through targeted engagement and promotion
- Event is open to City of Melbourne community to attend

Provide details of what aspects of planning and delivery they will be involved in *

Word count:

Must be between 20 and 100 words.

Describe how you will promote the event to local residents and communities *

Word count:

Must be between 20 and 100 words.

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Does your event specifically target or benefit any of the following priority communities? *

- First Nations peoples
- LGBTIQ+ communities
- Multicultural communities
- Older people
- People experiencing homelessness
- People who are financially disadvantaged
- People with chronic illness
- People with disabilities
- Women
- None of the above

How will the event include or benefit the communities chosen? *

Word count:

Must be between 20 and 100 words.

Will children or young people aged 0-18 years attend this event? *

- Yes No

Council requires grant recipients to ensure their compliance with all relevant child safety legislation, and with their responsibilities and requirements as a 'contractor' as outlined in [Council's Child Safety Policy](#) apply to community funded programs, activities or services, the Provider must:

1. implement and comply with the Standards at all times; and
2. supply Council with a copy of their child safety policy at any time upon reasonable request.

Information on the Child Safe Standards is available at <https://ccyp.vic.gov.au/child-safe-standards/>

Child Safe information for City of Melbourne funded projects can be viewed [here](#)

Under the *Worker Screening Act 2020* (Vic), people engaging in child-related work must obtain a Working with Children (WWC) Check. Grant recipients must:

1. ensure that all their relevant employees, contractors and volunteers who are providing the services or facilities in any Council-funded program hold a valid and current WWC Check (or for interstate visitors, an equivalent Check from their home State/Territory) as per the requirements outlined in Council's Child Safety Policy;
2. maintain an up-to-date register of WWC Checks;
3. provide evidence of a valid and current WWC Check for each of their employees, contractors and volunteers providing the services or facilities to Council at any time upon reasonable request; and
4. notify Council immediately if any of their employees, contractors or volunteers who are providing the services or facilities to Council have their WWC Check suspended or revoked or are issued with a WWC Check Exclusion.

Attach a copy of your organisations Child Safe Action Plan *

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Attach a file:

How many people do you expect to attend your event? *

How many of the expected attendees will be City of Melbourne residents? *

Explain why you expect this number of City of Melbourne residents will attend the event *

Do you intend to invite a representative from Council? *

Yes

No

Who do you intend to invite? *

If you would like to invite the Lord Mayor or a Councillor please send invitations to the Lord Mayors Office and/or Councillor Support GPO Box 1603, Melbourne, Vic, 3000

Do you think this event will attract media attention? *

Yes

No

Please describe the media attention *

Word count:

no more than 50 words

Financial information

* indicates a required field

Do you intend to charge an entry fee? *

Yes

No

What will the entry fee cost? *

\$

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Must be a dollar amount.

What will the concession entry fee cost? *

\$

Must be a dollar amount.

Do you have any additional funding for this event? *

Yes No

Who is providing the additional funding? *

How much funding are you receiving? *

\$

Must be a dollar amount.

Is the funding confirmed or not confirmed? *

Confirmed Not confirmed

Budget

Include all funding and costs associated with your event.

You can add additional income and expenditure descriptions as needed.

Income	\$	Expenditure	\$
CUTHS funding	\$ <input type="text"/>	Venue hire	\$ <input type="text"/>
Your organisations contribution	\$ <input type="text"/>	Catering	\$ <input type="text"/>
Other funding (add details below)	\$ <input type="text"/>	Audio visual equipment	\$ <input type="text"/>
	\$ <input type="text"/>		\$ <input type="text"/>
	\$ <input type="text"/>		\$ <input type="text"/>

Budget Totals

It is expected that income will match expenditure and events will break even except where the event is for fund raising purposes

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Is your event a fundraiser? *

Yes No

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How will the funds raised be used? Note that any funds raised must be distributed within Australia. *

Word count:

Must be no more than 100 words.

Additional information

* indicates a required field

Is there any additional information or attachments to support your application?

Word count:

Must be no more than 70 words.

Supporting attachments

Attach a file:

How did you hear about the grant program? *

- | | | |
|---|---|---|
| <input type="checkbox"/> City of Melbourne website | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> City of Melbourne staff member |
| <input type="checkbox"/> I'm a previous applicant / recipient | <input type="checkbox"/> Internet search / Google | <input type="checkbox"/> Venue manager |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Word of mouth / referral | <input type="checkbox"/> Other: <input type="text"/> |

Select the types of contact you made with Council for this proposal *

- Email correspondence
- Phone call
- I didn't make any contact with Council

Is this your first grant or sponsorship application to City of Melbourne? *

- Yes
- No
- Maybe

It was easy to access information about this program *

- 1 - strongly disagree
- 2- disagree
- 3 - undecided
- 4 - agree
- 5 - strongly agree

It was easy to understand information about this program *

- 1 - strongly disagree

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- 2- disagree
- 3 - undecided
- 4 - agree
- 5 - strongly agree

The application form was easy to access *

- 1 - strongly disagree
- 2- disagree
- 3 - undecided
- 4 - agree
- 5 - strongly agree

The application form was easy to understand *

- 1 - strongly disagree
- 2- disagree
- 3 - undecided
- 4 - agree
- 5 - strongly agree

The application form was easy to complete *

- 1 - strongly disagree
- 2- disagree
- 3 - undecided
- 4 - agree
- 5 - strongly agree

Is there anything else you would like to tell us about this grant program or the application process or form?

Declaration

* indicates a required field

Privacy Statement

The City of Melbourne is committed to protecting your privacy. The information requested on this form is being collected by City of Melbourne for the purpose of assisting with the management of applications for grants and sponsorship. All information collected is securely stored in Smartygrants and City of Melbourne computer systems. The personal information will be disclosed to assessment panel members for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to City of Melbourne, please contact Council via telephone 9658 9658 or email contact@melbourne.vic.gov.au

You can [view the City of Melbourne Information Privacy Policy](#) on our website.

By submitting an application you consent to Council publishing the successful applicants name, project name and description and the amount funded on our website. This

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information may also be used for promoting the City of Melbourne's grant program more generally.

Declaration

I hereby apply for sponsorship through the Community Use of Town Hall Scheme and acknowledge that if successful in this application we agree to comply with the guidelines set out by the City of Melbourne and to submit necessary acquittal documentation when the project has been completed.

I also acknowledge that all details supplied in this application form and in the attached documents are true and correct and that the application has been submitted with the full knowledge and support of the Committee of Management of the applicant organisation and / or auspice organisation.

I agree to the above terms and conditions *

Yes

Name *

First Name

Last Name

Position *

Date *