

## Program information

### **Purpose of Community Events Grants**

The City of Melbourne is committed to working in partnership to enable an inclusive community. Community Events grants provide funding for events that support diverse communities through increased community connection, access and participation, building on principles of equity, diversity and inclusion.

The Council Plan 2021-25 outlines six strategic objectives for the City of Melbourne to build on its strong foundations to be a city that thrives as a place that benefits all.

Applications to this program must align to the [Council Plan](#) Strategic Objective of either Safety and Wellbeing or Access and Affordability.

### **Objectives of Community Events Grants**

Community Events Grants allow the City of Melbourne to work in partnership to:

- support the needs and aspirations of diverse communities in the municipality
- increase community connections and belonging to increase participation and progress equity and inclusion
- build community capacity

### **Eligibility criteria**

To be eligible to apply for funding through Community Events Grants, applications must meet the following criteria:

- Applicants must be a not-for-profit constituted body. Auspiced applications are not permitted in this program.
- Events must be held within the City of Melbourne municipality.
- Events must have a focus on City of Melbourne's local communities.
- Events must be open to the general public to attend.
- Maximum number of attendees is 5000 people.

### **Funding will not be considered for:**

- events with a religious focus. For example activities that include religious service, preaching or proselytizing, or those that exclude community members of different faiths from participating.
- events with a political focus.
- events that denigrate or exclude parts of the community or that breach Commonwealth and State anti-vilification laws.
- ticketed events. Applications will be accepted for events that charge a voluntary gold coin donation to cover costs of the event only.
- fundraising activities, competitions or award events
- prize money or prizes
- interstate and international travel costs including travel costs for facilitators/consultants
- 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
- activities run by the City of Melbourne

# Community Events Application Form 2025-26

## Form Preview

- organisations with outstanding acquittals or debts owing to the City of Melbourne
- commercial activities and/or organisations
- incomplete applications
- late submissions

## Eligibility

\* indicates a required field

**Is the applicant registered as a not for profit organisation? \***

- ☐ Yes ☐ No

***If you answered 'no' to this question your organisation is not eligible to apply for this grant program.***

**Is your organisations ABN registered as one of the following \***

- ☐ an Incorporated body  
☐ an Australian Public Company Limited by Guarantee  
☐ a Cooperative  
☐ a Charitable Foundation

**Incorporation number \***

**What suburb of City of Melbourne will the event take place in? \***

**Date of the event**

If your event is a one day event the start and end dates should be the same.

If it is multiple events across a year please enter the date of the first event and the date of the last event.

**Event start date \***

Project must start after 1 July 2025

**Event end date \***

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## Form Preview

Project must finish before 30 June 2026

**Will the event attract less than 5000 attendees? \***

☐ Yes ☐ No

**Is this event open to the public to attend? \***

☐ Yes ☐ No

**Will you charge a fee to attend the event? \***

☐ Yes ☐ No ☐ Voluntary gold coin donation

***You have answered 'no' to this question your organisation is not eligible to apply for this grant program.***

**How much will the entry fee be? \***

\$

Must be a dollar amount.

**Does this event currently receive funding from City of Melbourne or have you applied to another area of the City of Melbourne? \***

☐ Yes ☐ No

**Provide details of other applications/funding received \***

Word count:

no more than 200 words

**Does your organisation currently receive any funding from any area of the City of Melbourne? \***

☐ Yes ☐ No

**Provide the details of the funding you've received from City of Melbourne \***

Include the funding program and total funding received

# Community Events Application Form 2025-26

## Form Preview

### Applicant details

\* 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 number please include the area code (03)

**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

# Community Events Application Form 2025-26

## Form Preview

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

**What is the purpose of your organisation? \***

Word count:

Must be no more than 50 words.

## Contact Person

Note that any emails automatically generated by SmartyGrants will be sent to the email listed as the User (i.e. the email used to login) for this application

**Contact name \***

Title

First Name

Last Name

**Position \***

**Phone number \***

If using a landline number please include the area code (03)

**Mobile phone number**

**Email address \***

## Project details

\* indicates a required field

**Event name \***

**Short event description (60 words) - do not use dot points \***

Be descriptive, and clear. Include a brief summary of what the event is about, who this event is for and the activities available. This section may be used as a summary in reports to Council

**Total Amount Requested \***

\$

This field is automatically calculated from the budget section

**What location will the event take place in? Provide a street address and name of the building, park etc \***

# Community Events Application Form 2025-26

## Form Preview

### Project proposal

\* indicates a required field

**Does the event deliver on a need or interest of the community? How have you identified the need? \***

Word count:  
Must be between 20 and 200 words.

**How do you know people will attend the event? Have you engaged with potential attendees? Have you held this event before? \***

Word count:  
Must be between 20 and 200 words.

**What activities will take place as part of the event?. \***

Word count:  
Must be between 20 and 200 words.

**What are the intended outcomes for the community? \***

Word count:  
Must be between 20 and 200 words.

**How will the event promote community connection, social inclusion, access or participation in the City of Melbourne community? \***

Word count:  
Must be between 20 and 200 words.

### Project Plan

\* indicates a required field

# Community Events Application Form 2025-26

## Form Preview

### Project Plan

Provide a project plan for your event, you can provide this in the table below or you can attach your own project plan

Include all steps in organising and holding the event

**Do you want to provide your own project plan or complete a template? \***

- ☐ Template project plan
- ☐ Attach your project plan

Activity / milestone / step	Completion date

### Project plan \*

Attach a file:

**What partnerships have you formed for this project?** Partners are other organisations or people who will directly contribute to or participate in the event.

Please note it is expected that you will provide a letter or email detailing the support that will be provided by the partners listed.

Note that we may contact some of your project partners

Letters of support from those who are not directly contributing to the event should be attached on page 12 of this form, in the letters of support section.

Organisation	Contact person and contact details	What will they contribute to the project?	Letter or email from partner detailing their contribution

**How will you promote/advertise the event to potential attendees? \***

Word count:

Must be between 20 and 200 words.

### Permits

# Community Events Application Form 2025-26

## Form Preview

Permits may be required for your event. There are a number of permits that may be required depending on the size of your event and the activities that will take place as part of your event. To find out more information about what permits may be required and to find out how to apply and the costs associated see the links below.

- [Event Permit](#) – If you intend on using any outdoor public open space managed by City of Melbourne, you need to submit an event permit application online. A minimum of six (6) weeks' notice will be required to process an application. Fees may be applicable for an event permit regardless of the outcome of this application. For information about an outdoor space, [view the City of Melbourne interactive map](#), contact the Event Operations Team on (03) 9658 9658, or via email at [events@melbourne.vic.gov.au](mailto:events@melbourne.vic.gov.au)
- [POPE permit](#) – If you want to hold an event over an area of more than 500 m2, or erect temporary structures such as inflatable jumping castles or large stages or marquees, you may need a special permit. This is an occupancy permit for a place of public entertainment. A minimum of 15 business days will be required to process an application. The Event Operations Team will let you know if you require this permit when you apply for your Event Permit. Fees may be applicable for a POPE permit. For further information, contact the Building and Planning Team on 9658 9658 or [building@melbourne.vic.gov.au](mailto:building@melbourne.vic.gov.au)

If you do require an Event Permit you must allow at least six (6) weeks for the permit to be processed, and depending on the complexity and size of the event it can take up to three (3) months for permits to be reviewed and approved. If your grant application is successful it is recommended that you apply for permits as soon as you are advised that the grant application is successful, to ensure that any permits are in place before the event takes place.

### **Will you be using a City of Melbourne managed public outdoor space for the event?**

\*

- ☐ Yes ☐ No

### **You must apply for an Event Permit for this event. Applications can be made up to 12 months prior to the event date.**

You can find out more about the permit and apply for it [here](#) or you can contact the Event Operations Team on the information above to discuss your event.

To apply for an initial event permit you only require;

- Event name
- Date
- Venue
- Number of attendees
- Will there be trading (i.e. food, beverages, merchandise etc)

Please note that successful grant allocations do not guarantee availability of space or that relevant permit approvals will be received and vice versa.

### **Have you submitted your application for an Event Permit \***

- ☐ Yes  
☐ No  
☐ Event is more than 12 months away



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## Form Preview

### Participation details

\* indicates a required field

#### Project participants

**How many people will attend the event? \***

**How many event attendees will be City of Melbourne residents? \***

#### Volunteers

**How many volunteers will be involved in planning and delivery of the event? \***

**How many of the volunteers will be City of Melbourne residents? \***

#### Staff participation

**How many staff will be involved in the delivery of the event? \***

**How many staff are City of Melbourne residents? \***

#### Target sector of the community

**What is the primary sector of the community that your event targets? \***

**What is the secondary sector of the community that your event targets?**

**What cultural background/s or country are the attendees from? \***

**Will your event target young people under 18 years of age? \***

☐ Yes

☐ No

# Community Events Application Form 2025-26

## Form Preview

**The City of Melbourne complies with the Victorian Child Safe Standards, the Reportable Conduct Scheme and associated legislation. The City of Melbourne is committed to being a child safe organisation and has zero tolerance for child abuse and expects all staff, volunteers, contractors and funded organisations will observe child safe principles and expectations for appropriate behaviour towards and in the company of children and young people.**

**All funded projects that target children or young people aged 0-18 years are required to have in place a Child Safe Action Plan and ensure that all staff and volunteers involved in the project have valid Working with Children's checks.**

**Attach a copy of your organisations Child Safe Action Plan \***

Attach a file:

## Event accessibility and inclusion

\* indicates a required field

City of Melbourne wants to improve the municipality's social and physical accessibility for all ages and ensure people with a disability can fully participate in community life.

Event organisations must consider accessibility as an important part of their planning and put measures in place to ensure that the events site is accessible to everyone.

City of Melbourne has developed a customer access checklist for festivals and events, for use as a guide to assess event accessibility. You can find this on City of Melbourne's [website](#)

**Will the event include any of the following \***

- ☐ Venue entrance is step free and lift available if not on ground floor
- ☐ Participants are able to advise of dietary and/or access requirements prior to event
- ☐ Wayfinding and signage includes an access map denoting paths of travel, location of accessible bathrooms and prominent signage
- ☐ Auslan Interpreters, captions on videos, providing viewing platforms, training staff in disability awareness
- ☐ Image description on social media posts and websites and information in accessible formats
- ☐ Allowing sufficient space between aisles and leave gaps in seating for people using mobility aids
- ☐ Video recording or streaming online
- ☐ Event signage in languages other than English
- ☐ Quiet spaces for rest and recuperation
- ☐ Affiliate with the Hidden Disabilities Sunflower Scheme
- ☐ Providing water trays and green areas for toileting Assistance and Companion dogs
- ☐ None of the above

## Acknowledgement of Traditional Owners and/or Welcome to Country

An Acknowledgement of Traditional Owners and/or a Welcome to Country should be given at all events receiving funding through the Community Events Grants. This recognises that City

# Community Events Application Form 2025-26

## Form Preview

of Melbourne has a strong and proud Aboriginal history and complex ownership and land stewardship systems stretching back many thousands of years and it pays respect to the Traditional Owners.

Please read [here](#) before answering the following question to understand the difference between an Acknowledgement of Traditional Owners and a Welcome to Country.

**Select the option below that will take place at your event \***

- ☐ Welcome to Country
- ☐ Acknowledgement of Traditional Owners
- ☐ Both an Acknowledgement of Traditional Owners and a Welcome to Country
- ☐ The event will not have any form of official formalities

## Event delivery experience

\* indicates a required field

**Has the applicant run events in the past? \***

- ☐ Yes ☐ No

**What events have been run in the past? Provide name of event, where it was held, briefly outline the activities of the event, number of attendees. \***

Word count:

Must be at least 20 words.

**What experience/skills does the organisation have to deliver this event? \***

Word count:

Must be at least 20 words.

## Evaluation and Sustainability

\* indicates a required field

**What measures or data will you provide after the event has been completed to demonstrate that the event has been successful and has achieved the outcomes stated earlier? \***

Word count:

between 30 and 150 words

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## Form Preview

**The City of Melbourne has a commitment to reducing the ecological footprint of the municipality. What does your organisation do to improve its environmental sustainability and reduce its ecological footprint? \***

Word count:

Must be no more than 200 words.

## Budget

\* indicates a required field

- Outline the event budget - this is not your organisation's budget, but specific to the event you are applying for.
- Staff costs included in this budget must be specific to the event that you are applying for
- If this application is to part fund your event ensure that you
  - list other sources of funding for the event in the 'income' section; and
  - state whether the funding is confirmed (C) or not confirmed (NC)
- Total expenditure should equal total income

## Expenditure

You can edit the text in the 'Description' column or add and delete rows below as required

Description	Total cost	City of Melbourne contribution
e.g. venue hire	\$	\$
e.g. equipment hire	\$	\$
e.g. entertainers	\$	\$
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).

## Income

You can edit the text in the 'Income' column or add and delete rows below as required

Income	\$	Funding status
City of Melbourne (the amount of the grant you are applying for)	\$	
Your organisations cash contribution	\$	
Other grants (ensure you provide details below)	\$	
	Must be a whole dollar amount (no cents).	

# Community Events Application Form 2025-26

## Form Preview

### Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

City of Melbourne contribution

\$

This number/amount is calculated.

**Does your budget include any expenditure items worth \$1000 or above? \***

☐ Yes

☐ No

**Provide at least one quote for each expenditure item over \$1000. If you do not provide quotes for these items the application will not be considered \***

Attach a file:

**Are any quotes provided by a family member or friend of any member of the applicant organisations committee/management? \***

☐ Yes

☐ No

**Provide details of relationship \***

### In kind / volunteer contribution

**The in kind / volunteer contribution should not be included in the budget above.**

In kind refers to any contribution that will be made to the project that is not a direct cash contribution. For example phone or internet charges, printing, venue hire costs etc.

Volunteer time can be calculated using \$30 per hour as a standard rate for admin/project support costs.

#### Expenditure

#### \$ Amount

Volunteer time	\$
Phones / internet	\$
	\$
	\$

### Attachments and checklist

\* indicates a required field

#### Attachments

# Community Events Application Form 2025-26

## Form Preview

### Certificate of Currency for Public Liability Insurance \*

Attach a file:

### Letters of support

Attach a file:

### Relevant brochures and promotional materials

Attach a file:

## Checklist

### Have any previously funded applications been fully acquitted? \*

☐ Yes ☐ No ☐ Not applicable

### Has this application been sighted and approved by an authorised person? e.g. CEO or President of Committee? \*

☐ Yes ☐ No

### Does the budget add up, does the income equal the expenditure? (Budget page 11) \*

☐ Yes ☐ No

### Have you indicated if any other grants listed in the budget are confirmed or not confirmed? (Budget page 11) \*

☐ Yes ☐ No ☐ Not applicable

### Have you attached at least one quote if you are applying for consultant costs, capital works or the purchase of capital items? (Quote section, page 11) \*

☐ Yes ☐ No ☐ Not applicable

### How did you hear about the grant program? \*

- |  |   |
|--|---|
| <input type="checkbox"/> City of Melbourne website                   | <input type="checkbox"/> City of Melbourne LinkedIn     |
| <input type="checkbox"/> I'm a previous applicant / recipient        | <input type="checkbox"/> City of Melbourne Twitter      |
| <input type="checkbox"/> Internet search                             | <input type="checkbox"/> Email                          |
| <input type="checkbox"/> Newsletter article                          | <input type="checkbox"/> Word of mouth / referral       |
| <input type="checkbox"/> Social media (other than City of Melbourne) | <input type="checkbox"/> City of Melbourne staff member |
| <input type="checkbox"/> City of Melbourne Facebook                  | <input type="checkbox"/> Other: <input type="text"/>    |
| <input type="checkbox"/> City of Melbourne Instagram                 |   |

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

- |   |   |
|---|---|
| <input type="checkbox"/> Email correspondence | <input type="checkbox"/> I didn't make any contact with Council |
| <input type="checkbox"/> Phone call           | <input type="checkbox"/> Other: <input type="text"/>            |

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## Form Preview

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

- ☐ Yes ☐ No

**It was easy to access and understand information about this program \***

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

**The application form was easy to access and understand \***

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

**Provide details why you gave this score. Your answer will help us improve our future programs \***

**Is there any feedback you would like to provide about the Community Events grants or this 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](mailto: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 applicant's name, project name and description and amount funded on our website. This information may also be used for promoting the City of Melbourne's grant program more generally.

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## Form Preview

### Declaration

I hereby apply for funding for a Community Event Grant 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 \*

Title

First Name

Last Name

### Position \*

### Date \*