Community Events Grants Application Form 2027-28
Form Preview

Program information

Purpose and objectives 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 2025-29 outlines the strategic priorities 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 following Council Plan Strategic Priorities and Outcomes:

- Healthy, safe, clean and connected communities
    - Our diverse communities can actively participate, connect and experience a sense of belonging in Melbourne.
- Building a city for people
    - Melbourne's streets, squares and community spaces welcome people of all ages, identities and abilities, to meet and connect.
- Vibrant and creative Melbourne
    - Uniquely Melbourne experiences are accessible to everyone through city and local events and creative offerings

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 and must be designed primarily to engage residents of the City of Melbourne.
- 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. 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
- ticketed events. Applications will be accepted for events that request a voluntary gold coin donation to cover costs of the event only
- commercial activities and/or organisations
- Commonwealth or State Government Departments
- 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
- 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

Funding Level

Applications for Community Events Grants funding can be made for up to $10,000.

Key dates

- Applications open at 9am Monday 11 January 2027.
- Applications close 11.59pm on Monday 15 February 2027.
- Applicants will be advised of the outcome of their application in May 2027.
- First instalment of grant payments will be paid in mid-July 2027.
- Events must take place after 1 July 2027.
- Events must be completed by 30 June 2028.

Please refer to the Community Events Grants guidelines for full details of the program including assessment criteria, grant terms and conditions and Frequently Asked Questions

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 event

If your event is a one day event the start and end dates should be the same. Do not include planning or preparation dates, this information can be included in your project plan.

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 2027

Event end date *

Project must finish before 30 June 2028

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

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

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 *

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 or paragraphs *

Word count:
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 *

Project proposal

* indicates a required field

How does the event meet a need or interest in the community, and how do you know people will come? Have you spoken to potential attendees or run this event before? *

Word count:
Must be between 50 and 200 words.

What activities will take place at the event? *

Word count:
Must be between 50 and 200 words.

What are the intended outcomes for the community, and how will the event foster community connection, social inclusion, and encourage access or participation within the City of Melbourne community? *

Word count:
Must be between 50 and 200 words.

Project Plan

* indicates a required field

Project Plan

Provide a project plan for your event.

Include all steps in organising and holding the event

Task name	Description	Start date	End date
		Must be a date.	Must be a date.

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? *

Word count:
Must be between 50 and 200 words.

Permits

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
- 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

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 manged 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

Provide evidence of submission of permit application *
Attach a file:

This could include a screenshot of the submission screen, an email confirmation etc

Participation details

* indicates a required field

Project participants

How many people do you anticipate will attend the event? *

How many event attendees do you anticipate will be City of Melbourne residents? *

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

Word count:
Must be between 30 and 100 words.

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

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. 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/

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. 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 *
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

Outline the accessibility and inclusion measures that the event will implement *

Word count:
Must be between 30 and 200 words.

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 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 50 words.

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

Word count:
Must be at least 50 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

The City of Melbourne has a committment 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 100 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).

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).	

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure	City of Melbourne contribution
$	$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Does your budget include any expenditure items worth $2000 or above? *

○ Yes ○ No

Provide at least one quote for each expenditure item over $2000. If you do not provide quotes for these items the application will not be considered *
Attach a file:

You can include screenshots from websites etc, invoices/quotes from previous events, emails from suppliers or formal quotations

Do any of the quotes provided with this application, or any proposed suppliers, contractors, service providers or project partners, involve a person or organisation connected to your organisation?

This includes:

- committee or management members
- staff members acting outside their normal role as an employee of the organisation
- family members, close associates or friends of committee, management or staff members
- businesses owned, operated by, or associated with any of the above.

Do not include services provided directly by your organisation or by staff acting within their normal employment duties.

*

○ Yes ○ No

Please provide:

- Details of the relationship or connection.
- The goods or services to be provided.
- The estimated value of the goods or services.
- How the supplier, contractor, service provider or project partner was selected.
- Any governance arrangements in place within your organisation to manage the conflict of interest, such as disclosure of the interest, recusal from decision-making, or competitive procurement processes.

Disclosure of a conflict of interest does not automatically make an application ineligible. Council will consider the adequacy of your controls in place to manage any actual, potential or perceived conflict of interest. Council may contact applicants to seek additional information or clarification regarding disclosed interests before determining eligibility or assessing the application.

*

Word count:
Must be at least 50 words.

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

Certificate of Currency for Public Liability Insurance of no less than $20 million *
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 quotes for any expenditure items valued at $2000 or more? (Quote section, page 11) *
○ Yes ○ No ○ Not applicable

How did you hear about the grant program? *
☐ City of Melbourne website
☐ I'm a previous applicant / recipient
☐ Internet search
☐ Newsletter article
☐ Social media (other than City of Melbourne)
☐ City of Melbourne Facebook
☐ City of Melbourne Instagram
☐ City of Melbourne LinkedIn
☐ City of Melbourne Twitter
☐ Email
☐ Word of mouth / referral
☐ City of Melbourne staff member
☐ Other:

Select the types of contact you made with Council for this proposal *
☐ Email correspondence
☐ Phone call
☐ I didn't make any contact with Council
☐ Other:

Is this your first grant or sponsorship application to City of Melbourne? *
○ Yes ○ No

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
○ 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 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.

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 *
First Name Last Name

Position *

Date *