

# Community and Neighbourhood Events - Medium R2 2024-25 Form Preview

## Round 1 - Event Grant Application

### Welcome to Hume City Council's online funding application for the 2024/2025 Event Grant Program

Welcome to Hume City Council's online application for Round One of the 2024/2025 Event Grant Program - Community and Neighbourhood Events - Medium.

Your event must be held between 1 January and 30 June 2025.

Once your application is submitted, you will receive a confirmation email.

Before completing this application, you must read the [Event Grant Program Guidelines](#). You should ensure you have all your supporting documents ready prior to starting an application.

This may include:

- Certification of Incorporation
- Event Budget and Quotes
- Event Management Plan

**Regularly save your application** by clicking the '**Save Progress**' button which appears at the top of your screen.

**INCOMPLETE APPLICATIONS AND / OR APPLICATIONS NOT SUBMITTED BY THE CLOSING DATE WILL NOT BE CONSIDERED**

#### KEY DATES:

- Applications Open Monday 27 May 2024
- **Applications Close 4pm Monday 1 July 2024**
- Successful applicants advised September 2024

#### ELIGIBILITY CRITERIA:

##### To be eligible you must be:

- A community groups/organisation (may either be incorporated or auspiced) based in Hume or
- A business/for profit organisation based in Hume
- Be clear of any outstanding debts with Council and have submitted all previous grant reports and end of funding acquittals
- Be able to provide evidence of event planning capacity, including event and risk management plans, a project schedule and event budget.

##### Your event must be:

- held in the City of Hume
- meet the event definition and be "An organised public gathering that brings people together for a common purpose by some pre-arrangement, is open to members of the public and is publicly announced or advertised".
- have an expected attendance of between 1000 and 3000 people.
- Be held in compliance with the [Sustainable Event Guidelines](#)

**If you are a community group or not-for-profit**, you must be able to demonstrate that you can match the amount of funding you are requesting with in-kind support, voluntary services or cash.

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**If you are a business or commercial organisation**, you must be able to demonstrate that you can match the amount of funding you are requesting in cash.

### NEED HELP?

- SmartyGrants [Help Guide for Applicants](#)
- Hume City Council Events Team [events@hume.vic.gov.au](mailto:events@hume.vic.gov.au) or 9205 2200

## About You - Applicant Details

\* indicates a required field

This section will ask questions about you and your business, organisation or group.

You will need to provide details about your organisation's registration details, or **auspicing agency** if you are an unincorporated community group/non-profit.

### Organisation Name \*

Organisation Name

### Your Name \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Your Position \*

### Your Phone Number \*

Must be an Australian phone number.

### Your Email \*

### Organisation Address \*

Address

<input type="text"/>
<input type="text"/>

### Organisation Phone Number

Must be an Australian phone number.  
If different from Your details

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### Organisation Email

Must be an email address.  
If different from Your details

### Organisation Website

Must be a URL.

## Organisation structure

### What type of organisation are you? \*

- Business
- Community Organisation / Not-for-profit

## Taxation

**Council is required to withhold 46.5% of any grant funds issued if you do not provide one of the following:**

- A valid Australian Business Number (ABN) **Or**
- A completed Statement by a Supplier Form.

This form can be obtained from the Australian Taxation Office website:

[Statement by Supplier form](#)

The completed form is to be included in this application.

### Does your organisation have an ABN? \*

- Yes
- No

### Please provide your ABN number

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN.

You have answered No to the previous question

If your organisation does not have an ABN you will need to supply a Statement By Supplier. These are available to for download from the Australian Taxation Office website [here](#)

**Please attach a Statement By Supplier form \***

Attach a file:

### Incorporation

If you are a non-profit organisation and are unincorporated you must be auspiced. You will need their financial and taxation details.

If you want to know more about Auspicing please click [here](#)

**Is your organisation Incorporated? \***

Yes

No

**Incorporation number \***

**Please attach your Certificate of Incorporation \***

Attach a file:

### Auspice Details

You have answered NO to the previous question. Applicants that are not incorporated must be auspiced by an incorporated organisation and provide evidence of this arrangement including e their financial and taxation details.

**If this application is successful, funds will be paid to the Auspice organisation.** If you want to know more about Auspicing please click [here](#)

**Auspice organisation name \***

Organisation Name

**Auspice Primary Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

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**Phone Number \***

**Email \***

**Auspice Primary Website**

Must be a URL.

**Auspice 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Auspice Contact Name \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Auspice Contact Position \***

### Applicant history

**Have you ever applied for an Event grant before? \***

- Yes, I have applied for an event grant in previous years
- No, but I have applied for other Council funding before
- No, I've never applied for any Hume Council grants before

**What experience do you and your organisation have running events? \***

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Word count:  
Must be no more than 250 words.

## Event Information

\* indicates a required field

**This is your chance to tell us all about your 2024-25 Event.**

**Please consider the evaluation criteria set out in the [program guidelines](#) to help guide the information you should include in your responses.**

**Name of event \***

**Venue/Site Name (if applicable)**

Must be held within Hume City

**Event address (if confirmed)**

Address

  

**Will your event be indoors or outdoors? \***

Indoors  Outdoors  Both

No more than 1 choice may be selected.

**How many attendees are you expecting? \***

Must be a number and between 1000 and 3000.

**Who is your target audience? Please include information such as are they from a particular suburb, community, age group, families, individuals, youth, elderly etc. If your event is for a specific group (ie. train enthusiasts for a train show), please include this information \***

**Please note if your event is outdoors you may require a Permit; please discuss with the Events team.**

**Phone: (03) 9205 2200 Email: [events@hume.vic.gov.au](mailto:events@hume.vic.gov.au)**

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### Date and time

For events with multiple days, please add date/times per day on separate rows.

Event date/s	Event start time	Event finish time
Must be a date and between 1/1/2025 and 30/6/2025.		

### Is the event free or ticketed \*

- Free entry - open to the public
- Ticketed - open to the public
- Free entry - by invitation only
- Ticketed - by invitation only

No more than 1 choice may be selected.

**How much will tickets cost, and what would be included (if any) with the ticket? i.e. Adult tickets - \$XX, Child Ticket \$XX, Family Ticket includes 2 adults, 2 children \$XX, tickets include unlimited rides, food voucher, meals, tickets only include entry etc. \***

Word count:

Must be no more than 250 words.

### Description of Event

### What activities are you planning to have at your event \*

Word count:

Must be no more than 150 words.

Include a list of activities

**Why are you running the event? Please describe the purpose of your event, and what it aims to achieve. \***

Word count:

Must be no more than 250 words.

**Have you run this Event previously? How many people have attended? What lessons have you learnt?**

Word count:

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Must be no more than 150 words.

### How will the event include, celebrate or connect with the local community? \*

Word count:

Must be no more than 150 words.

### Are volunteers involved in the Event? If so, how? \*

Word count:

Must be no more than 150 words.

### How will you make sure everyone who wants to participate is able to do so? Consider accessibility to all residents (ie. those with disabilities, pram access, non-English speaking etc.)

Word count:

Must be no more than 250 words.

### How will you ensure your event is safe for participants and attendees? Ie. documented risk management plan, emergency management plan etc. Security, first aid provisions. Please also consider Child Safe Standards / Safeguarding young people in Hume' in your response.

Word count:

Must be no more than 250 words.

### How will your event be promoted? \*

- |  |   |
|--|---|
| <input type="checkbox"/> Social media  | <input type="checkbox"/> Promoted through your own networks |
| <input type="checkbox"/> Newspaper ads | <input type="checkbox"/> Promoted within Hume               |
| <input type="checkbox"/> Website       | <input type="checkbox"/> Promoted outside Hume              |
| <input type="checkbox"/> Signage       | <input type="checkbox"/> Other: <input type="text"/>        |

- Printed posters  
Choose all that apply

What does success look like?

**Based on your event description above (including why you are running your event), please tell us what two key aims you want to achieve by holding your event, and then how you will measure them.**

### Definitions

**Aim:** An aim is a result you want to achieve by holding your event.



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**Measure:** An action or way of gathering information to know whether you have met your aim.

**Example One:**

Aim: We aim to have 75% of attendees live in Hume

Measure: From registration details, being able to show that 75% or more of our attendees had postcodes in Hume.

**Example Two:**

Aim: We aim to entertain our audience with performances from local artists.

Measures:

1) postcode of artists.

2) in post-event audience satisfaction survey, 50% or more answered positively to the question about whether they enjoyed the performances.

Aim	Measure/s

## Grant income

\* indicates a required field

Please note, this section is made up of three parts:

**Part one** is for Council contributions

**Part two** is for other cash contributions (i.e from third parties, or other grants etc)

**Part three** is for In-kind contributions.

**Business and commercial organisations must match the amount requested from Council in part one only.**

**Community or not for profit organisations must match half the amount requested from Council with a total from part one and two.**

Please read page 13 of the [Guidelines](#) for more details.

### PART ONE - Council contributions

**Please confirm the dollar amount you are applying for from Council (per year). \***

\$

Must be a dollar amount and no more than 12000.

### In-kind support - Council contributions

**In-kind support (Council contribution)** is where Council waives or reduces our fees including permit fees, Council venue or site hire, and bin hire.

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Council In-kind support is at our discretion.

You will be asked about In-kind support (support from yourself or third parties) later on.

### Are you requesting In-kind support from Council? \*

- Yes
- No

### What in-kind support would you like? \*

- Venue/Site hire waiver
- Permit fees waiver
- Bin hire waiver
- Other:

## PART TWO - Other funding

### Is your Organisation applying for, or already receiving, funding from other sources? For example, State or Federal government, developers, business sponsorship etc. \*

- Yes
- No

You have said "yes" you are applying for funding from sources other than Hume City Council.

Please list other funding being applied for, and whether they are confirmed or not.

Grant/Funding name	Grant/Funding provider	Grant/Funding amount	Status
		Must be a dollar amount.	
		\$	
		\$	
		\$	

### Total other funding requests

\$

This number/amount is calculated.

## Own contribution

Please list all other cash income sources including

- own contribution
- expected ticket sales
- other sales or vendor income

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- sponsorship income etc

Income type	\$
	\$
	\$
	\$
	\$

### Total own contribution amount

\$

This number/amount is calculated.

## Part three - In Kind support

### What is In-kind support?

In Kind support is any non-cash but valuable contribution made to your event. It can come from your organisation or from Council:

**In-kind support (Council contribution)** is where Council waives or reduces our fees including permit fees, Council venue or site hire, and bin hire. You have already been asked about this on the previous page.

**In-kind support (other contributions)** is support offered by individuals or businesses to support your event such as volunteering, or waiving venue or equipment hire costs.

This is what you're being asked about in this section.

### In-kind support - other contributions

Please list all in-kind support your organisation, or others, are contributing i.e. free publicity, products, volunteer hours etc.

To calculate the value of volunteer hours, think about what you would have to pay an employee to do the same task

i.e. Administration could be \$40 an hour, but event-day volunteers might be \$29.

Income	\$
	\$
	\$
	\$

### Total In-kind support (other contributions)

\$

This number/amount is calculated.

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### TOTAL INCOME

**All income should now be listed above**

The following amount is a calculation of

- Hume Grant amount requested
- Other income
- In kind support (other contributions)

### TOTAL INCOME

\$

This number/amount is calculated.

### Expenses

\* indicates a required field

**The budget should show all costs involved in your Event, not just Hume grant-related costs, including any in-kind costs i.e. what it would cost to pay event volunteers.**

### Expenses

Expense description	Expense amount	Hume grant expense?
	\$	
	\$	
	\$	

### Budget Totals

Total Income Amount	Total Expenditure Amount	Balance Amount
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
\$	\$	\$

**Will the project go ahead if you do not get the full amount requested from Hume?**

\*

- Yes  
 No

**Please indicate how your Event may proceed with reduced funding? Council may not always be able to fund all projects in full. Occasionally, Council may offer**

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**reduced funding to support more applications but for this we need to understand the impact reduced funding would have. \***

Word count:

Must be no more than 250 words.

## Attachments

Please provide us with the following or any other documents to support your application.

### **BUDGET**

Please attach a detailed breakdown of the event budget including contributions by your group, (including volunteer contribution) incoming grant funds from Council (if successful), and other fund opportunities (ie. other grants / sponsorships, ticket sales etc.).

Include what assumptions are used to calculate ticket sales, staff costs etc.

Attach a file:

### **QUOTES**

Please attach any quotes for event items to support your application.

**Quotes (you can attach up to 10 files)**

Attach a file:

### **EVENT PLAN**

If available, please attach an event plan that provides information for your event. This may include plans such as site maps, risk management, traffic control (if applicable), emergency management etc. This may be a draft, or an example from a previous year.

**Please note, before your event permit is issued, you will be asked to provide a final version of your event plan including risk management plan and site maps as appropriate.**

### **Event plan**

Attach a file:

**OTHER SUPPORTING DOCUMENTS** Please attach any other documents relevant to supporting your application such as your organisation's Child Safe policies, audience feedback or documentation from previous events, Annual Reports etc.

**Supporting Documents (you can attach up to 10 files)**

Attach a file:

## Agreement, Privacy Statement and Declaration

\* indicates a required field

### Agreement

**If successful, you agree to hold \$20 million Public Liability Insurance (PLI) that is current for the dates of the event and that a copy will be provided to Council prior to funding being paid \***

**If successful, I/We will provide a current PLI for the event date/s prior to funding being**

Yes

### Privacy Statement

Council is collecting the personal information contained within this application for the purpose of enabling you to participate in Hume City Council's Events Grants Program. This information will be disclosed to relevant Hume City Council personnel for the purpose of administering Council's Events Grants Program and not to any other party except as required by law. If you fail to provide this information, Council cannot consider your application.

### Declaration

In submitting this funding application I declare that I am aware of the following terms and conditions and certify that:

- I am authorised by the Applicant/Auspice Organisation to act on behalf of the Applicant/Auspice to submit this application;
- All information given to Council in relation to the grant application is true and correct, whether that information is given through this application or in any other way;
- The person/s named as the Contact Person in this application has consented to be named as the contact for the Applicant/Auspice and has the authority to provide any information that may be required by Council in relation to this application;
- I will need to comply with all other Council terms, for example venue and events booking and permitting requirements

Council will not under any circumstances enter into grant agreements with external parties who:

- Conflict with Council's social justice charter and principles of equity, access, participation, rights and accessibility for all community groups.
- Pose a conflict with the broader policies and practices of Council or may be perceived in conflict.
- Undertakes any illegal or unethical activity that negatively impacts the community and/or natural environment;

If funding is awarded, I agree to the following as part of the Agreement with Council:

1. Spend the money for the purpose for which the grant was provided as described in the application and the Agreement Document;

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2. Return all unspent funds to the Council;
3. Council may request the right to financial documentation to verify the information provided to Council and other funding sources;
4. Provide financial reporting when required by Council
5. Ensure all eligibility criteria is met

I (The Applicant/Auspice) understand that, if we do not act in accordance with this Agreement:

- Hume City Council may terminate the agreement
- I may be required to pay back any funding already paid and/or
- may be ineligible for any further funding from Hume City Council.

**I have read the Hume Event Grant Program Guidelines 2024/2025, Hume City Council Grant Giving Policy, Hume City Council Sponsorship Policy and agree to the above terms and conditions \***

Yes

**Name of person authorised to sign the Funding Agreement \***

## SUBMITTING YOUR APPLICATION

To submit your application be sure to click on the '**Submit**' button which appears on the last page of the application.

You will not be able to submit your application unless you have completed all the compulsory questions.

After submitting your application you will receive a confirmation email. If you do not receive a confirmation email please contact the Events Team via email [events@hume.vic.gov.au](mailto:events@hume.vic.gov.au)

## FEEDBACK

**How did you find completing the application?**

- Easy
- Average
- Difficult

**Any further feedback on the application process?**