

Minor and Major Event Grant Application Form Round 2

Form Preview

Organisation and Applicant Details

* indicates a required field

It is **required** that you contact the Team Leader Major Events at Council to discuss your application prior to starting this submission. They will provide advice on:

- the most appropriate stream for your application
- guidance on development of your application

Team Leader Major Events Greater Shepparton City Council Phone: (03) 5832 9795 Email: sharlene.putman@shepparton.vic.gov.au

Name of Council Officer you have discussed this application with

Event Start Date *

Must be a date and between 31/3/2025 and 30/6/2026.

Event End Date *

Must be a date and no later than 30/6/2026.

Applicant Details

Organisation Name *

Organisation Name

Contact person *

Title

First Name

Last Name

Position with organisation

Applicant Address

Address

Suburb State Postcode

Applicant Phone Number

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Applicant Email

Organisation Details

Please tell us about your organisation. *

Word count:

Must be no more than 200 words.

Please describe your organisation

How long has your organisation been established?

How many members does your organisation have?

Must be a number.

Does your project require any permits and/or approvals?

Word count:

Must be no more than 500 words.

Applicants must demonstrate what permits are required to deliver the event. Consider permits that may be triggered for compliance, food handling, road closures etc. Please contact Council officers to clarify if you are unsure. If your event requires a permit ensure you include the cost of the permit in your overall budget.

Is your organisation Legally Incorporated?

- ☐ Yes
☐ No

Incorporated Organisations

* indicates a required field

Applicant Incorporation Number

Does your organisation have an Australian Business Number (ABN)?

- ☐ Yes
☐ No - please contact Council

Applicant 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

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

[More information](#)

Must be an ABN.

Does your organisation have evidence of Public Liability Insurance (\$20M)? *

- ☐ Yes- please attach a copy
☐ No - please contact Council officers before lodging your application
Greater Shepparton City Council 5832 9700

Non Incorporated Organisations

Is your organisation a Community Planning Committee on behalf of Greater Shepparton City Council?

- ☐ Yes
☐ No

This is a committee endorsed by Council to act on it's behalf.

Auspice

If your organisation is not incorporated you need to find an organisation that is able to auspice your project.

Auspice Organisation Details

Name of Auspice Organisation

Authorised person's name

Title

First Name

Last Name

Position

Auspice Incorporation Number

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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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Primary Address

Address

Suburb State Postcode

Must be an Australian postcode.

Auspice Primary Phone Number

Must be an Australian phone number.

Auspice Primary Email

Must be an email address.

Auspice Primary Website

Must be a URL.

Auspice Mobile Phone Number

Must be an Australian phone number.

Event Details

* indicates a required field

Event Title *

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Has the Event been held before?

- ☐ Yes
☐ No - It is a new event

In what town will the event be held? *

- ☐ Shepparton
☐ Mooroopna
☐ Tatura
☐ Murchison
☐ Toolamba
☐ Katandra West
☐ Tallygaroopna
☐ Dookie
☐ Congupna
☐ Multiple sites
☐ Other:

In what venue/location will your event be held?

What is the main focus of your event?

Word count:

Is your event a sporting, multicultural, arts, music event etc?

How many people do you anticipate will attend your event?

Must be a number.

Please note that Major Events must attract no less than 350 attendees.

Event Description:

Word count:

Must be no more than 400 words.

Please describe your event and what will occur at the event?

How do you plan to carry out your event?

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Word count:

Must be no more than 400 words.

Do you have a project plan? Do you have an event plan? Do you have previous experience in delivering events?

Event Streams

* indicates a required field

Which category are you applying i.e. Minor or Major?

Please ensure you have read the program guidelines carefully when selecting your program category and understand the requirements of each funding stream.

The MINOR event funding stream is for smaller size events. Grants are available from \$500 up to \$2,000 for a one off event.

The MAJOR event funding stream is for larger events that attract visitors from outside the Greater Shepparton municipality and increases community participation and provides economic benefit to the region. Grants are available from \$2,000 up to \$5,000. Note that for this category your event must attract no less than 350 attendees.

Your event must align with the objectives listed within the program guidelines.

If you have any queries in this regard, please contact the Team Leader Major Events, Sharlene Putman on (03) 5832 9795 or email sharlene.putman@shepparton.vic.gov.au

Selected funding category here: *

☐ MINOR Event \$500 - \$2,000

☐ MAJOR Event \$2,000 - \$5,000

Please note you can only apply for one funding stream.

Event Description - Minor Event

* indicates a required field

Minor Event Objectives

Economic Benefit: please outline how your event will provide economic benefits for the community?

Word count:

Hint: How will your event bring economic activity and benefits to our local community via activation and engagement of local suppliers and contractors.

Celebration: please outline how your event will support the community and celebrate the region and our visitor offerings (i.e attractions)?

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Hint: How will your event have a positive impact on our community's health and wellbeing and build new social connections?

Capacity Building: what opportunities does your event provide for the development of event coordination skills?

What learning opportunities or new skills will those involved in your event acquire from the activity?

Budget

Is your organisation registered for GST? *

- ☐ Yes
☐ No

Total Grant Amount Requested from Council *

\$

Must be a dollar amount between \$500 and \$2000 for the Minor Event category

Income

Please list all of the income that you expect to receive towards running the event including the grant amount being requested from this funding program i.e. Income Line Item 1 should be "GSCC Funding Amount Requested".

This can include (but is not limited to):

- Organisation's cash contribution
- Other grants or sponsorships
- Fundraising
- Sales
- Entry fee to the event
- Income from stallholders
- Membership fees

IMPORTANT NOTE: Your income and expenditure must be equal.

Income Items	\$ Amount
Grant amount requested from this program	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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Total Income Amount

\$

This number/amount is calculated.

Expenditure

Please list all expenditure (costs) of running the event. Please list all costings GST exclusive. Please note that for any expenditure items of \$1,000 a valid quote must be attached to your application.

IMPORTANT NOTE: Your income and expenditure must be equal.

Expenditure Item	\$ Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Please include all expenditure including permit fees / venue hire fees if applicable.	

Total Expenditure Amount

\$

This number/amount is calculated.

In-Kind (If applicable)

An in-kind contribution is something that would normally be paid for but is given to the event at no cost.

Please include details of any contributions to the event that are being received in-kind.

If you have volunteers working on the event you can include their contribution valued at:

- \$25 per hour for unskilled labor
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

In-Kind Item	\$ In-Kind Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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	\$
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Total In-Kind Amount

\$

This number/amount is calculated.

Event Description - Major Event

* indicates a required field

Major Event assessment questions.

How will your event increase visitation and tourism to the Greater Shepparton region?

Please explain how your event is unique and will attract visitors from outside of the Greater Shepparton municipality. How broadly will you be promoting your event to attract participation and visitation? Please remember your event for a Major category must attract no less than 350 attendees.

Explain how your event will contribute to increased economic benefits to the Greater Shepparton region?

Will your event increase overnight stays? Do you use local contractor and suppliers to assist in the delivery of your event?

Explain how your event will generate interest and raise the regional profile, brand, liveability and reputation of Greater Shepparton?

Is your event broadly advertised, does your event promote Greater Shepparton as a destination to visit.

Will your event contribute to the positive social impacts on the local community?

Positive impact on health and wellbeing, participation, community capacity building, opportunities for volunteering, reduce social isolation. Participation in sport, physical wellness and connectedness etc.

Explain how your event can help develop event management skills within your group.

Teach people new skills, community groups and volunteers on how to run and coordinate events

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Budget

Is your organisation registered for GST? *

- ☐ Yes
☐ No

Total Grant Amount Requested from Council *

\$

Must be an amount between \$2000 and \$5000

Income

Please list all of the income that you expect to receive towards running the event including the grant amount being requested from this funding program i.e. Income Line Item 1 should be "GSCC Funding Amount Requested".

This can include (but is not limited to):

- Organisation's cash contribution
- Other grants or sponsorships
- Fundraising
- Sales
- Entry fee to the event
- Income from stallholders
- Membership fees

IMPORTANT NOTE: Your income and expenditure must be equal.

Income Item	\$ Amount
Grant amount requested from this program	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Income Amount

\$

This number/amount is calculated.

Expenditure

Please list all expenditure (costs) of running the event. Please list all costings GST exclusive.

You must attach valid quotations for any expenditure items over \$1,000.

IMPORTANT NOTE: Your income and expenditure must be equal.

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Expenditure Item	\$ Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Expenditure Amount

\$

This number/amount is calculated.

In-Kind (If applicable)

An in-kind contribution something that would normally be paid for but is given to the event at no cost.

Please include details of any contributions to the event that are being received in-kind.

If you have volunteers working on the event you can include their contribution valued at:

- \$25 per hour for unskilled labor
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

In-Kind Item	\$ In-Kind Amount/Value
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total In-Kind Amount

\$

This number/amount is calculated.

Event Information

* indicates a required field

Recognition of funding partners

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If you are successful, it is a requirement of funding that you acknowledge Greater Shepparton City Council as a funding partner in the promotions of your event.

Please explain how you plan to formally recognise Greater Shepparton City Council as a funding partner if you are successful.

If you would like to understand what assistance may be available in this regard, please contact Team Leader Major Events, Sharlene Putman on (03) 5832 9795 or sharlene.putman@shepparton.vic.gov.au.

Please explain how you plan to formally recognise your funding partners, including Greater Shepparton City Council. *

eg. promotional pull up banners, fence scrim, feather flags on site. Council logo on promotional material etc

Evaluation

Please outline how you will evaluate the success of your event and identify areas for improvement at the completion of your event.

Please outline your post-event evaluation plan. *

Will you be doing surveys to ascertain feedback? Will you be taking postcodes on entry?

Access and Inclusion

Please outline how your event will be inclusive of all members of the community. *

How will your event ensure equitable access for those with mobility challenges, seniors and people from diverse cultural backgrounds including our First Nations peoples.

Has your organisation been successful in receiving a Minor and/or Major Event Grant from Council before? *

Document Checklist

* indicates a required field

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Attach Certificate of Public Liability Insurance *

Attach a file:

You must include a current certificate of currency to be eligible for a grant.

Quotes (provide quote/s of any item that exceeds \$1,000)

Attach a file:

You must include valid quotes for any items listed in the budget over \$1000.

Attach any plans or drawings for your event

Attach a file:

Attach letter of approval from your auspice organisation (if applicable)

Attach a file:

Attach letters of support

Attach a file:

Attach any other documents as required

Attach a file:

Link to Event Website or Social Media (if applicable)

If you have further attachments, please contact our Team Leader of Major Events to submit.

Declaration and Privacy Statement

* indicates a required field

Privacy Statement

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected to communicate with you regarding your grant application. It is disclosed to council officers for review of your application and may be disclosed to other areas of Council to administer your grant application. If you do not provide the requested information we may be unable to process your application and keep you informed of the outcome of the application. Council may also use your personal information to contact you regarding future grant rounds.

To opt out of future notification, gain access to or update your personal information please contact Council's Grants Coordinator on (03) 5832 9872.

Declaration

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I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the Greater Shepparton City Council immediately if any information provided in this application changes or is incorrect.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge. I also agree to provide final acquittal reports as required.

Authorised person *

Title

First Name

Last Name

Position

Organisation *

Date *

Must be a date