

We suggest you collate any appropriate documents ready for upload prior to commencing, to avoid any issues with the online application including risk assessment, event management plan, quotes, public liability insurance and any relevant permits.

Relevant templates for forms can be downloaded from:

<https://www.hindmarsh.vic.gov.au/Community/Apply-for-Grants/Regional-Community-Events-Grant>

If you need to leave this document at any time before you have submitted the application, ensure you hit 'save' at the bottom of the page. This form does not save automatically.

**Please note: Before proceeding with your application please ensure you have: \***

Read the Regional Community Event Grant Guidelines 2025-26

Completed a Risk Management Plan ready for upload.

Completed an Events Plan ready for upload.

## Regional Community Events Grant 2025/26

SUBMISSIONS CLOSE 5:00PM 4 SEPTEMBER 2025

### PRIVACY STATEMENT

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the Privacy and Data Protection Act 2014. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

If you have any issues completing this application, please contact the Tourism and Economic Development Officer for assistance on 03 5391 4444 or [tourism@hindmarsh.vic.gov.au](mailto:tourism@hindmarsh.vic.gov.au)

## Grant and Organisation Details

**Organisation Name \***

## Postal Address \*

Street Address

Street Address Line 2

Town

State

Post Code

## Contact Name \*

First Name

Last Name

## Contact Email \*

example@example.com

## Contact Phone Number \*

\*

I (the applicant) confirm that I am authorised on behalf of the listed organisation to submit this application on their behalf

## Amount Applying for: \*

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When considering funding, the following tiers will provide guidance:

- Tier 1: \$2000 for events expecting up to 500 attendees.
- Tier 2: \$4000 for events expecting up to 1500 attendees.
- Tier 3: \$7500 for events expecting over 1500 attendees.

Council will determine the Cash and In-Kind component of each grant awarded.

## **ELEGIBILITY CHECKLIST Applications must meet the following criteria to be eligible for a Regional Community Events Grant: \***

Your event is within Hindmarsh Shire and supported by a committee/organisation based within Hindmarsh Shire.

Your event will comply with all relevant regulations and Council requirements, including but not limited to obtaining all necessary permits (grant conditional on permits being obtained).

Your organisation is an incorporated not for profit organisation based in Hindmarsh Shire.

Your organisation has public liability insurance (\$20m) and a completed risk assessment for the event seeking funding.

Your event is open to the public, and inclusive and accessible for everyone.

Your event directly benefits the local community.

Your event will be completed and acquitted within the date stipulated in the funding agreement.

Your organisation meets financial viability and competency requirements (evidence via bank statement and annual financial statement required).

Your event meets the selection criteria.

Your organisation has NOT received funding for an event in the same financial year from this grant program.

Your organisation has NOT received any other stream of council funding for this event.

Your organisation agrees to sign a funding agreement, complete required reporting, acknowledge Councils support in media releases (including social media) and event promotion, give Council access to and permission to use any photos and testimonials obtained at the event

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### **Event Name \***

## **Event Details**

### **Proposed Event Date/s \***

### **Where will the event be held? \***

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

**Event Description & Brief Summary of objectives/activities. Please also attach an event management plan below: \***

**What marketing and promotion plans do you have in place? \***

**Please specify how you will acknowledge Hindmarsh Shire Council's Grant funding for your event \***

**How will the funding be used? Please attach all relevant quotes. \***

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**Please specify any requirements by Council (e.g. Waste Removal/Road Closure signs) \***

## Budget Template

The following Budget Template needs to be completed for your Event. The income and expense amounts should be the same. If you are receiving an external funding or contributing financially please include this as income.

### **Are there any contributions you will be making towards this project? \***

In-Kind/Voluntary labour (please fill in details below)

Financial (cash)

No

## Assessment Criteria

**How will your event actively promote Hindmarsh Shire and deliver community and/or tourism, visitor and economic outcomes? (20% weighting) \***

**Demonstrate how your event will be a significant attraction for interstate and intrastate visitors. (20% weighting) \***

**Demonstrate how the event will be self-funding in three to five years (20% weighting) \***

**How will your event encourage partnerships and collaborations between groups and businesses within Hindmarsh Shire? (10% weighting) \***

**Please provide evidence of community support and community engagement for your event. (10% weighting) \***

**How will your event celebrate cultural, heritage, and community wellbeing? (10% weighting) \***

**Demonstrate how you will capture visitor number statistics. (10% weighting) \***

**Will there be any co-contribution by your organisation? Will this event still go ahead without this funding? \***

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**Income and Expenses (the total value applied for through Council grant must be accounted for in expenditure):**

	Name of Income	Income Amount \$	Name of Expense	Expense Amount \$
1				
2				
3				
4				
5				
6				
7				

**Total of Income: \***

\$

**Total of Expenses: \***

\$

**Will funding be sought from other sources? (if yes, please show in templates below) \***

Yes

No

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## Risk Management Form

**A completed risk management form is required for your application to be considered. Have you completed a downloaded Risk Management Form prior to this application? \***

Yes

No

## Public Liability Insurance & Permits

## Submission

If you have any issues completing this application, please make sure you take a copy of your answers and contact the Tourism and Economic Development Officer for assistance.

If you have completed your application press the submit button below.

If you have any questions or queries about these please contact our Tourism and Economic Development Officer. Ph: 03 5391 4444, or email [tourism@hindmarsh.vic.gov.au](mailto:tourism@hindmarsh.vic.gov.au)

### **DECLARATION:**

By submitting this application I (the applicant) acknowledge that all details are correct at the time of submission. I (the applicant) also acknowledge that if terms & conditions are not adhered to, grant funds can be withdrawn and council charges for in kind support delivered may be invoiced for recovery. I also acknowledge that if successful I will provide the signed grant acceptance form, proof of all permits, and grant acquittal form and supporting documentation in a timely manner. The final date for submission of the grant acquittal is 20 June 2026.