

Commemorative Events Subsidy 2026-2029 - Application Form

Form Preview

Commemorative Events Subsidy 2025-2029

* indicates a required field

Purpose

To enable community-led National Events to be delivered locally.

Important Information

Before completing this application, applicants are required to read the [Subsidy Program Guidelines](#).

Funding

Funding is available for eligible organisations for amounts up to:

- \$15,000 for Australia Day events
- \$15,000 for ANZAC Day services
- \$15,000 for Survival Day events

Community Investment Funding for subsidies is subject to Council's adoption of the annual budget.

Funding Term

Council adopted the Community Investment Funding (CIF) Programs for the 4-year Council term (2025-2029). If an application was approved in 2025/26, you will have a signed *Funding Agreement* that is valid for the 4-year period from 2025/26-2028/29 (noting that the amount approved may also be subject to CPI increases each year). There is no need to reapply.

A condition of the approved funding is the requirement to submit a yearly acquittal. For example, if your funding was approved for \$15,000 over the 4 years (a total of \$60,000), you are required to complete an acquittal for \$15,000 for each year of funding. The application contact will be sent reminder emails directly from SmartyGrants prior to each due date.

If your application is submitted in years 2, 3 or 4 of the funding term (2026/27, 2027/28 or 2028/29), any subsequent approval will be for a 3-year, 2-year or 1-year term, respectively. Relevant acquittals will be due for each year of funding, as per above.

Closing Date

Applications should be submitted by 17 February 2027.

I/We acknowledge that the Subsidy Program Guidelines have been reviewed *

☐ Yes

Which National event/service is your organisation delivering? *

- ☐ Australia Day
- ☐ ANZAC Day
- ☐ Survival Day

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Application Part 1 - Eligibility

* indicates a required field

Eligibility

Detailed eligibility requirements can be found in the [Subsidy Program Guidelines](#).

- Applicants must be an organisation based in the Mornington Peninsula Shire's Local Government Area and deliver funded projects, programs and activities within the Shire.
- Applicants may be required to upload model rules/constitutions to ensure the organisation's purpose aligns with the subsidies program priorities.
- Subsidy Programs adopted by Council 6 May 2025 and 1 July 2025

Location:

Please confirm that the applicant is an organisation based in the Mornington Peninsula Shire's Local Government Area and/or that delivers funded projects, programs and activities within the Shire. *

☐ Yes

Organisation Information

Please note:

- organisation status must be current
- applicants may be required to upload model rules/constitutions to ensure the organisation's purpose aligns with the subsidy program priorities.

What is the legal status of your organisation? *

- ☐ Unincorporated (requires an Auspice Organisation)
- ☐ Incorporated Association (commonly has 'Association', 'Incorporated' or 'Inc.' in the legal name)
- ☐ Public Company with Not-For-Profit and/or Charity registration
- ☐ Proprietary Company with Not-For-Profit, Public Benevolent Institution and/or Charity registration
- ☐ Private Business
- ☐ Other:

Businesses and Public Companies are ineligible to apply for Mornington Peninsula Shire's Community Investment Funding.

Your application will end here.

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An unincorporated organisation must be auspiced by another organisation (that qualifies for funding under grant guidelines). The auspice arrangement will be for the proposed activity, program or project detailed in the application.

Eligibility (continued)

* indicates a required field

Current Shire Funding

Have you applied and/or been approved for grant funding from the Mornington Peninsula Shire in the current financial year? *

- ☐ Yes
- ☐ No

Please provide further information (e.g. grant type, amount, purpose) *

Prior Shire Funding

Has the organisation received Shire funding in a previous financial year? *

- ☐ Yes
- ☐ No
- ☐ Unsure

If you are unsure, please contact the [Grants Administration Officer - Finance](#)

Applicants must have acquitted and/or have an approved extension date for the acquittal to ensure compliance with all previously awarded funding.

Has the Acquittal Form for previous funding been submitted? *

- ☐ Yes
- ☐ No
- ☐ Acquittal report has not reached the due date
- ☐ Unsure

If you are unsure, please contact the [Grants Administration Officer - Finance](#)

You have indicated that prior grant funding has not been acquitted.

Please refer to the Subsidy Program Guidelines for eligibility.

Please do not proceed with this application until you have acquitted previous funding.

If you are unsure, please email the [Grants Administration Officer - Finance](#)

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Applicant Details

* indicates a required field

Organisation Name *

Organisation Name

Organisation Primary Address *

Address

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

Organisation Primary Website *

Must be a URL.

What is the date of your organisation's next Annual General Meeting? *

Must be a date.

Contact Details

Organisation Contact *

First Name

Last Name

This is who we will contact regarding the application

Position in Organisation *

Position within organisation e.g. Centre Manager, Coordinator etc

Contact Phone Number *

Contact Email Address *

Must be an email address.

Correspondence will be sent to this address

Committee/Board Members

Please provide the name, position and contact for the current Committee/Board as Public Office holders i.e Chairperson/CEO, Secretary and Treasurer.

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Name	Position Title	Contact Phone or Email

Applicant Details continued

* indicates a required field

Australian Business Number

Applicant Organisation 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.

Applicant Bank Account Details

Bank Name *

*

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Financial and Other Document Uploads

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Upload - P&L AND Balance Sheet or 12 month financial statement *

Attach a file:

Upload - Most recent Annual Report *

Attach a file:

Upload - Public Liability Insurance - Certificate of Currency *

Attach a file:

Model Rules/Constitution

Please provide a copy of the organisation's Constitution or Model Rules *

Attach a file:

Child Safety

Please upload your organisation's Child Safety Policy.

Upload - Child Safety Policy/Plan *

Attach a file:

Application Part 1a - Auspice Organisation

*** indicates a required field**

Auspice Agreement

Unincorporated organisations must have an [Auspice Agreement](#) with an incorporated Mornington Peninsula community group/organisation.

Upload - completed Auspice Agreement

Attach a file:

Funding is paid directly to the Auspice organisation, who are responsible for the following obligations:

- Receipt, bank, and administer all monies related to the grant
- Monitor the project and ensure timely completion
- Complete the financial Acquittal Form and ensure funding is acquitted on time
- Ensure that the group has public liability insurance where appropriate.

Auspice organisations may be required to provide evidence of solvency in the form of current financial statements.

Note: Local organisations (with an ABN and based on the Mornington Peninsula) that are auspiced by a peak body or a larger incorporated body not based on the Mornington Peninsula, may have funds paid directly into the local organisation's account. In this case, please provide your organisation's account number for payment, as the applicant.

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Auspice Organisation *

Organisation Name

Auspice Organisation Street Address *

Address

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

Auspice Organisation Email *

Must be an email address.

Auspice Organisation 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.

If successful, this is where funds will be deposited.

Is the Auspice Organisation acting as an Auspice for another group this year? *

☐ Yes ☐ No

If yes, please provide details (application number or organisation name)**Has the Auspice Organisation submitted an application in its own name this year? ***

☐ Yes ☐ No

If yes, please provide the relevant application number (e.g. FG26/27-358)

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Auspice Organisation Bank Account Details

Bank Name *

*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.
If successful, this is where funds will be deposited.

Application Part 2 - Subsidy Information

* indicates a required field

1) CRITERION Subsidy Priority

Commemorative Event Name *

Brief Event Description *

Word count:

Must be no more than 50 words.

Additional Event Information (optional, if required)

Word count:

Must be no more than 150 words.

Upload - Additional documentation to support your application (if required)

Attach a file:

What is the address where the project will take place? *

Address Line 1, Suburb/Town, Postcode response required

In what Council ward will your project take place? *

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What is your expected attendance target, per day? *

Must be a number.

Is there a cost to attend/gain entry to the event? *

☐ Yes

☐ No

If yes, how much?

Commemorative Event Date/s

Start Date *

Must be a date.

End Date *

Must be a date.

Have you discussed your project with a Shire Officer? If so, who? *

2) CRITERION Capability of the applicant

Please demonstrate how your organisation has the capability and relevant skills and experience to successfully deliver the nominated subsidy priority *

Word count:

Must be no more than 100 words.

Upload - documents to support your application (if required)

Attach a file:

Budget

*** indicates a required field**

Income

Subsidy Amount Requested *

\$

Organisations may apply for up to the nominated amount in the invitation to apply email.

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How does GST affect my application?

The ATO considers grants income as taxable income. GST only applies to your grant if your organisation is registered for GST with the ATO. It is illegal to claim GST if you are not registered.

Applicants NOT registered for GST:

Apply for the quoted amount, including GST

Applicants registered for GST:

Apply for the quoted amount, excluding GST (the GST component will be paid to the applicant with the approved grant amount)

EXAMPLE:

A community group applies to replace their failing refrigerator. **Quoted price is \$400 + GST = \$440**

- a) if the group **IS NOT** registered for GST, the application will be for \$440. When payment is made, they will receive \$440.
- b) if the group **IS** registered for GST, the application will be for \$400 only. When payment is made, they will receive \$440 (\$400 + GST).

Applicant Financial Contribution

Contribution Source	\$ Amount
E.g. fundraising, other government grants	

Total Event Cost

Total Income Amount

This number/amount is calculated.

Expenditure

Please describe the main items of expenditure for the event so that it is clearly understood what the income will be used for.

- Wash Against Waste Trailer is eligible and can be included as a budget expense for \$1,000 (please note the total cost of the trailer is \$2,000 per event)
- In-kind volunteer hours will be included in the table below
- Commas and \$ signs are not required

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- You may add additional rows if needed.

Items	Expenditure Amount
	Must be a dollar amount.

Total Event Expenditure & Quotes

Total Expenditure Amount *

This number/amount is calculated.

Upload quotes (online pricing is acceptable) *

Attach a file:

Online pricing is acceptable

Volunteer (In-Kind) Contribution

Volunteer hours for your project are calculated at \$46.92 per hour.

Number of Volunteers in your organisation *

Estimate hours per week for each volunteer *

Total volunteer hours *

This number/amount is calculated.

Total in-kind volunteer contribution *

This number/amount is calculated.

Program Outcome/s

*** indicates a required field**

All Community Investment Funding Programs are aligned to the Council Plan and the Community Vision and form part of a planning and evaluation framework.

Applicants are asked to select the output (the tangible things/deliverables eg; numbers of participants or items of equipment etc) in the Application Form below and estimate the number of outputs the project will deliver.

The estimated number of outputs are included in the Funding Agreement. The actual number of outputs is required to be reported in the acquittal at the completion of the project.

Program Outcome/s

Improved participation in National Commemorative events.

Desired Long Term Outcome/s

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A cohesive, resilient community.

Output Estimates

What is the estimated number of people expected to attend the event? *

Must be a number.

Declaration and Acceptance

* indicates a required field

Funding Agreement

Upon approval of this application, a Funding Agreement will be emailed via DocuSign, to the nominated person listed in the application.

The Agreement will confirm the approved value of the subsidy and conditions of funding.

The nominated person **must have authority** to execute the agreement on behalf of the organisation i.e President, Chairperson, CEO

*

☐ If this application is successful, I/we (our organisation) agree to sign a Mornington Peninsula Shire Funding Agreement prior to funds being released.

*

☐ Successful applicants will be required to acknowledge Shire support, using approved Shire logo in any printed and/or digital materials.

*

☐ Successful applicants are required to provide evidence at the acquittal stage, within the stated timeframe, that grant funds were spent on the approved purpose (e.g. receipts, bank statements). Where adequate evidence is not provided, Council may require all or part of the grant funding to be repaid.

I declare that the information and attachments in this application are, to the best of my knowledge, accurate and complete. *

☐ I agree and declare the above to be true and correct

I approve for Shire Officers to talk to other funding bodies / organisations for the purposes of seeking funding to support the activity. *

☐ Yes

☐ No

All successfully awarded grant, subsidy and sponsorship applications are published on the Shire's website for public transparency. Projects/activities awarded feature in a number of Council's promotions of Community Investment

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Funding through both digital and print mediums. Please indicate below that you agree to these conditions. *

☐ Yes

Council's Policy and Reporting

A list of funding awarded through Community Investment Funding will include names of applicant organisations, details of the projects and value of the funding awarded and will be published regularly on Council's website and in Council's Annual Report.

Funding is guided by Council's Community Investment Funding Policy and Framework (2025) and is subject to Council's adoption of the annual budget.

Privacy

The collection and handling of personal information is conducted in accordance with the Shire's [Privacy Policy](#) which is displayed on Council's website and available at Council's customer service centres. Please refer to the Privacy Policy for further information about your rights and Council's obligations.