

Community Events Grant 2026/27 - Application Form

Form Preview

Community Events Grant 2026/27

* indicates a required field

Purpose

To support economic, cultural and social impact through local community festivals, events and activations.

Important Information

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

Please note restrictions apply as to the number of grants available per applicant.

Funding

- Funding is available for eligible organisations up to \$15,000 per local event or up to \$2,000 for local Christmas carols/smaller events

Closing Date

- 4 June 2027 unless funds are exhausted earlier

Assessment Deadlines

Applications will be assessed quarterly, within 15 business days, of the following deadlines*^:

- Applications received by 15 August
- Applications received by 15 November (if required)
- Applications received by 15 February (if required)
- Applications received by 15 May (if required)

* Dates are subject to change at the discretion of Mornington Peninsula Shire should funding be close to exhaustion

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

☐ Yes

Application Part 1 - Eligibility

* indicates a required field

Eligibility

- 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.
- Eligible applicants must be;
 - a current incorporated association or,

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- a current, registered Not-For-Profit, Charity, Public Benevolent Institution (PBI)
- If the applicant is an unincorporated organisation (e.g. community group), the applicant must be auspiced by another organisation (that must qualify as per above). The auspice arrangement will be for the proposed activity, program or project detailed in the application.
- Successful applicants will be required to complete a post event survey from an event organiser perspective and to carry out participant/attendee post event surveys using a Shire issued survey link
- For further information, please refer to Grant Program Guidelines under *General Eligibility*

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 grant 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.

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.

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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 prior grant funding has not been acquitted.

Please refer to the Grant Program Guidelines eligibility.

You will be unable to submit this application and it will end here until you have acquitted previous funding.

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

Applicant Details

* indicates a required field

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Organisation Name *

Organisation Name

Check you are providing the same name that is listed in official documentation such as with the ABR, ACNC or ATO

Organisation Primary Address *

Address

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

Applicant Primary Website

Must be a URL.

Contact Details

Contact Person for Grant *

First Name

Last Name

This is the primary contact for correspondence

Position in Organisation *

i.e President, treasurer, committee member

Contact Phone Number *

Must be an Australian phone number.

Contact Email Address *

Must be an email address.

All emailed correspondence will be sent to this address

Applicant Details continued

* indicates a required field

Australian Business Number

Applicant ABN

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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.

Incorporated but no ABN?

Please upload a completed Statement by a Supplier Form (if you do not have an ABN)

Attach a file:

Applicants without an ABN must submit a [Statement by a Supplier](#) form

Applicant Bank Account Details

Bank Name *

*

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Financials and Other Document Uploads

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

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 *

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Attach a file:

A minimum of 1 file must be attached.

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 - Signed Auspice Agreement *

Attach a file:

[Auspice Agreement](#) available on Shire website

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.

Auspice Organisation *

Organisation Name

Auspice Organisation Street Address *

Address

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

Auspice Organisation Email *

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.

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)

Auspice Organisation Bank Account Details

Bank Name *

*

Account Name

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BSB Number

Account Number

Must be a valid Australian bank account format.

Application Part 2 - Your Event and Budget

* indicates a required field

Event Details

Community Event Name *

Provide a name for your event.

Brief Event Description *

Word count:

Must be no more than 50 words.

Describe "what you are going to do". This will be published in Council's reporting - be sure to be accurate and succinct.

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?

What is your expected attendance target, per day? *

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

☐ Yes

☐ No

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If yes, how much?

Is there a cost to participate in the event? *

☐ Yes ☐ No

i.e running or cycling competitor, food truck vendor, stall holder, any other service paying to be part of your event

If yes, how much?

Event Date/s

Start Date *

Must be a date.

End Date *

Must be a date.

Outline the reasons for the chosen date/s of the event *

Word count:

Must be no more than 100 words.

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

Assessment Criteria

The following criteria will be assessed on a scale of 1-5:

- 1 = application does not meet the criterion
- 2 = application just meets some of the criterion
- 3 = application meets criterion
- 4 = application meets criterion in a number of areas
- 5 = application meets each criterion at a high level

Applicant's proposed event must meet a minimum score of 55%

1) CRITERION: Community Event Grant Priorities

Which Community Event priorities does your event meet? *

☐ Events that create opportunities for community participation, cultural and social wellbeing while fostering civic pride in our local townships

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- ☐ Celebrate local diversity and promote participation in local community events, festivals, Christmas events and activations
- ☐ Align to relevant priorities set out in the Council Plan and adopted strategies and plans. Refer to the [Strategy & Plan](#) listing on our website

How will your project support the priorities above? *

Word count:

Must be no more than 50 words.

Write a short description how the project will support the priorities.

Why is the event significant in relation to encouraging community participation, cultural and social wellbeing and fostering civic pride? *

Word count:

Must be no more than 50 words.

Why is the event significant in relation to celebrating the diversity and promoting community engagement? *

Word count:

Must be no more than 50 words.

Describe how the event aligns to the relevant priorities set out in the Council Plan and adopted strategies and plans. *

Word count:

Must be no more than 50 words.

2) CRITERION: Community Partnerships

Does your project/activity involve partnering with other community groups? If so, who are your partners? (If not, answer no) *

Word count:

Must be no more than 30 words.

3) CRITERION: Community Benefit

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Does the event: *

- ☐ Encourage participation and celebration of the Mornington Peninsula's local communities
- ☐ Offer activities / programming that is innovative, accessible, inclusive and culturally aware
- ☐ Increase economic activity and local employment opportunities

Please provide details of how the event achieves your responses above *

Word count:

Must be no more than 100 words.

4) CRITERION: Feasibility

Upload - If you have commenced a Permit application or venue hire booking, please upload evidence here.

Attach a file:

Permit types:

- Events on public land may require an event permit
- Events on private land may require a planning permit
- Events in community halls may require a hall booking

How does the event involve local businesses and contribute to local employment?

*

Word count:

Must be no more than 50 words.

Goods or services procured from local suppliers will be viewed favourably. Check out the [Support Local](#) website

Key tasks in your event planning process

Provide a short timeline of the main tasks/activities your organisation will conduct in order to implement your event.

Additional rows can be added below.

Task	Resource	Due Date
e.g. Forming Committee, Setting Objectives, Promotion	e.g. People, Funds, Materials	e.g. Completed by 31/12/2024

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Marketing and Promotion

How do you plan to market/promote the event? *

- ☐ Shire 'What's On' online listing
- ☐ Newsprint
- ☐ Applicant website
- ☐ Facebook
- ☐ Instagram
- ☐ YouTube
- ☐ X (Twitter)
- ☐ Radio
- ☐ Television
- ☐ Email
- ☐ Online Events Calendars
- ☐ Posters
- ☐ Signage
- ☐ Letterbox drop

Provide details on the marketing/promotion of your event: *

Word count:

Must be no more than 100 words.

Please expand on the above and explain how you will achieve your target/expected audience numbers. *

Word count:

Must be no more than 100 words.

5) CRITERION: Capability

List the key people in the management process of your event and any relevant event management skills and training they may have.

Additional rows can be added below

Position/Title	Relevant Skills
e.g. Committee Secretary, Safety Officer, Event Manager	e.g. currently works in administration, completed qualification in Safety Officer training

Who will deliver the event? *

- ☐ Staff ☐ Contractors ☐ Volunteers

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Is this a new or existing event? *

☐ New

☐ Existing

How many times has the event been run? *

What year was the event last staged? *

Must be a number.

Upload - past media, photos, copies of program *

Attach a file:

Supporting Documents

This section is optional.

The following items may also add strength to your application:

- Summary of past media and publicity coverage (videos, press clippings, posters).
- Any other relevant material or information.

Upload - additional documents to support your application

Attach a file:

Project Budget

* indicates a required field

6) CRITERION: Budget

Income

Grant Amount Requested (\$): *

What is the amount (in dollars only) of the total requested funds committed in the first year?

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:

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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).

Additional Community Contribution

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

Total Project 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.

- Soundshell stage delivery fee is eligible and can be included as a budget expense for \$780 only.
- 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 approximately \$2,000 per event) - please refer below for additional information regarding the Wash Against Waste Trailer
- In-kind volunteer hours will be included in the table below (after Totals section)
- Commas and \$ signs are not required
- You may add additional rows if needed.

Items	Amount
	\$
	\$
	\$
	\$

Wash Against Waste Trailer

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How does the Wash Against Waste Trailer work?

The trailer is designed to support food and drink vendors at outdoor events and is stocked with reusable plates, bowls, cups and an industrial strength dishwasher. It can cater for up to 2,000 people! Social enterprise B-Alternative operates the trailer, making hosting an eco-friendly event a breeze for you. B-Alternative will work with your food and drink vendors so they understand the system and can request the crockery and drinkware they need before the event. On event day, B Alternative takes care of the dishes and replenishes the vendors' crockery throughout the day. Request a quote by going to webpage - mornpen.vic.gov.au/ecofriendlyevents

Why go green?

- Cleaner spaces without overflowing bins.
- Less litter enhances visual appeal, benefitting vendors, guests and the environment.
- Reduced waste management costs for you.
- Guests feel good about attending eco-friendly events!
- Comply with our Single-use Plastic Policy - [Phasing out single-use plastics - Mornington Peninsula Shire](#)

Who can make use of these resources?

Anyone who is hosting an outdoor event where food is served! The trailer is the perfect support act to food trucks at markets and festivals, school fetes, sporting events and so on.

Total Project Expenditure & Quotes

Total Expenditure Amount

\$

This number/amount is calculated.
This should equal the total income amount.

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 per volunteer.

Number of Volunteers *

Estimate hours per volunteer *

Total volunteer hours *

This number/amount is calculated.

Total in-kind volunteer contribution *

\$

This number/amount is calculated.

What considerations have you given to making the proposed event successful and self funded? *

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Word count:

Must be no more than 50 words.

Program Outcome/s

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

Increased engagement in local community events, festivals and activations.

Desired Long Term Outcome/s

A vibrant community.

Output Estimates

Please select an Outcome/s below:

- ☐ Total number of attendees anticipated at all funded events (either ticketed or unticketed)
- ☐ Total number of tickets anticipated to be sold for all events (if a ticketed event)

If you are planning a series of events/sessions/workshops, please provide information below (including anticipated attendance numbers)

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Declaration and Acceptance

* indicates a required field

Funding Agreement

*

☐ 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

If this application is successful, I/we understand we will be required to complete and carry out organiser and participant post event surveys *

☐ Yes

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 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

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customer service centres. Please refer to the Privacy Policy for further information about your rights and Council's obligations.

<https://www.mornpen.vic.gov.au/System-pages/Privacy-Statement>

Address
