

OFFICIAL

Strathbogie Shire
Council

Event Grant Guidelines

2025-2026

Event Grant Guidelines

Strathbogie Shire Council's Event Grants contribute funds to events that align with the Community Vision bringing people together to connect, collaborate, celebrate, upskill, share resources, and put ideas into action.

Strathbogie Shire Council values the role community plays in building a resilient, inclusive, vibrant Strathbogie Shire.

These grants support community groups to implement accessible, Waste Wise events that they design and deliver in Strathbogie Shire. Positive outcomes of funded events may include, for example, social connection, inclusion, health, wellbeing, safety, community arts, cultural or environmental outcomes, economic development, and increased visitor economy.

Funds available

Grants of up to **\$5,000** are available in this program. Applicants must provide a minimum matching contribution to the value of \$1 for every \$5, i.e. 20%, of grant funds requested. For more information on applicant contributions please refer to page 4.

Before you get started

Before applying:

1. Read these guidelines and check your group and event's eligibility for this program
2. Submit an **Event Application** with a completed Risk Assessment and Waste Wise Plan. You can find the Event Tool Kit to assist you with your event planning [here](#) and the Event Application form [here](#).
3. Confirm approval of any Council in-kind contributions
4. Discuss your application with the Events Team prior to submission. The Events Team can be contacted on 1800 065 993

Note: Council Officers can assist with the application process but cannot review draft applications.

To apply

Applications must be submitted online at [Event Grants | Strathbogie Shire](#)

Key dates

Grants open on **June 2**, 2025, and remain open for the 2025-26 financial year or until the Event Grant's budget is expended.

Applications must be received at least four weeks prior to your event to accommodate the assessment process.

If successful, Event Grant funds will only be paid following approval of your Event Application. Processing times for Event Applications vary depending on the size of your event. To accommodate the Event Application assessment and approval process, allow a minimum of 6 weeks – 3 months for small public events, 3-6 months for medium-sized events, and 6-12 months for large events.

Who can apply?

- ✓ Incorporated groups, or unincorporated not-for-profit groups with auspice from an appropriate incorporated association with:
 - a minimum \$20,000,000 Public Liability Insurance
 - an ABN
 - a bank account

Who cannot apply?

- ✗ An individual
- ✗ Emergency services
- ✗ Educational institutions
- ✗ Religious organisations or institutions
- ✗ Political organisations
- ✗ Commercial, profit-making organisations
- ✗ State or federal government agencies
- ✗ State sporting organisations or governing bodies
- ✗ An elected member or employee of Strathbogie Shire Council. Elected members or employees of Strathbogie Shire Council cannot be involved in the development of an application and are not eligible to sign or be listed on any grant
- ✗ Groups who have an overdue acquittal and/or owe money to Council from a previous grant
- ✗ Groups or organisations that receives revenue from electronic gaming machines
- ✗ Groups who have already received or been approved for an Event Grant in the 2025-26 financial year
- ✗ An auspice organisation that has provided auspice to another Event Grant application in the 2025-26 year

Auspice

To auspice is to lend support to another person or group. In the context of grant applications, the auspice organisation is the one that receives the grant money on your behalf and is ultimately responsible to ensure the event is completed and funds are spent according to the Funding Agreement. The auspice organisation does not deliver the event.

Eligible organisations will need to seek an auspice organisation if your organisation does not meet the 'who can apply' criteria. If you require an auspice, the auspice organisation must meet the 'who can apply' criteria and your application will require a letter confirming the auspice agreement.

An auspice will only be accepted for unincorporated organisations or incorporated organisations who do not have an ABN, and/or a minimum \$20,000,000 Public Liability Insurance, and/or a bank account.

More information about using an auspice arrangement can be found at [What is auspicing? | Not-for-profit Law \(nfplaw.org.au\)](https://www.nfplaw.org.au/What-is-auspicing/)

What will and won't be funded?

YES

- ✓ Affordable, accessible, Waste Wise events that promote the Community Vision, bring people together, and enable participation and skill sharing
- ✓ Events that will have positive social and/or environmental, and/or cultural outcomes e.g. *promote diversity, inclusion, physical activity, wellbeing, safety, community arts, environmental conservation, waste reduction, action on climate change, cultural awareness*
- ✓ Events that express or celebrate local identity and the unique values of individual places and townships
- ✓ Events that celebrate and/or showcase Strathbogie Shire, and provide a range of community benefits including supporting economic development and the visitor economy

NO

- ✗ Applications received less than 4 weeks prior to the event
- ✗ Events outside of the Strathbogie Shire municipality
- ✗ Events that have already received or been approved for Council funding for the 2025-26 financial year
- ✗ Retrospective funding for events that have already occurred
- ✗ Events that do not align with the Community Vision
- ✗ Events for political purposes and/or promotion
- ✗ Fundraising events that don't comply with the [Fundraising Act 1998](#) and/or where the beneficiary is an individual and/or located outside Strathbogie Shire
- ✗ School awards or school fundraising events
- ✗ Private events being defined as events where participants are selectively invited to participate and not broadly accessible to the local community
- ✗ Events that directly promote smoking, gambling, or drugs.
- ✗ Events where alcohol is available for consumption that **cannot** provide a copy of their relevant liquor licence and an alcohol management plan which includes alcohol free zones where children's activities are located
- ✗ Costs of attending conferences or sporting events, travel or accommodation
- ✗ Fundraising prizes
- ✗ Operational costs e.g. rent, utilities
- ✗ Staff wages (this does not include payment of contractors or services to deliver the project/event) or payment to a service provider under the same ABN as the applicant
- ✗ Costs of Council permit fees including Place of Public Entertainment (POPE) permits

Applicant contribution

Applicants must provide a minimum matching contribution to the value of \$1 for every \$5, i.e. 20%, of grant funds requested. For example, if you request a \$5,000 grant you will be required to provide a minimum of \$1,000 towards the costs of the event. Your contribution can be cash and/or in-kind.

In-kind contributions are contributions by volunteers and suppliers in terms of time, goods, or professional services donated to the event.

You can calculate the value of in-kind time for services such as:

- General committee/community member contribution (e.g. planning, coordination, etc) at \$40 per hour
- Specialist or expert contribution (e.g. tradesperson, professional services) at \$80 per hour

Council in-kind

Council can also provide in-kind contributions to your event e.g. event equipment and Council owned venue hire. All requests for in-kind contributions from Council must be approved and included in your application. Any in-kind contributions requested from Council must be included in the total amount you are applying for which cannot exceed the \$5,000 grant limit.

For example, if you are requesting the maximum of \$5,000 for an Event Grant and request a \$1,000 Council in-kind contribution for venue hire, Council's contribution would be in-kind to the value of \$1,000 and grant funds (cash) to the value of \$4,000.

Can I apply for a grant?

I am part of a community group and not on the 'who cannot apply list'

We **are not** incorporated
OR
We are incorporated but **do not** have:

- an ABN and/or
- a bank account, and/or
- \$20 million Public Liability insurance

You can apply under auspice
(see page 2)

We **are** incorporated and have:

- an ABN,
- a bank account, and
- \$20 million Public Liability insurance

OR

We are under **auspice**

We have no outstanding Acquittal Report from a previous Council grant

We have no outstanding debt with Council

We have submitted an Event Application

Our event will benefit the Strathbogie Shire community

Our **group/auspice organisation** has not been approved for an Event Grant this financial year

This **event** has not been approved for any other Council grant this financial year

Our event is not on the 'what won't be funded' list

YES you can apply for an Event Grant. You must speak with the Events Team before submitting your application

How will my application be assessed?

The assessment process involves three steps.

Step 1: eligibility check

Council Officers conduct eligibility checks on all applications, refer to the 'Who can apply' and 'What will and won't be funded' sections. If your application is ineligible, you will be notified within five business days from receipt of your application.

Step 2: pre assessment panel screening

Applications that meet the eligibility criteria undergo pre assessment panel screening where they must meet the following criteria before they can move to Step 3:

Applications must:

- Be complete, with all required documentation
- Provide a **balanced budget** including accurate in-kind contributions, evidence of other funding sources, and quotes
- Have a matching contribution from the applicant to the value of \$1 for every \$4 of the total grant funds requested
- Include the value of the in-kind contribution from Council, if applicable, into the total amount of funding requested not exceeding the funding maximum of \$5,000, refer page 4
- Have evidence of community support
- Have identified the level of impact on adjacent residents and landowners
- List partner organisations
- List other funding sources
- Have submitted an Event Application

If your application does not meet these criteria, you will be notified within 5 business days from the date of the pre-assessment screening and provided the opportunity to update your application and resubmit within 5 business days of receiving notice.

Step 3: assessment panel review

The Event Grants Program is a competitive process, funds are awarded based on merit. When your application meets the pre-assessment panel screening criteria, your application moves to the final assessment stage where it will be reviewed by a panel made up of three or more Council Officers using the following criteria and weighting:

40% Why? Why is the proposed event important and does the community support it?

40% What? What is the event delivering and how will the community benefit?

20% Who? Who is delivering the event, and do they have capacity to deliver?

Funding Recommendations

Each application will receive a total score based on responses to all the questions in the application.

Applications will be either recommended for funding with a funding amount or not recommended for funding.

All eligible Event Grant applications will be determined by the Chief Executive Officer. You will receive confirmation of the funding decision within four weeks of receipt of your application.

Funding Information

The final decision on whether to fund or not to fund your event is informed by a rigorous assessment process. You must also be aware that you may not be allocated the full amount requested. This decision could be based on the results of the assessment or to assist Council to manage demand to ensure fair and equitable access to the Event Grants program.

You will be advised in writing of the funding decision which will be final. There is no review or appeal process.

Funding Agreement

When a grant is awarded, you will be offered a Funding Agreement with Council specific to your event.

In accepting a Strathbogie Shire Event Grant, you are committing to:

- Signing a Funding Agreement prepared by Council, specific to your event
- Using the funding provided for the approved activities/items only
- Not undertaking any changes to budget items in the application without prior written approval from Council
- Returning any unspent funds at the completion of the event or the end of the Funding Agreement unless prior approval in writing from Council has been obtained
- Providing an Acquittal Report in line with the conditions outlined in the Funding Agreement
- Notifying Council of any changes to key event contacts and providing relevant contact details within five business days of the changes

Acknowledging Council's funding support in line with Strathbogie Shire Council's [Acknowledgement and Publicity Guidelines](#) All promotional material must use the correct logo as provided in the guidelines.

- Being responsible for the management and delivery of the event
- Obtaining the necessary permits, approvals, landowner consent, and meeting any costs associated with those permits and approvals
- Ensuring the event adheres to the Waste Wise Events guide to minimise waste
- Adopting a 'buy local' and environmentally sustainable forward approach to procurement
- Listing the event with the Australian Tourism Data Warehouse – ATWD [Australian Tourism Data Warehouse \(ATDW\)](#)
- Giving an acknowledgement of Traditional Owners and/or a Welcome to Country at the opening of your event which is a requirement of all events receiving funding from the Strathbogie Shire Council
- Understanding Council is not responsible for meeting any shortfalls should the event run over budget
- Understanding Council reserves the right to withdraw support if you do not comply with Council policy or any written agreement entered into. This includes the return of funds or variations to the Funding Agreement
- The event must be approved by Strathbogie Shire Council prior to any payment of grant funds

Payment will be made to the nominated bank account following approval of the event and the receipt of a signed Funding Agreement which will act as an invoice.

Funding duration

A successful grant application is not ongoing funding. Council provides funding for the term specified in the Funding Agreement. Events should aim to become sustainable without support from Council.

GST

Council grants are not subject to GST and the grant amount does not include GST unless otherwise stated.

However, exceptions may apply if all the following conditions are met:

- the relevant grant applicant is registered for GST and
- the applicant makes a taxable supply in return to the council and
- the applicant provides a valid tax invoice to the council.

The above provisions are subject to change as per tax regulations.

Applicants that are registered for GST and able to claim GST paid for expenditure associated with the grant funds, will have claimable GST factored into grant allocation decisions.

Variations

Recipients must notify Council in writing and obtain approval for any changes to the items or the event for which funding has been approved including the budget, timing and scope.

Please be aware that major variations in scope that result in outcomes unrelated to the original event application may result in the withdrawal of grant approval and a refund of grant funds.

You will be notified of the outcome of your variation request within two weeks of receipt of the request.

If the event is cancelled or modified without prior approval, or the variation request is declined, the Recipient agrees to reimburse the total amount determined by Council within seven days of Council making such request for reimbursement.

More Information

To support your event planning you can find Council's [Event's Policy](#) and [Event Tool Kit](#) on our website.

GRANT PROCESS

