

# Frequently Asked Questions

## Event Grants

### What can the grants be used for?

The Strathbogie Shire Event Grant program encourages community organisations and community groups to apply for funding to support community led events delivered in Strathbogie Shire that align with the Community Vision 2035 bringing people together to connect, collaborate, celebrate, upskill, share resources, and put ideas into action.

Positive outcomes of funded events may include, for example, social connection, inclusion, health, wellbeing, safety, community arts, positive cultural or environmental outcomes, economic development, and increased visitor economy.

### What can't the grants be used for?

- ✘ Events outside of the Strathbogie Shire municipality
- ✘ Events that have already received or been approved for Council funding in the same financial year
- ✘ Retrospective funding for events that have already occurred
- ✘ Events that do not align with our Community Vision 2035
- ✘ 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 & 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
- ✘ Costs of attending conferences or sporting events, and 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

### Who can apply for these grants?

Community groups that are incorporated, have an ABN, a bank account, and have at least \$20mil Public Liability insurance.

### **What happens if we are not incorporated, don't have an ABN, bank account or Public Liability insurance?**

If your group does not meet the criteria for 'who can apply' you will need to find an incorporated community group, organisation or club with an ABN, bank account, and \$20mil Public Liability Insurance who is not on the 'who cannot apply for these grants' list below and would be willing to endorse your event.

This is called 'auspice'. 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 agreement with Council. The auspice organisation does not deliver the event.

### **Who can't apply for these grants?**

You cannot apply for any Council grants if you are:

- ✗ 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 an Event Grant in the same financial year
- ✗ An auspice organisation that has provided auspice to another Event Grant application in the same financial year

### **How much funding can I apply for?**

You can apply for up to \$5,000 for an Event Grant with a matching applicant contribution to the value of \$1 for every \$5 (cash or in-kind) of the total grant funds requested.

### **What's an 'in-kind' contribution?**

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

You can calculate the value of in-kind time for services 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 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.

### **What do I need for my application?**

Before you apply for an Event Grant you will need to complete an Event Application with a Risk Management Plan and Waste Wise Plan. The Event Application form which can be found on Council's website [here](#).

If your group is a Committees of Management or associated user group of Council owned or managed facilities or land and the event is considered low impact and part of your usual activities, you are not required to submit an Event Application. You will need to submit a Risk Management Plan for the event as part of the application. You can find the Risk Assessment and Management Guide and a Risk Management Plan template on Council's website [here](#)

If you are requesting any in-kind contributions from Council e.g. equipment or venue hire, it will need to be approved by the Events Team prior to your application. You can find the relevant application forms [here](#)

Before you start your application, you will need:

- To speak with a Council Officer on 1800 065 993 or by email [info@strathbogies.vic.gov](mailto:info@strathbogies.vic.gov) before you commence your application.
- A copy of your group's or your auspice organisation's Public Liability Insurance Certificate of Currency
- Letters showing the community supports your event
- To consider what permits and landowner permissions you may require for your event
- To confirm approval for any Council in-kind contributions

### **When are applications due?**

Applications for Event Grants open 1 June 2026 until 1 June 2027 or until funds are 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 finalisation 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 to 3 months for small public events, 3-6 months for medium-sized events, and 6-12 months for large events.

### **How do I apply?**

Applications are to be completed online, you can find the link to the application form on Council's website [here](#)

### **How are applications assessed?**

Applications will be assessed by a panel of Council Officers.

**When will we find out if our application was successful?**

Applications for Event Grants will be assessed on submission. Applicants will be notified of the outcome of their application within four weeks of receipt of your application.

**How will we receive the funds?**

If your application is successful, the approved amount will be paid directly into your groups or your auspice organisation's bank account once you have:

- signed and returned a Funding Agreement which will act as your invoice
- received approval for your Event Application (if required)

**Where can I find some help planning the event?**

Resources to support for your event planning can be found on Council's website [here](#).

**Who can I contact for further information?**

Applicants can contact the Community and Culture team on 1800 065 993 or by email [info@strathbogje.vic.gov.au](mailto:info@strathbogje.vic.gov.au) or visit our website [here](#) for further information on this grant opportunity.