

Guidelines and Criteria for Funding

Event Grant Program information

The aim of this grant program is to support organisers of events to ensure all residents and visitors have access to a range of recreational, social and cultural experiences.

Events held in Indigo Shire will be place-based public activities that celebrate local identity and foster township vibrancy by bringing people together in shared civic spaces. Events will be inclusive, accessible, and open to both local community members and visitors, delivered through events such as performances, markets, workshops, festivals and cultural activities that encourage gathering and participation. Commercial and not-for-profit organisations may host events that are either free or ticketed, where they demonstrate clear community benefit alongside social, cultural, economic, and environmental outcomes.

Indigo Shire Council is committed to working in partnership with local clubs, community groups, committees, service providers and businesses to deliver events that consider:

- Volunteerism and opportunities for participation
- Economic yield and local benefit
- Township vibrancy and celebration of place
- Resilience through community connectivity
- Building place identity and profile
- Creativity and innovation
- Inclusion and accessibility
- Environmental sustainability and stewardship

A total of \$55,000 is available for Events and successful grants will range from **\$1000 to \$10,000**.

This grant aims to:

- To ensure fair and transparent access to Council funding for groups meeting the grant eligibility criteria.
- To ensure grant funding is used to support Council Plan objectives, with a particular emphasis on disadvantaged and specific need groups and organisations.
- To ensure all grant applications are considered in a consistent and objective manner.
- To provide access to funding for groups who may be unable to secure funding through alternative grants streams.

Indigo Shire Council is committed to working in partnership with local clubs, community groups, committees and service providers to deliver place-based projects that consider:

- Access and inclusion;
- Child safety;
- Gender equity;
- Cultural awareness

This practice ensures the broad engagement, participation, enjoyment and safety of community members in the program.

Please read Council's Diversity, Equity and Inclusion Policy.

Events Grants 2026-27

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<https://www.indigoshire.vic.gov.au/About-Council/Accountability/Policies/Diversity-Equity-and-Inclusion-Policy>

The eligibility criteria for Indigo Shire's Event Grants Program are:

- The event is to take place within Indigo Shire.
- One application per organisation.
- Preference will be given to applications for events where funding is not available from other sources (ie. State or Federal funding).
- The group or organisation must be open to or accessible by Indigo Shire residents.
- The event must take place in the 2026 - 27 financial year.
- All applicant organisations must either be incorporated, a registered business, be auspiced by another group or become incorporated as a condition of funding.
- Groups must demonstrate a contribution in the form of cash, voluntary service or in-kind support.
- The applicant must have appropriate public liability insurance.
- Applications will not be considered within the following categories:
 - Groups already in receipt of significant support from Council.
 - Programs considered the major responsibility of State or Federal Government.
 - Events supporting causes not aligning with Council values
- All funded projects must obtain relevant permits and approvals prior to project commencement.
- Event must be held in the same financial year as the grant round.
- Applications received from organisations with outstanding acquittals from previous grant rounds will not be considered.

The assessment of Indigo Event Grants applications is the responsibility of the Indigo Event Grants Assessment Panel who is made up of representatives from the following organisations:

- Indigo Shire - Councillor
- Indigo Shire Council - Community Development Manager
- Sports North East
- Local health services
- Tourism North East
- Murray Arts

The panel will use the following list of criteria to assess applications to Indigo Shire's 2026-2027 Event Grants Program.

- Each question in the application will be scored against the following criteria:
 - Alignment with Council Plan Themes of **Places and Community, Economic Resilience and Opportunity, Environment and Heritage**. (score 0-3 per theme).
 - The capacity to deliver the event by the applicant (score 0-3).
 - Evidence of a logical and well supported budget (score 0-5).

Applicants must demonstrate a clear need for Council investment and support. Events intended to generate profit must clearly justify the public benefit and rationale for receiving Council funding.

Events Grants 2026-27

Form Preview

The Panel will make a recommendation to Council on the distribution of the grant fund. Council makes the ultimate determination via the report prepared by Council officers. The panel will adhere to Conflict of Interest reporting requirements.

Applicant Details

* indicates a required field

Organisation Details

Name of Organisation *

Postal Address

Address

Any, but at least one field is required.

Primary Website

Must be a URL

Project Coordinator *

First Name

Last Name

Project Coordinator Contact Number *

Must be an Australian phone number.

Project Coordinator Email Address *

Must be an email address.

Alternate Project Contact

First Name

Last Name

Alternate Project Contact Contact Number

Must be an Australian phone number.

Alternate Project Contact Email Address

Must be an email address.

Commercial Organisation or Community Group *

- Commercial organisation
 Community Group

Events Grants 2026-27

Form Preview

Number of Financial Members (if applicable)

Must be a number.

Organisation's 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

Note: If your organisation does not have an ABN, a 'Statement by a Supplier - Reason for not Quoting and ABN' Form must be completed and uploaded. This form is readily available from the Australian Taxation Office

Attach a file:

Is your Organisation Incorporated?

- No
 Yes

If YES then please provide Registration Number

If NO then please provide Auspice Body Details below.

Auspice

- Individual Organisation
Organisation Name

Events Grants 2026-27

Form Preview

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you sought permission from your auspice body?

- Yes
 No

Auspice 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.

Auspice Postal Address

Address

Auspice Primary Email

Must be an email address.

Insurance and GST

Does your Organisation have Public Liability Insurance?

Is your Organisation registered for GST?

Does your Organisation have Building Insurance?

Events Grants 2026-27

Form Preview

Has your organisation previously received funding from us? *

- Yes
- No

If yes, what was the name of the project?

If yes, what was the total funded?

Event Proposal

* indicates a required field

Event Name *

Event Location

Date of Event

Must be a date.

End date (if applicable)

Must be a date.

If held over a number of days

Briefly describe the event for which you are seeking funds (150-200 words): *

Word count:

Must be no more than 200 words.

Be descriptive, but succinct. Include a brief summary of who this event is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what outcomes (including short and long term benefits) you expect to result from your event.

How many people do you expect to attend your event? *

Word count:

Must be no more than 150 words.

Events Grants 2026-27

Form Preview

If the event is over a number of days, provide the anticipated numbers for each day.

How will your event align to the Council Plan themes of Places and Community, Economic Resilience and Opportunity, Environment and Heritage. *

Word count:

Must be no more than 200 words.

The relevant Council Plan themes are Community, Liveability, Prosperity and Environment.

What marketing and promotional activities will your organisation undertake to promote this event? *

Must be no more than 200 words.

Detail your organisation's experience in delivering events, including resources (such as personnel skills) and planning

Inclusion & Accessibility

How does your project address accessibility and inclusion needs?

We want to hear how you are planning to make your project accessible to those with differing abilities and diverse cultural backgrounds and gender identities.

Indicate if you have read Council's Diversity, Equity and Inclusion Policy

- Yes
 No

Event Budget

* indicates a required field

Please provide a detailed breakdown of your total event budget. Before completing this section, carefully review the eligible and non-eligible expenditure guidelines outlined below.

Non-Eligible ExpensesThe following costs will not be considered under this program:

- Prize money
- Sponsorship and donations
- Assets and equipment
- Event manager fees exceeding 10% of the total project cost

Eligible ExpensesCosts that may be included in your budget are:

- Event logistics
- Marketing

Events Grants 2026-27

Form Preview

- Permits and venue hire
- Waste management
- Toilet hire
- Road closures

If you are unsure whether a specific expense is eligible, please contact Council before submitting your application, as ineligible costs may affect your suitability for this program.

In-Kind Contributions All in-kind (volunteer) work must be assigned a monetary value, supported by quotes obtained from relevant tradespeople, contractors, or businesses.

Income Budget (all figures are GST exclusive)

Please don't add dollar signs (\$) or commas to figures, eg. write 1000 not as \$1,000

Must include:

- Cash Contribution/s from your organisation
- In Kind or volunteer contribution/s from your organisation (also include in the expenditure table below)
- Amount of grant sort from Council

Income will = Expenditure

Cash contribution from your organisation

\$

Must be a dollar amount.

In-kind or Volunteer contribution/s from your organisation

\$

This number/amount is calculated.

Please enter amounts in the table below. If none, please enter "Nil"

Amount of grant sought from Council *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Income Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Budget

Income

\$

<input type="text"/>	\$ <input type="text"/>
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In-kind / Volunteer work schedule (if applicable)

Events Grants 2026-27

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Note: Basic labouring tasks are in the range of \$15 - \$25 p/h and up to \$80 p/h for specialised skilled tasks

Please don't add dollar signs (\$) or commas to figure amounts eg. write 1000 instead of \$1,000

Task to be completed	Name of those who will undertake task	Number Hours	Rate per hour	Total Cost
		Must be a number.	Must be a dollar amount.	This number/amount is calculated.
			\$	\$

Expenditure Budget (all figures are GST exclusive)

Please don't add dollar signs (\$) or commas to figures, eg. write 1000 not as \$1,000.

Total Expenditure for project should = total income

Must include:

- Any quotes received for the work (refer below to attach quote documents)
- In Kind or volunteer contribution/s from your organisation

Expenditure	\$
	\$

Expenditure Budget Totals

Total Expenditure for Event (Should equal total income)

\$

This number/amount is calculated.

Attach Copies of Quotes where applicable

Attach a file:

A maximum of 8 files may be attached.

Documentation Check List and Attachments

* indicates a required field

Below is the documentation you are required to submit as a part of your application.

Attach a financial statement for your organisation (evidence of cash flow for the proposed project)

Attach a file:

Events Grants 2026-27

Form Preview

If you have been unable to provide one of the required documents, please state why:

Must be no more than 100 words.

Please Note: If any of the above documents are missing without being detailed here, your application will not be considered

Quotes supporting Project Budget

All relevant quotes for the project have been attached to this application *

If you have been unable to provide one of the required documents, please state why:

Must be no more than 100 words.

Please Note: If any of the above documents are missing without being detailed here, your application will not be considered

Support Material:

Please attach any support material

Attach Files: *

Attach a file:

A maximum of 4 files may be attached.

Please note: If your funding submission is incomplete, that is, if any of the required documents are missing without explanation, your application will be withdrawn from consideration and you will be notified accordingly.

Bank Account Details Form

Email address for remittance advice: *

Must be an email address.

Contact Phone Number

Must be an Australian phone number.

Bank Name *

Events Grants 2026-27

Form Preview

Bank Account (EFT Payment Details) *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Declaration and Privacy Statement (to be completed by an authorised person of the organisation)

* indicates a required field

Declaration and Privacy statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group. The submission is true and correct and discloses a full and accurate statement of the applicant organisation's income and expenditure.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the Indigo Shire Council immediately if any information provided in this application changes or is incorrect.

The Indigo Shire Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the Council's Grant Program.

If successful in gaining funding I agree to abide by the Indigo Shire Council's grant regulations, including event evaluation and grant acquittal completion.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Yes

Authorised Person's Name *

First Name

Last Name

Position held *

Date of declaration *

