

# Event Grant 2024-2025 Application Form

## Form Preview

### Welcome to the Georges River Council Event Grant Application

### Thank you for applying for a Georges River Council Event Grant

Event Grant applications are now being accepted for the 2024-2025 financial year (1 July 2024 -30 June 2025)

NOTE: If you would like to apply for an Event Grant from 1 July 2025 onwards, you will need to wait until the Event Grants 2025-2026 round opens.

The Event Grant program provides not-for-profit organisations with an opportunity to apply for grant funding to support the running of a community event, held on Council-owned land or land managed by Council.

Applications are assessed throughout the financial year, pending availability of funds. You must submit your application at least 12 weeks prior to the commencement of your event.

**Before you start your application:** 1. Read these documents:

- Council's Grants and Donations Policy
- Event Grant Guidelines
- Council's [Community Strategic Plan 2022-2032](#)
- Sustainable Event Management Guidelines

Depending on your project, you may also find these documents helpful:

- [Create Georges River Cultural Strategy](#)
- [Disability Inclusion Action Plan](#)
- [Social Justice Charter](#)
- [Open Space, Recreation and Community Facilities Strategy](#)
- Sponsorship Policy

2. To hold an event on Council land you **must** have completed an Event Application Form. You will be asked to confirm you have begun this process when you complete this application.

Applications for Event Grants will only be accepted through this online application portal. Incomplete applications and applications submitted less than 12 weeks prior to the commencement of a booking will not be accepted.

**If you have any questions about your grant application please contact Council's Events Team on [events@georgesriver.nsw.gov.au](mailto:events@georgesriver.nsw.gov.au).**

## Eligibility

\* indicates a required field

### Georges River Council Financial Reporting Requirements

**Please note there are important eligibility questions to consider before completing this application.**

# Event Grant 2024-2025 Application Form

## Form Preview

Any organisation or entity receiving Council funding that totals more than \$15,000 per annum in any financial year must provide a set of Audited Financial Statements to Council. Some organisations may be exempt in alignment with the auditing requirements of the Australia Charities and Not-for-profit Commission. This applies to all organisations, individuals and entities that receive grant funding (including but not limited to Community Grants, Event Grants, Venue Hire Grants, Heritage Grants), Councillor Ward Discretionary Funds, rental subsidies, Outgoing sponsorship and/or donations in both cash and in-kind funding. The Audited Financial Statements must be provided to Council on or before the due date following the financial year in which the funding was received.

Grant recipients in the 2024-2025 financial year should keep a tally of all funding (cash and in-kind) received from Council during this period. If, as at 30 June 2025, the total amount is more than \$15,000 you must have your organisation's financial accounts audited, and the Audited Financial Statements forwarded to Council's Grants Officer. Any grant applicants who cannot meet this condition will be deemed ineligible and be excluded from receiving Council funding.

Note: These requirements apply even if your organisation is considered audit-exempt by other organisations. If your organisation is not in a position to conduct an audit at the end of the financial year, ensure your organisation does not apply for more than \$15,000 in total funding and in-kind support from any of Council's financial assistance programs in any financial year.

**I have read and understood Council's Financial Reporting Requirements. If on 30 June 2024 the total amount of financial assistance received in the 2023-2024 financial year is more than \$15,000, my organisation will have our financial accounts audited, and the Audited Financial Statements will be forwarded to Council's Grants Officer. \***

Yes

## Confirmation of eligibility

Grants are allocated on the assumption of honest and full disclosure of information contained in the application. Any breach will render the grant null and void and any funds paid must be returned to Council. Council must be notified of any change to the use of the proposed funding, or significant changes to the aims or management structure of the applicant organisation.

**Is your organisation: \***

a not-for-profit organisation?

If your organisation is not a non-profit organisation, you are not eligible to apply for an Event Grant.

**Provide proof of not-for-profit status.**

Attach a file:

(eg Certificate of Incorporation, ACNC certification)

**I confirm that the application is NOT for the following ineligible activities or uses:**

\*

Any sporting club or association that currently holds leases on Council Parks or grounds and are running business as usual events including; open days, end of year celebrations and award ceremonies

Sporting events that are for profit and have large monetary prizes

# Event Grant 2024-2025 Application Form

## Form Preview

- Street parties, Birthday parties or Christmas parties on Council park or grounds
- Commercial programs for personal profit
- Weddings or wedding photography
- Private company open days or charity fundraisers
- Invitation only events, not open or accessible to the public
- Temporary stall structures, providing community information or selling food or beverages
- Food markets for profit
- Submissions from schools or Government agencies
- Requests for prizemoney
- Events or activities held at a Council Premium Facility

You must tick all twelve options to proceed.

### **You must comply with the following to be eligible: \***

- I have read and understood the Event Grant Guidelines.
- I am authorised to make this application on behalf of the organisation I represent.
- My organisation provides services that can benefit the Georges River community.
- My organisation has completed and submitted all acquittals for previous Georges River Council funding or grants.
- My organisation does not have outstanding accounts with any of Council's venues.
- I have commenced an Event Application Form in conjunction with this Event Grant application

You must tick all seven options to proceed.

## About your organisation

\* indicates a required field

### Privacy notice

We respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view Georges River Council's privacy statement, please see [Georges River Council's Privacy Policy](#).

## About your organisation

### **Applicant organisation name \***

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

### **Briefly describe what your organisation does. \***

Word count:

Must be no more than 50 words.

### **ABN**

# Event Grant 2024-2025 Application Form

## Form Preview

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### **Applicant Primary Address \***

Address

  

Start typing your address and select it from the options given.

### **Applicant Postal Address**

Address

  

Use 'Same as above' or start typing your address and select it from the options given.

### **Applicant website**

Optional. Must be a URL

### **Primary contact person \***

Title      First Name      Last Name

            

This is the person we will correspond with about this grant

### **Position held in organisation \***

e.g. Manager, Board Member, Fundraising Coordinator

### **Primary phone number \***

# Event Grant 2024-2025 Application Form

## Form Preview

Must be an Australian phone number.

### Back-up phone number

Must be an Australian phone number.

### Primary contact person's email address \*

This is the address we will use to correspond with you about this grant. Please consider using a generic email address eg. [community@organisation.org.au](mailto:community@organisation.org.au) rather than a personal email address.

## About your event

\* indicates a required field

### Have you already been awarded a Georges River Council Grant via any Council Grant Program in the 2024-2025 financial year? \*

Yes

No

### Georges River Council Grant Program

If your organisation has already been awarded a Georges River Council Grant in the 2024-2025 please provide details.

### Please attach your previously awarded Grant Approval Letter or Notification here. \*

Attach a file:

## Event Detail

### Name of event. \*

Must be no more than 10 words.

### Location of event. \*

### Briefly describe your event. \*

Word count:

Must be no more than 150 words.

### Date of the event \*

Must be a date.

# Event Grant 2024-2025 Application Form

## Form Preview

What date will your event take place?

**Start hire date \***

Must be a date.  
Please ensure you include any hire day requirements for the bump-in of your event.

**End hire date \***

Must be a date.  
Please ensure you include any hire day requirements for the bump-out of your event.

**Total number of hire days requested.**

Must be a number.  
This number will be needed to calculate the In-Kind expenditure section of the Grant Budget.

**Estimated attendance \***

- Minor - Estimated under 100 people at any one time
  - Mid - Estimated under 1,000 people at any one time
  - Major - Estimated over 1,000 people at any one time
- No more than 1 choice may be selected.

**Event Grants will be awarded to events that will be open to the public. \***

- Yes, community event will be open to the public.

### Event - Community benefit

Event Grants will be awarded to community events that best meet the following criteria.

**Q2. Strategic alignment - Does your project align with a Pillar of the Georges River Council's Community Strategic Plan? \***

- Pillar 1: Our Community pp.14-15
- Pillar 2: Our Green Environment pp.16-17
- Pillar 3: Our Economy pp.18-19
- Pillar 4: Our Built Environment pp.20-21
- Pillar 5: Our Place in Sydney pp.22-23
- Pillar 6: Our Governance pp.24-25

Select as many as apply. Refer to the [Community Strategic Plan 2022-2032](#) to answer this question.

**Q1. Select one OR more of the community benefit areas that will be supported by the event. \***

- Social and cultural awareness
- Economic development
- Local area promotion
- Other:

At least 1 choice must be selected.

# Event Grant 2024-2025 Application Form

## Form Preview

### Social and cultural awareness

Council will prioritise events that support the ongoing social and cultural development of the local community. Please select one or more of the following areas.

**Event will support one or more of the following \***

- Social cohesion of our community by connecting people
- Celebration of cultural significance, open to diverse audience
- Well-being of our community by supporting mental and physical health
- Promotes understanding and appreciation of different heritage and traditions
- Event will consider accessibility for all abilities
- Fundraising for local charity
- Community memorial event i.e. ANZAC

select as many as apply to the event

### Economic development

Council will prioritise events that support the continued economic development of the local community. Please select one or more of the following areas.

**Event will support one or more of the following**

- Opportunities for increased spend at local business
- Partnership with local business
- Engage local event industry suppliers and contractors
- Engage food trucks, stall holders
- Community organisation stall for fundraising

select as many as apply to the event

### Local area promotion

Council will prioritise events that promote the local government area. Please select one or more of the following areas you will use to promote the event.

**The event will be promoted via one or more of the following \***

- Print and newspaper advertising
- Social and digital advertising
- Posters and event flyers
- Other:

select as many as apply to the event

### Other

You have identified that your event will be supporting 'other' areas of the community. Please respond to the questions below to provide more detail.

**Outline the 'other' community benefits to be achieved by your event. \***

Word count:

# Event Grant 2024-2025 Application Form

## Form Preview

Must be no more than 100 words.

### Environmental

Council's Event Grant program is designed to help organisations consider environmental sustainability practices for events. Please refer to the Sustainable Event Management Guidelines for more information.

#### **I have read and acknowledge the requirements of the Sustainable Event Management Guidelines. \***

- Yes  
 No

No more than 1 choice may be selected.

### Event Grant Request

#### **• EVENT GRANT = IN-KIND SUPPORT + FINANCIAL SUPPORT**

- Maximum Event Grant request: \$20,000 (combining in-kind and financial support).

### In-kind Support

In-kind means that Council is waiving the fee to provide goods, services or support free of charge.

Please see stated below the **2024-2025 Fees and Charges** for Independent Festivals or Events in Parks and Town Centres (Kogarah Town Square, Hurstville Plaza and Council owned parks and reserves).

- Daily Rental fee \$550 (incl. GST) per day
- Toilet Cleaning fee \$475 (incl. GST) per day
- Electricity and Water fee \$185 (incl. GST) per day

<b>In-Kind Support</b>	<b>Fee</b>	<b>Days of use</b>	<b>Total in-kind fee</b>
Daily Rental fee	\$550		\$
Toilet Cleaning fee	\$475		\$
Electricity and Water fee	\$185		\$
If not applicable select 0 in days of use.	GST incl.	Remember to include bump in and bump out days if required	This number/amount is calculated.

### Financial Support

**How are you planning to spend the financial component of the requested Event Grant? Please provide a breakdown below of your expenditure (excluding in-kind support). If no financial support is required, skip this section.**

If successful, you will need to provide Council with an invoice for the grant payment to be processed (excluding in-kind support).

**Financial Support**

\$



# Event Grant 2024-2025 Application Form

## Form Preview

Description of how you allocate the financial event grant funding. i.e. catering costs, equipment hire, stage, security...	
	\$
	\$
	\$

### Total request

**Total in-kind support**\$ 

This number/amount is calculated.

**Total financial support**\$ 

This number/amount is calculated.

**Event Grant Total**\$ 

This number/amount is calculated.  
This amount should not exceed \$20,000

### Financial Sustainability

Council's Event Grants program is designed to help organisations become financially sustainable and not wholly dependent on funding.

**Tell us how this funding will help your organisation become more financially sustainable. \***

Word count:

Must be no more than 150 words.

### Ability to deliver this activity

\* indicates a required field

#### Child safety

Georges River Council is a Child Safe Organisation. We are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and/or young people (aged 0 - 17), upholding our commitment as a child safe organisation. You can read more about Georges River Council's commitment [on our website](#).

If your project or program involves children and youth, you will need to demonstrate your commitment to being a child safe organisation.

**Will your project or program involve children and/or youth? \***

- Yes  
 No

**Tell us how your organisation will apply child safe principles to this activity. \***

# Event Grant 2024-2025 Application Form

## Form Preview

Word count:

Must be no more than 150 words.

**If your organisation has a child safe policy, please upload it here.**

Attach a file:

Other supporting documents

**Please provide any supporting material that demonstrates your organisation has the ability to deliver this project successfully.**

This may include:

- Letters of support from partnership organisations or community partners
- Financial Report
- Annual Report
- Profit and Loss Statement
- Publications / Media
- Website

**Upload files**

Attach a file:

**Provide web link**

Must be a URL.

## Council Acknowledgement

Acknowledgement and use of Georges River Council logo.

Successful applicants are required to acknowledge Council by using the following statement: 'Supported by Georges River Council's Events Grant Program'.

You must seek permission from Council if you wish to use Council's logo.

**Do you intend to place Georges River Council logo on any of the following?**

- Posters or flyers
- Social media
- Website
- Newspaper advertisement
- Other:

**Do you intend to invite George's River Council Mayor or Councillors to the event?**

# Event Grant 2024-2025 Application Form

## Form Preview

- Mayor (Please review Invite Your Mayor webpage before requesting)
- Councillor (Please review Invite Your Councillors webpage before requesting)
- Georgie the Dragon - Council's mascot (Major Events ONLY)
- Other:

## Certification and feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that, to the best of my knowledge, the statements made within this application are true and correct. I understand that if the applicant organisation is successful in gaining funding for this grant, we will be required to accept the terms and conditions of the grant as outlined through Council correspondence.**

**I agree \***

Yes

No

**Name of authorised person \***

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

Must be an email address.

**Date \***

Must be a date

### Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process: \***

# Event Grant 2024-2025 Application Form

## Form Preview

Very easy     Easy     Neutral     Difficult     Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60 minutes

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**

### Thank you

Your application will be assessed. The Events team will contact you with the outcome of your application.