

Event Assistance Grant - Application Form - R1 26/27FY

Form Preview

Welcome to the Event Assistance Grant Application Form

Event Assistance Grant

The Event Assistance Grant enables the development and delivery of community events and programs, run by organisations other than council, for broad public benefit.

Applications may include:

- Financial Assistance (Cash); and/or
- In-kind Assistance; and/or
- Fees and Charges Waiver

Before completing this application form, please read the Central Highlands Regional Council [Event Assistance Grant Program Guidelines](#).

Round 1 of the Event Assistance Grant Program is now open for eligible **events to be held from October 2026. This round will close on 31 July 2026 with notification of outcome in September 2026.**

Incomplete applications and/or applications received after the closing date of the funding round will not be considered.

If you have any questions in regards to the grant program, please contact **Central Highlands Regional Council on 1300 242 686.**

Eligibility Check

* indicates a required field

This section of the application form is designed to help you, and council, understand if you are eligible to apply for the Event Assistance Grant.

To be eligible for the Event Assistance Program, groups are required to: *

- ☐ have the majority of members of the organisation/group reside in the council's local government area boundaries
- ☐ operate predominately within council's local government area boundaries
- ☐ have an active ABN

At least 3 choices must be selected.

Please indicate if any of the below statements apply to your group/organisation.

- ☐ A charitable organisation registered with Australian Charities and Not for Profits Commission (ACNC)
- ☐ A registered Not for Profit with either Office of Fair Trading (Queensland) or Australian Securities & Investment Commission (Australia)
- ☐ Is Incorporated
- ☐ Is a Not for Profit community organisation / group based in the Central Highlands Region
- ☐ Is an educational institution
- ☐ Has a signed Tenure Agreement if one has been offered in excess of six months from the application date (only applicable for organisations operating from council land/buildings)

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Eligible Applicants

- ☐ Is a political organisation or political party
- ☐ Is a Local, State or Federal Government agency
- ☐ Is a commercial business or organisation
- ☐ Has an outstanding debt to council or any outstanding matters/concerns with council
- ☐ Has failed to adequately acquit, manage or deliver outcomes from previous council funding
- ☐ Has access to funds generated internally from permanently licensed premises or onsite gambling machines
- ☐ Is a religious organisation

Ineligible Applicants

Have you selected any ineligible criteria in the above selection? *

- ☐ Yes ☐ No

INELIGIBLE TO APPLY

You have selected one (1) or more criteria that indicates you are ineligible to apply for the Event Assistance Grant Program.

For more information regarding *Eligibility Criteria* please refer to the [guidelines](#).

Applicant Details

* indicates a required field

Organisation Name *

Organisation Name

Contact Person *

Address for Notices *

Address

Phone Number *

Email *

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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	

Incorporation / ACN Number (if applicable)

Certificate of Incorporation (if applicable)

Attach a file:

Please upload a copy of your organisation's Certificate of Incorporation here.

Event / Program Details

* indicates a required field

Event Details (1)

Event Description

Event Title *

Event Start Date *

Event must be held no earlier than the month following notification of outcome for the round.

Event End Date *

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Is this a 'one off', 'annual' or 'Event Program'? *

- ☐ One off event ☐ Annual event ☐ Event Program

Is this a new or existing event in the Central Highlands Region? *

- ☐ New ☐ Existing

Provide a description of the event and what the event aims to achieve. *

Word count:

Provide a short description (100 words recommended) of your project.

Event Location Details

Who owns the land / facility of where the event will take place? *

- ☐ Council
☐ State Government
☐ Applicant
☐ Other:

If your event is being held at a council owned facility or park, please ensure you have completed a facility booking through [Bookable](#).

Council Venue *

Council Confirmation *

Attach a file:

Booking confirmation, tenure agreement/s, letter of no objection etc.

Address / location of where the event will take place. *

Address

Has approval by the land / facility owner been granted to carry out this event at the above mentioned location? *

- ☐ Yes ☐ No

Landowner Consent / Approval *

Attach a file:

Please upload booking confirmation, approval from the land owner/facility.

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Please provide an explanation as to why approval from the landowner has not been obtained prior to making this application. *

☐ Add event / program

Event Details (2)

Event Description

Event Title *

Event Start Date *

Event End Date *

Is this a 'one off', 'annual' or 'Event Program'? *

☐ One off event ☐ Annual event ☐ Event Program

Is this a new or existing event in the Central Highlands Region? *

☐ New ☐ Existing

Provide a description of the event and what the event aims to achieve. *

Word count:

Provide a short description (100 words recommended) of your project.

Event Location Details

Who owns the land / facility of where the event will take place? *

- ☐ Council
☐ State Government
☐ Applicant
☐ Other:

If your event is being held at a council owned facility or park, please ensure you have completed a facility booking through [Bookable](#).

Council Venue *

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Council Confirmation *

Attach a file:

Booking confirmation, tenure agreement/s, letter of no objection etc.

Address / location of where the event will take place. *

Address

Has approval by the land / facility owner been granted to carry out this event at the above mentioned location? *

☐ Yes

☐ No

Landowner Consent / Approval *

Attach a file:

Please upload booking confirmation, approval from the land owner/facility.

Please provide an explanation as to why approval from the landowner has not been obtained prior to making this application. *

☐ Add event / program

Event Details (3)

Event Description

Event Title *

Event Start Date *

Event End Date *

Is this a 'one off', 'annual' or 'Event Program'? *

☐ One off

☐ Annual event

☐ Event Program

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Is this a new or existing event in the Central Highlands Region? *

- ☐ New ☐ Existing

Provide a description of the event and what the event aims to achieve. *

Word count:

Provide a short description (100 words recommended) of your project.

Event Location Details

Who owns the land / facility of where the event will take place? *

- ☐ Council
☐ State Government
☐ Applicant
☐ Other:

If your event is being held at a council owned facility or park, please ensure you have completed a facility booking through [Bookable](#).

Council Venue *

Council Confirmation *

Attach a file:

Booking confirmation, tenure agreement/s, letter of no objection etc.

Address / location of where the event will take place. *

Address

Has approval by the land / facility owner been granted to carry out this event at the above mentioned location? *

- ☐ Yes ☐ No

Landowner Consent / Approval *

Attach a file:

Please upload booking confirmation, approval from the land owner/facility.

Please provide an explanation as to why approval from the landowner has not been obtained prior to making this application. *

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☐ Add event / program

Event Details (4)

Event Details

Event Title *

Event Start Date *

Event End Date *

Is this a 'one off', 'annual' or 'Event Program'? *

☐ One off ☐ Annual event ☐ Event Program

Is this a new or existing event in the Central Highlands Region? *

☐ New ☐ Existing

Provide a description of the event and what the event aims to achieve. *

Word count:

Provide a short description (100 words recommended) of your project.

Who owns the land / facility of where the event will take place? *

- ☐ Council
☐ State Government
☐ Applicant
☐ Other:

If your event is being held at a council owned facility or park, please ensure you have completed a facility booking through [Bookable](#).

Council Venue *

Council Confirmation *

Attach a file:

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Booking confirmation, tenure agreement/s, letter of no objection etc.

Address / location of where the event will take place. *

Address

Has approval by the land / facility owner been granted to carry out this event at the above mentioned location? *

☐ Yes

☐ No

Landowner Consent / Approval *

Attach a file:

Please upload booking confirmation, approval from the land owner/facility.

Please provide an explanation as to why approval from the landowner has not been obtained prior to making this application. *

Sponsorship Request

* indicates a required field

Request for sponsorship can be made up to the following amounts;

- Financial Assistance (Cash) - Up to \$5,000;
- In-Kind Assistance (Council Services) - Up to \$7,000;
- Fees and Charges Waiver - Up to \$3,000.
- Combined Request (Requests for more than one (1) of the above options)

Please refer to the [guidelines](#) for approval delegation information.

What form of sponsorship are you requesting in this application? *

- ☐ Financial Assistance (Cash)
☐ In-kind Assistance (Council Services)
☐ Fees and Charges Waiver

If your request is for combined sponsorship, please select multiple categories.

Is your event a Community Event or a Sport & Recreation Event *

☐ Community Event

☐ Sport & Recreation Event

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Total Request for Sponsorship

This number/amount is calculated.

Financial Assistance (Cash Donation)

* indicates a required field

Requests for Financial Assistance can only be to the maximum value of **\$5,000**.

Please provide a summary of how the funding will be used to support the event / project. *

Payment required by: *

Breakdown of Costs (for which the funding will be used)

Expenditure	\$	Please attach supporting documentation.
		E.g., quotations, invoices etc.
	\$	

Total Funding Request

This number/amount is calculated.

In-kind Assistance (Council Services)

* indicates a required field

In-kind assistance refers to the provision of any council service or product that accrues a charge. These requests may include:

- **Infrastructure** - Road closures, installation of banners and street poles
- **Parks and Gardens** - Mowing, bins in parks to be emptied prior to an event, park maintenance
- **Council Staff** - Additional staff hours

Before completing this section, please ensure you have an estimated costing summary for the services in this application. To request an estimated quote, please email **venues@chrc.qld.gov.au** using the subject heading '**Event Assistance Quote Request**

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- **[Applicant Name] - [Event Name]**'. Please ensure you outline details of services being requested for quote, including dates and amount of support required.

Requests for In-kind Assistance can only be to the maximum value of **\$7,000**.

Date of services required *

Indicative Value of Services

Detail of Service/s	Indicative Value	Please attach evidence of quotation from council officers.
	Must be a dollar amount.	
	\$	

Total In-kind Request

\$

This number/amount is calculated.

Fees and Chargers Waiver

Fees and Charges Waiver refers to the waiver of event related fees and charges such as facility hire fees, application fees or equipment hire fees.

If you're request is for the waiver of *facility hire fees*, before completing this section please ensure you have a completed a facility booking through [Bookable](#) and obtained an invoice for the fees and charges relative to this application.

Fees and charges waiver requested amount needs to be entered **EXCLUDING BONDS**

Bonds are required for the hire of any council facility or equipment. Bonds serve as a security against damages and are a refundable amount. Under no circumstances will bond fees be waived. Bonds are still required to be paid even with an approved fee waiver.

Bonds will be required to be paid prior to the use of a facility or open space.

Requests for Fees and Charges Waiver can only be to the maximum value of **\$3,000**.

Breakdown of Fees and Charges

Fee Description	\$	Fee Advice Documentation
E.g., Booking ID, application fees, equipment fees etc. EXCLUDING BOND		
	\$	

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Total Fees and Charges Waiver Request

\$

This number/amount is calculated.

Financial Sustainability

* indicates a required field

This section of the application form is designed to assist in the assessment of the financial sustainability of the proposed event / program and how reliant the event / program is on council funding. ([Assessment Criteria 1 & 6, pg11](#))

Have attempts been made to raise funds from other sources? *

☐ Yes ☐ No

Please provide details of requested support. *

Are there any other partners and/or sponsors that have committed to supporting you in the delivery of this event? *

☐ Yes ☐ No

Please provide details of committed supporters and the level of support to be provided. *

If your application is denied funding will you proceed with the event / program, either by securing alternative funding or reducing the project scope, or will the event / program be cancelled? *

☐ Yes, the organisation will proceed with the event / program by finding alternative options
☐ No, the event / program will be cancelled

If there is insufficient funds under the grant opportunity to fully fund your application, or some items in your application are considered ineligible, do you wish to be considered for partial funding? *

☐ Yes ☐ No

Has the event / project received any previous assistance (monetary and/or in-kind) from Central Highlands Regional Council in the past 3 years? *

☐ Yes ☐ No

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Please provide details of the type of assistance (monetary, fee waiver and/or in-kind), amount and year of funding. *

Provide specific details of the funding received by the organisation over the last 3 years. Name of the fund, value of funding received, project or event that it went towards.

Financial Documentation

As per the [guidelines](#), applicants must provide one of the following to be eligible for the grant:

- Two immediately previous audited financial statements, or
- A detailed budget for the program, project and/or activity, or
- A business case for the event or program must be provided to assess the application, or
- An explanation of why financial statements or a business case cannot be provided.

Please upload supporting financial documentation. *

- ☐ 2x previous audited financial statements; or
- ☐ Detailed event budget; or
- ☐ Business case for the event / program; or
- ☐ Explanation why supporting financial documents cannot be provided.

Audited Financial Statements *

Attach a file:

Detailed Event Budget *

Attach a file:

Business Case *

Attach a file:

Provide a detailed explanation of why financial statements, business case or budget cannot be provided. *

Event / Program Benefits

* indicates a required field

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This section of the application form is designed to assist in the assessment of the the social and economical benefit of the proposed event / program. ([Assessment Criteria](#) 2, 3, 4 & 5, pg11)

Is there a community need / interest for this event? How will the community benefit from this event? *

Hint: Why does this event need to happen? Is there interest from the community for this event? Why does the town/region need this event to happen?

How will the event source local businesses and support local community groups? *

Hint: How will your organisation encourage the use of supporting local businesses and community groups?

Will the event generate an increase in visitor numbers to the region? *

☐ Yes ☐ No

Hint: Is the event attractive to tourists? Would you travel to another region to attend an event similar to this one?

Please provide details of how this event will be promoted to engage tourists. *

Will the event trigger positive community feedback and media for the region? *

☐ Yes ☐ No

Hint: Would this event be a 'good news story' on social media and to journalists?

Please provide details of how this event will trigger positive feedback. *

Supporting Documents

Event Documentation

Certificate of Currency (Public Liability)

Attach a file:

minimum cover of \$20 million required if event is held at a council facility

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Event Plan

Attach a file:

Risk Management Plan

Attach a file:

Other Supporting Documentation

Please upload other documents that support your application.

File Upload

Attach a file:

E.g., Event promotional materials, previous event feedback, social media posts etc.

IMPORTANT: Once your application has been submitted you can no longer edit this online application form. Please ensure all details are true and correct and all supporting information has been attached.

Review of Attachments

- | | |
|---|--|
| ☐ Certificate of Incorporation | ☐ Event Budget |
| ☐ Certificate of Currency (Public Liability) | ☐ Event Plan |
| ☐ Landowner Consent / Approval | ☐ Risk Management Plan |
| ☐ Quotations | ☐ Sponsorship Prospectus / Proposal |
| ☐ Indicative Value of Services | ☐ Marketing / Communication Plan |
| ☐ Fees and Charges Advice | ☐ Certified Traffic Management Plan |
| ☐ Audited Financial Statements | ☐ Evidence of Applications for Relevant Permits, Licences, etc. |
| ☐ Business Case | ☐ Other: <input type="text"/> |

Please ensure all required documents relevant to your application are attached to support your application. If you are unsure of what you should include or have issues uploading, please contact council on 1300 242 686.

Application Lodgement

* indicates a required field

Acknowledgement

It is a condition of approval that council be acknowledged for its contribution to the organisation / event / project. Please detail how the organisation will be appropriately acknowledged for its support. *

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Privacy Collection Statement

Central Highlands Regional Council is collecting this information in order to comply with its responsibilities and obligations as a local government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. This information will not be disclosed to a third party unless you have given your written consent, or we are required to do so by law. For more information about privacy in Central Highlands Regional Council see our privacy information on our website.

Do you give permission for your email address to be added to the Event Assistance Program mailing list for future updates? *

☐ Yes ☐ No

Declaration

I/We, the applicant:-

- Declare that the above information is true and correct in all respects (to the best of my knowledge) at the time of lodgement of this application with the Central Highlands Regional Council;
- Submit the application with the full knowledge and agreement of the management of the organisation;
- Have read the associated Policy and Guidelines
- Agree that I/we will make contact with Central Highlands Regional Council immediately if any of the details given in relation to this application change or are incorrect; and
- Provide consent for council to; Advertise projects that have been successfully funded by council (i.e. media release, social media); and; Advertise successful recipient details on council's website (including but not limited to, project description, name and recipient, amount funded).

*

☐ I/We agree with the above declaration.

Submitting Officer's Name *

First Name

Last Name

Submitting Officer's Position *

E.g., president, secretary, treasurer.