

# 2026-2027 Festival & Events Application Form (1)

## Form Preview

### About the program

\* indicates a required field

Cardinia Shire Council is committed to enhancing the annual calendar of events and programs which celebrate our local identity, diverse communities and the broader arts and culture appeal. Through the Festivals and Events Grant Program we are growing our dynamic arts and culture environment by supporting the ongoing development and sustainability of festivals and events to ensure longevity, economic impact and social and community connections. Please ensure that you read the guidelines before commencing this application. [Festival and Event Grant Guidelines](#) There is no guarantee that previously funded festivals and events will be successful.

Please ensure your application is eligible and correct. Once submitted **there will be no recourse to reopen your application** and make changes. If in doubt, please contact the Grants Officer prior to submitting.

#### Key Dates

- Grant round open:
- Grant round close:
- Assessment of applications:
- Applicants outcome:

**Funding Categories** There are 3 tiers of funding available.

- **Tier 1 - Commercial festivals and events attracting significant impact and visitation** \$10,000 - \$80,000 Minimum 5,000 attendees
- **Tier 2 - Community run events attracting moderate impact and visitation** \$2,000 - \$15,000 Minimum 3,000 attendees
- **Tier 3 - Significant days of celebration attracting moderate impact and Civic pride** \$1,000 - \$5,000 Minimum 200 attendees

**Funding Stages** Successful Applicants will receive funding in 3 stages.

- 30% upon signing agreement (letter of offer is the previous terminology. Are you moving towards funding agreement?)
- 40% six weeks prior to the event date, provided an event application has been submitted. (what if it isn't on council land? I would recommend adding in that the risk documentation has been received).
- 30% upon completion of event and all reporting requirements (should we say acquittal submitted?)

**Event Permits** All events on Council managed land will be required to complete the [event permit process](#). This is a separate application process and you will not be required to complete until you have received the outcome of your grant application.

### Application Support

We want to support you in your application and ensure you meet the criteria in eligibility. Before applying, please ensure you speak with our Cultural Development and Grants Officer, Bronwyn Ward. Please email [arts@cardinia.vic.gov.au](mailto:arts@cardinia.vic.gov.au) or call 03 5943 4936.

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### Have you spoken to our Grants and Programs Officer? \*

- Yes
- No

Before you proceed, you need to speak with the Cultural Development and Grants Officer. Please email [arts@cardinia.vic.gov.au](mailto:arts@cardinia.vic.gov.au) or call 03 5943 4936.

### Please ensure you have read the 2026-2027 Festival and Event Grant Guidelines. [Festival and Event Grant Guidelines](#)

### Please select to confirm you have read and agree with the guidelines \*

- I confirm I have read and agree with the guidelines

### Privacy information:

*Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 2020. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.*

## Application Summary

\* indicates a required field

### Please let us know the details of your proposed event

#### Festival or Event Name \*

Should your event name share a title with other events like Anzac Day or Christmas Carols please make the title more descriptive eg. Pakenham Anzac Day Dawn Service, Bayles Christmas Carols, etc

#### Where are you planning to hold your festival or event? \*

Please let us know the location, venue and address.

#### Event Start Date \*

Must be a date and no earlier than 1/7/2025.

#### Event End Date \*

Must be a date and no later than 30/6/2026.

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### Event start and finish times \*

### How many people do you anticipate will be attending your event? \*

Must be a number.

### How did you estimate your attendance?

## Applicant Details

\* indicates a required field

### Applicant \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Phone number \*

Must be an Australian phone number.

### Email \*

Must be an email address.

### Name of Organisation \*

Organisation Name

### Organisation Address \*

Address

<input type="text"/>
<input type="text"/>

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

### 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

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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.

### Legal status of your organisation \*

- Incorporated Association  
 Auspiced by an Incorporated Association (see below)  
 Other:

### Incorporation details

#### Incorporation number \*

All incorporation numbers begin with an 'A'

### Auspice details

If being auspiced please provide details below:

#### Auspice Organisation Name \*

Organisation Name

#### Auspice Organisation Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Auspice Phone Number \*

Must be an Australian phone number.

#### Auspice Contact Person \*

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### Auspice Email Address \*

Must be an email address.

### Please attach a letter from your auspice confirming this arrangement \*

Attach a file:

**If you are unable to attach documents please email to [arts@cardinia.vic.gov.au](mailto:arts@cardinia.vic.gov.au) us by the application closing date noting your grant number FE\_\_\_\_\_.**

## Event or Festival Details

\* indicates a required field

As with the 2025-2026 round, there are three funding streams which you can choose to apply for:

- **Tier 1 - Commercial festivals and events attracting significant impact and visitation** \$10,000 - \$80,000 Minimum 5,000 attendees
- **Tier 2 - Community run events attracting moderate impact and visitation** \$2,500 - \$15,000 Minimum 3,000 attendees
- **Tier 3 - Significant days of celebration attracting moderate impact and Civic pride** \$1,000 - \$5,000 Minimum 200 attendees

### Which tier of funding are you applying for? \*

- Tier 1 - Commercial festivals and events attracting significant impact and visitation
- Tier 2 - Community run events attracting moderate impact and visitation
- Tier 3 - Significant days of celebration attracting moderate impact and Civic pride

### How many times has the festival/event been held previously? \*

Must be a number.

### Will you be charging an entrance fee or requesting a donation to attend? \*

- Yes
- No
- Unsure

### Is the event open for all the community to attend? \*

- Yes
- No

### Brief description of your festival/event \*

Word count:

Must be no more than 200 words.

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### Tell us why this festival/event should occur? \*

Word count:

Must be no more than 200 words.

Describe the specific issue or need you want to address, and the benefits for participants and stakeholders.

### Please attach any supporting documentation that acts as evidence of the need for this project/initiative

Attach a file:

## Program Objectives

The Festivals and Events Grant Program has the following objectives:

- Strengthen the events calendar with new and existing events whilst encouraging the growth, viability, sustainability and longevity of events.
- Deliver high calibre events, which attract new audiences to the Cardinia Shire community, increasing visitation to the region.
- Increase community and social connections and sense of belonging to increase participation and progress equity and inclusion.
- Encourage and increase opportunities for all sections of the community to access, participate and appreciate arts and culture.

### What program objectives does your event meet?

- Strengthen the events calendar with new and existing events whilst encouraging the growth, viability, sustainability and longevity of events.
- Deliver high calibre events, which attract new audiences to the Cardinia Shire community, increasing visitation to the region.
- Increase community and social connections and sense of belonging to increase participation and progress equity and inclusion.
- Encourage and increase opportunities for all sections of the community to access, participate and appreciate arts and culture.

### Please outline how your event meets to program objective(s) you have selected. \*

Word count:

no more than 200 words

The program objectives are in the guidelines.

## Liveability Plan

Please review Cardinia Shire's Liveability Plan here: [Liveability Plan](#)

### Which outcome(s) of Cardinia Shire's Liveability Plan does your project align with?

\*

- Reduce harm from alcohol, tobacco, drugs and gambling

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- Reduce family violence
- Improve safety
- Improve social cohesion
- Improve healthy eating and active living
- Improve financial wellbeing and resilience

No more than 3 choices may be selected

**Please describe how your event aligns with the outcome(s) you have selected above \***

no more than 200 words

## Proposed Event Activities

**Please check proposed activities you are planning to have at your event:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Fireworks/pyrotechnics/<br>firecrackers  | <input type="checkbox"/> Market or stallholders   | <input type="checkbox"/> Cars/automotive on display                                     |
| <input type="checkbox"/> Amusements - inflatables,<br>amusement rides, carnival<br>games  | <input type="checkbox"/> Bar service/alcohol<br>consumption                                     | <input type="checkbox"/> Animals  |
| <input type="checkbox"/> Temporary infrastructure -<br>marquees, platforms, staging,<br>seating, fencing, portable<br>toilets, skip bins, other | <input type="checkbox"/> Fundraising activities   | <input type="checkbox"/> Amplified sound  |
| <input type="checkbox"/> Entertainers - live<br>performance, screening of<br>films, actors, dancers, face<br>painters, balloon artists, other.  | <input type="checkbox"/> Artwork/Photographic<br>display  | <input type="checkbox"/> Other: <input style="width: 80px; height: 20px;" type="text"/> |
| <input type="checkbox"/> Tutors/consultants   | <input type="checkbox"/> Food vendors - food trucks,<br>coffee van, bbq stalls, food<br>service |   |

**Would you like to provide any comments on the above proposed activities?**

## Traffic and parking management

As the event organiser, **you are responsible for the traffic/parking management** relating to your event including any associated costs. If the proposed location/venue is designed to cater for the size of the event you are organising, a simple traffic or parking management statement may be all that's required. .

Traffic management may consist of vehicle access, parking, pedestrian access and on road traffic control. You will generally need 1 parking space per 3 people attending. For example, 3,000 person attending will need around 1000 parking spaces. Any on-roads traffic management will need to be performed by accredited traffic controllers. Car parks

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at event sites may only be used for parking purposes and not the event footprint such as amusement rides.

All events will require some form of traffic management, but the scope of traffic management needed will depend upon the size and type of the event, and the venue it is being held at. The Cardinia Shire Traffic Engineers will review your application and advise what is required based on the information you have supplied in this application. Not complying could result in your event being cancelled by Council or authorities. It could also result in any offered grant monies being withheld.

Please note, traffic management approvals can take 8 or more weeks to be approved. Please ensure you take this into consideration when planning your event.

### **Will the event impact on changed traffic conditions, including partial road closure?**

- Yes
- No

## Event Waste Management

### **When organising your event, you must plan how you will manage waste at your event, as this is a public health requirement.**

Council offers an event bin service, provided as a pair of 240L wheelie bins (1 x general waste and 1 x recycling). Event bins cost of \$81.90 ex GST per pair and are delivered prior to the event and collected at a designated pickup location after the event. You will need to apply directly for this service via the website: [Order a new, extra or different bin - Cardinia Shire Council](#)

### **Estimating your waste requirements:**

If the event has been run in previous years, use this as an indicator of your waste needs.

If previous information is not available, you will need to estimate the waste requirements. This includes waste produced in setting up, running and packing down of your event, and if food and drinks are provided.

To estimate waste needs, calculate one litre per person per meal. Consider the type of catering facilities, whether there will be alcohol at the event, the crowd profile and types of activities offered.

For example, you estimate that 1,000 people attend the event, which will run over two meal times. The formula to calculate approximate waste generation would be as follows:

- 1,000 people x 2 meal times = 2,000 litres of estimated waste
- Divide 2,000 by 240 (a standard wheelie bin is 240 litres) = 9 (round up to nearest bin)
- You will need approximately 9 bins.

Each bin station will have 2 bins (1 recycling, 1 waste) so you will need to round up to approximately 5 bin pairs. To this, add additional bins for any set-up and pack down waste.

### **What waste management option will you use? \***

- Private contractor (e.g. skip bin or bulk bin)
- Disposal at a waste disposal facility (e.g. take waste to the tip, please note charges will apply)
- Existing bins at location/facility

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Council's event bin service - \$81.90 ex GST per set\* (set includes 1 garbage and 1 recycle bin)

Other:

**If using Council's event bin service, how many sets do you require?**

**Calculated cost of waste disposal if using Councils Bin Service (number of sets x \$81.90 ex GST)**

\$

Must be a dollar amount.

If using other services (tip or skip) please include this in your event budget in this application form.

**If you are successful in your application for funding for your event and are using Council's bin hire option you will need to contact Council's Customer Service on 1300 787 624 no less than 4 weeks prior to your event. You may also book bins via the website :[Order a new, extra or different bin - Cardinia Shire Council](#)**

## Sustainability

We encourage events to seek to become financially sustainable to operate without council funding in the future.

**What steps have been taken towards making your event financially sustainable? \***

Word count:

Must be no more than 200 words.

E.g. fund raising initiatives, recruitment of volunteers to run the project, corporate sponsorship etc

## Proposed Event Budget

\* indicates a required field

### Grant request

Allocations are for one financial year and not recurring.

All funding requests will be reviewed and assessed to ensure funding meets the eligibility and program outcomes.

Please ensure you have reviewed the program guidelines for what is eligible to be funded and note the contributions required from your organisation.

**Total anticipated cost for the festival/event? \***

\$

Must be a dollar amount.

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What is the total budgeted cost (dollars) of your project?

**GRANT REQUEST AMOUNT \***

\$

Must be a dollar amount.

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

Please outline all income sources related to your proposed event including the amount you are requesting through this grant program and other funding sources (corporate sponsorship, event income, ticket sales, other grants etc).

When you have completed your budget, the Income and Expenditure totals should match.

Quotes are mandatory for all expenditure items over \$1,000 that are essential to the delivery of the activity and must be uploaded with our application. Failure to do so may result in your application being deemed ineligible or unsuccessful.

Please note - All expenses in your aquitall process will need to be substantiated with invoice evidence for your final grant payment.

In kind support such as volunteer hours and donations are calculated in a separate table.

### Budget

All amounts to include GST

Income description	Income amount \$	Expenditure description	Expenditure amount \$	Please upload quotes or other evidence to substantiate all expense items
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Ticket sales	including GST where applicable	E.g. Traffic Management	include GST where applicable	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	

### In-kind Support

In-kind support and non-monetary contributions that support the event. Examples include prizes, equipment, volunteer time or services.

Volunteer labour time can be calculated using The Centre for Volunteering Calculator link below. It is recommended to use the *all ages* category.

[Cost of Volunteering Calculator - The Centre for Volunteering](#)

**In kind contributions**

Enter the total amount expected to be received.

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Must be a dollar amount.

### Evidence of event financials

**I confirm I have attached sufficient documentation to support my anticipated expenses \***

Yes, where possible I have attached sufficient documentation

**For events that are reoccurring please upload event financials (eg. bank statement, income expenditure, end of year financial statement)**

Attach a file:

### Supporting Documentation

**Please upload any other documentation that supports your grant application**

Attach a file:

E.g. letters of support

**If you are unable to attach documents please email to [arts@cardinia.vic.gov.au](mailto:arts@cardinia.vic.gov.au) us by the application closing date noting your grant number FE\_\_\_\_\_.**