

2026-2027 Festivals & Events Round 2 Application Form

Form Preview

About the program

* indicates a required field

Cardinia Shire Council is committed to supporting a vibrant, inclusive, and growing calendar of festivals and events that celebrate local identity, reflect the Shire's cultural diversity, and activate communities across the region.

Through the Festival and Events Grants Program, Council invests in grassroots and community-led initiatives that deliver lasting cultural, social, and economic outcomes for residents and visitors alike.

The 2026-2027 Program supports events to be held between November 2026 and June 2027.

The 2026-2027 Festival and Event Grant Guidelines have changed from previous years. Please ensure that you read the guidelines before commencing this application. please note: Round 2 is only available for small grants [Festival and Event Grant Guidelines](#)

There is no guarantee that previously funded festivals and events will be successful.

Funding Options

Small Community Grant | \$1,000-\$5,000 Designed for recognised civic and cultural celebrations. Eligible applicants may access up to three years of support. Applications are accepted on a rolling basis until 30 June 2027, or until funds are fully committed.

Applicants must demonstrate a co-contribution toward the event, separate from the requested grant, an in-kind contribution is sufficient, however, applicants must show how their event will remain financially viable and sustainable.

Funding Schedule

Small Community Grant: 100% of the grant is paid upon signing of the funding agreement. For multi-year funding recipients, subsequent years are paid following satisfactory acquittal of the previous year.

Important Note: Funding does not guarantee permission for your event.

It is your responsibility to secure the location of your event and obtain confirmation and/or a permit. It is your responsibility to complete required risk assessments, traffic management and waste management requirements with the relevant teams within council.

Event Permits: All events on Council managed land will be required to complete the [event permit process](#). This is a separate application process which can be completed once you received the outcome of your grant application.

Risk Assessments: All events will require a risk assessment which will be approved by the risk team. This is a separate process and is your responsibility to action with the Risk Team directly.

Traffic and Waste Management: Must be managed independently between yourself and the relevant teams. Please ensure you have allowed adequate time for these requests to be actioned in time for your event to occur.

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Application Support

We want to support you in your application and ensure you meet the criteria in eligibility. Before applying, you must speak with our Cultural Development and Grants Officer, Bronwyn Ward. You can book a time to speak with her here: [Book time with Bronwyn Ward](#)

Have you spoken to our Grants and Programs Officer? *

- ☐ Yes
- ☐ No

You will not be able to complete this application until you speak with the Cultural Development and Grants Officer. There are in person and online support sessions available for you to book here [Book time with Bronwyn Ward](#)

Please ensure you have read the 2026-2027 Festival and Event Grant Guidelines and watched the support sessions available on the website. [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

Which stream of funding are you applying for? *

- ☐ Small Community Grant - Up to \$5000

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

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Please let us know the location, venue and address.

Do you have permission to use this site? *

☐ YES

☐ NO

Please attach written permission to hold your event at this site. If you do not provide this information your application will be ineligible.

Event Start Date *

Must be a date and between 1/7/2026 and 30/6/2027.

Event End Date *

Must be a date and between 1/7/2026 and 30/6/2027.

Event start and finish times *

Site Permission

In order to be eligible for funding you must:

A. Have permission to your stated location if this is not a council operated space, or

B. Have spoken to an Officer and have confirmation that this site is appropriate and available for your event.

Please include evidence in the Support Documentation Section of this form.

Applicant Details

* indicates a required field

Applicant *

Title

First Name

Last Name

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

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Name of Organisation *

Organisation Name

Organisation Address *

Address

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	
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.

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 *

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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 *

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 us by the application closing date noting your grant number FE_____.

Event or Festival Details

* indicates a required field

Program Objectives

The Festival and Events Funding Program invests in community-led festivals and events that activate Cardinia Shire's townships, public spaces, and community precincts. The Program reflects Council's commitment to the cultural, social, and economic value of events, and responds directly to community feedback calling for grassroots-led experiences, greater geographic equity, and accessible, inclusive activation across the Shire.

The Program invests in initiatives that:

- Celebrate Cardinia's cultural diversity, local stories, and distinct township identities
- Support grassroots, volunteer-run festivals and local creatives, artists, musicians, and producers

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- Deliver inclusive, family-friendly, and accessible experiences for all ages and backgrounds
- Activate parks, town centres, and community precincts, driving local visitation and economic activity
- Expand festival activity across rural, hills, and growth-area townships

This Program is delivered in accordance with the principles outlined in the Festival & Events Funding Policy.

What program objectives does your event meet?

- ☐ Celebrate Cardinia's cultural diversity, local stories, and distinct township identities
- ☐ Support grassroots, volunteer-run festivals and local creatives, artists, musicians, and producers
- ☐ Deliver inclusive, family-friendly, and accessible experiences for all ages and backgrounds
- ☐ Activate parks, town centres, and community precincts, driving local visitation and economic activity
- ☐ Expand festival activity across rural, hills, and growth-area townships

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.

Cultural Safety and Inclusivity

Festivals must be inclusive and welcoming of Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse (CALD) communities, all genders, LGBTIQ+ communities, and people with disability.

All funded festivals and events must be accessible and affordable, and welcoming for people of all ages and abilities.

Applicants who cannot meet safety, disability access, or compliance standards are ineligible for funding.

Demonstrate how your event will meet these requirements. *

Examples include: Creating welcoming and inclusive environments for all genders and cultures, Considering accessibility and safety for diverse community members, Including an Acknowledgement of Country or Welcome to Country in communications or at the commencement of a festival where appropriate.

Liveability Plan

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

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

- ☐ Reduce harm from alcohol, tobacco, drugs and gambling
- ☐ 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

Event Details

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

Please ensure this is included in your budget

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

- ☐ Yes
- ☐ No

If you select no. Please contact Bronwyn Ward before continuing with your application

Brief description of your festival/event *

Word count:

Must be no more than 200 words.

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.

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How is your event considering environmental impact and what sustainable practices will be included? i.e. waste minimisation, resource use, and sustainable procurement. *

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 one parking space per three 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 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 eight or more weeks to be approved. Please ensure you take this into consideration when planning your event. Grant approval does not guarantee traffic management approval.

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 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 \$81.90 EX GST per pair and are delivered prior to the event and collected at a designated pickup location after the event.

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.

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

Please ensure you have listed waste costs in your budget

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

Must be a number.

Calculated cost of waste disposal if using Council's Bin Service (number of sets x \$81.90 ex GST)

This number/amount is calculated.

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 can book your bins via the website: [Order a new, extra or different bin - Cardinia Shire Council](#)

Financial 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.

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E.g. fund raising initiatives, recruitment of volunteers to run the project, corporate sponsorship etc.
You can also use previous event acquittals as evidence of your improvements.

Proposed Event Budget

* indicates a required field

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How many times has this event been funded by council in previous years?

Please note we will be considering past funding to see demonstration of the sustainability of your event

Multi Year Funding for Small Community Grants

Would you like to be considered for multi-year funding? (Additional information may be requested)

- ☐ YES
☐ NO

An officer will be in touch to confirm this request if your application is successful. Ticking this box does not guarantee multi-year funding will be provided.

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? *

\$

This number/amount is calculated.

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

Total Amount Requested *

\$

Must be a dollar amount.

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

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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 must match in order for your application to be eligible.

Quotes or written proof, such as a confirmation email from the supplier or detailed expenditure breakdowns, i.e. Entertainment (\$500 each for 4x musicians) is mandatory for all expenditure items over \$1,000 that are essential to the delivery of the activity and must be uploaded with your application. Failure to do so may result in your application being deemed ineligible or unsuccessful.

Please note - All expenses in your acquittal process will need to be substantiated with invoice evidence.

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

Budget - Small Community Grants

Please list all sources on income and expenses. Select from the drop down menu whether the expense is grant funded or funded from other sources. If your expense item is to be funded from the grant, please select the eligible items from the drop down menu.

Income description	Type of expense	Type of Grant funded Expense	Description	\$
e.g. grant, sponsorship	include GST where applicable	Please select source of income	Select eligible budget item. If funded from other source select N/A	e.g. performer fee, traffic management
		Grant Funded expense Expense funded from other source	Catering (up to \$500) Traffic Management (up to \$1300) Performers / Artists (up to \$5000) AV equipment / stage hire (up to \$3000) Decorations (up to \$200) Marketing / promotion (up to \$500) Waste Management (up to \$500) Rides / entertainment (up to \$3000) N/A	Include GST where applicable Must be a dollar amount.

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Budget Totals - Small Community Grants

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Your Budget is not Balanced

Your budget must balance as zero in the Income - Expenditure box. Please check through your budget to make corrections. If you continue and submit with an unbalanced budget, your application will be ineligible. If you require support please contact Bronwyn Ward.

In-kind Support

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

Type of Contribution	Description	Amount
		Enter the total amount expected to be received. Must be a dollar amount.

Supporting Documentation

* indicates a required field

Please upload all documentation that supports your grant application here. This must include quotes over \$1000, proof of location permission and all other supporting documents. For events that are reoccurring please upload event financials (eg. bank statement, income expenditure, end of year financial statement) Ensure each document is clearly named.

Attach a file:

Please ensure each file is named clearly. i.e Community Org Letter of Support, 26-27 Event Name Budget, Location Letter of Permission

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If you are unable to attach documents please email to arts@cardinia.vic.gov.au us prior to the application closing date noting your grant number FE2627 ____.

Evidence of event financials

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

☐ Yes, where possible I have attached sufficient documentation

Please ensure each file is named clearly. i.e Traffic Management Quote, Event Budget

Checklist

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 here: [Book time with Bronwyn Ward](#)

Before you press submit, please ensure you have:

1. Read through the objectives and priorities of the grant program and check your group/ organisation is eligible for funding and that your proposed activity meets the criteria.
2. Attended or watched the grant information session(s). Recordings available on the website.
3. Spoken to the Cultural Development and Grants Officer regarding your application prior to submitting.
4. Read through all of the resources and support documents carefully.
5. Contacted the other relevant council teams regarding Risk, Traffic, Waste Management and Parks.
6. Completed all relevant sections correctly.
7. Ensure in the budget your income and expenditure are balanced.
8. Attached all support documentation.