

Activity Centre Events and Celebrations Program - Application Form 2026/27

Form Preview

Applicant details

* indicates a required field

Application Form - Activity Centre Event and Celebration Program

Complete this application form if you are seeking funding to hold an event or celebration **in an activity centre** within the City of Bayside.

Traders associations and trader working groups (with an auspice sponsor) are eligible to apply for small grants to run events and festivals in Bayside that lead to more visitors in activity centres. Funding levels beyond \$5,000 are possible in exceptional circumstances, discuss this with the Economic Development Unit prior to applying.

Please read the Activity Centre Event and Celebration Program Guidelines before applying and ensure that all attachments ready to upload. Completing this application will take around **2 hours** but can be saved and completed over time before the submission **deadline of 11:59 pm on August 31 2026.**

If successful, a representative from the Economic Development Unit **must** be invited to attend two of your event planning meetings to support event delivery.

Council **must** be acknowledged on all published material related to the grant. A Council logo will be provided to successful applicants for inclusion in all promotional material for the event.

Successful applicants **must** complete and submit to Council, an online acquittal form, within 30 days of completing the event. Applicants that do not submit an acquittal form may not be eligible for future Council grants and Council may recover the grant funding.

Applicant details

Lead organisation *

Organisation Name

Organisation phone number *

Organisation email *

Contact address *

Address

Suburb State Postcode

Website address

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Authorised person *

Title First Name Last Name

This is the person who is authorised by the organisation to make the application on their behalf.

Position title

Authorised person's phone number *

Must be an Australian phone number.

Does your organisation have an ABN? *

- Yes
 No

If you are not representing a traders association, you will need the support of an incorporated AUSPICE organisation.

Is your organisation incorporated under the Associations Incorporation Reform Act 2012? *

- Yes
 No

Will the authorised person also be the event manager? *

- Yes
 No

Insurance

You must have Public Liability Insurance of at least \$20 million coverage for a single incident covering the dates of your project to be eligible. Extra coverage may be required for high risk events. Does your organisation carry Public Liability Insurance cover for the duration of your event? *

- Yes
 No - your application will not be considered eligible for assessment

If yes, please state the amount of cover

Attach a Certificate of Currency for your Public Liability Insurance *

Attach a file:

ABN

Organisation 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

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| |
|---|
| 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.

Certificate of Incorporation

Please upload the lead organisation's Certificate of Incorporation.

Attach a file:

If your organisation doesn't have an ABN but is incorporated, please upload Certificate of Incorporation

Auspice organisation details

For working groups requiring an Auspice organisation

Auspice organisation

Organisation Name

Auspice organisation contact name

First Name

Last Name

Auspice organisation address

Address

Auspice organisation phone number

Must be an Australian phone number.

Auspice organisation 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.

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| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity Name | |
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| Entity Type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main Business Location | |

Must be an ABN.

Attach letter of commitment from the Auspice organisation

Attach a file:

A letter from the Auspice Organisation is required indicating their commitment to manage the funds for the applicant if they are successful.

Contact details of event manager

Name *

Title First Name Last Name

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

Address

Address

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

Phone number

Must be an Australian phone number.

Email

Must be an email address.

Conflict of interest

Are you a friend or family member of a Bayside City Council staff member or Councillor? A connection does not impact your application, but may change our assessment process to ensure transparency and objectivity. *

Yes

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No

Conflict of interest declaration

Please detail your connection to a Bayside City Council staff member or Councillor: *

Event details

* indicates a required field

Background and purpose for grant application

Event name: *

Must be no more than 10 words.

How much grant funding are you applying for? *

Must be a dollar amount

Date of event *

If the event happens over multiple dates, please note this in the Event Plan when you upload it in Section 4 of this application.

Time of event: *

Duration of event: *

Location: *

Note activity centre as well as venue if applicable

How many event attendees do you expect? *

Must be a number.

Will an entry fee be charged for attendees? *

- Yes
 No

Entry fees are not permitted for grant funded activations.

Has the event happened before? *

- Yes
 No

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If this event has happened before, when did it happen?

Briefly tell us about your intended event. *

Word count:

Please be as concise as possible. Include information on the purpose of the event (eg. what will be achieved), Must be no more than 200 words.

Which 3 businesses are supporting event planning? *

A minimum of 3 businesses is required to support event delivery. Note any community partnership here.

Which other businesses/ organisations have you engaged with in relation to the planned event/ celebration? *

Word count:

Must be no more than 200 words.

A minimum of 3 businesses must be involved with planning the event and 5 to 10 businesses in the activity centre must participate in the event. In addition to event partner organisations, please identify which stakeholders that could reasonably be expected to be impacted by this event that you have engaged, or plan to engage with, as part of ensuring an event with minimised disruption.

Number of expected businesses that will participate in this event: *

Number of expected volunteers that will be involved in the event and planning: *

Must be a number.

Will you be inviting the Mayor or Ward Councillor to your event? *

How will you use the grant funds and how will this assist with the development of your event? *

Word count:

Detailed expenses will be outlined on the next page. Must be no more than 200 words

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If you have included any accessibility, Welcome to Country, or sustainability actions, please describe them here.

How will you ensure the safety of children and young people throughout the delivery of your event? (if applicable, examples can include working with children checks for staff/volunteers working directly with children, measures to prevent children from accessing roadways)

Word count:

Must be no more than 150 words. Bayside City Council has zero-tolerance towards abuse and neglect of children and young people. It is a grant applicant's responsibility to ensure that all employees and volunteers engaged by them to undertake work within their Council funded projects, comply with current legislative requirements and Child Safe standards. <https://ccyp.vic.gov.au/child-safe-standards/> If you require assistance with understanding your organisations requirements please contact Bayside's Child Safety Contact Officer on 9599 4387.

Event impact

* indicates a required field

Assessment criteria

Detail clear and measurable outcomes linked to the event's goals for the activity centre, and how these will be tracked (e.g. 50,000 combined social media views, 1,000 community participants, 40 participating businesses). *

Word count:

Must be no more than 250 words.

What level of trader participation do you have so far and what is your strategy to engage other businesses in the activity centre? *

Word count:

Must be no more than 250 words.

Note that at least 5 businesses or community organisations must be involved in event planning and at least 15% of the businesses in an activity centre must participate during the event.

How will the event be promoted and marketed to attract attendees? *

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Word count:

Must be no more than 250 words.

Outline the skills and experience of the individuals leading the event. *

Word count:

Must be no more than 250 words.

Upload your Event Plan here. *

Attach a file:

The Event Plan should clearly show key steps, milestones, responsibilities, and time frames to deliver your event.

Upload letters of support from at least two other organisations/community groups that clearly define their involvement with the event or anticipated benefit from the event. *

Attach a file:

Budget

* indicates a required field

Other funding

Have you received grant funding from Bayside City Council in the past 5 years? *

Yes

No

If yes, please provide details of when and how much.

Have you received funding or in-kind contributions for this event from any other government bodies, volunteers, businesses, or organisations? *

Yes

No

10% of the total event budget must come from co-funding or in-kind contributions. Other sources of event support will be viewed favourably. Volunteer time during the planning phase can be counted toward this in-kind contribution requirement.

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Please attach pledges of funding and any other evidence of co-funding.

Attach a file:

Project income

Please outline your project income in the budget table below, including details of other income or funding that you have applied for, whether it has been confirmed or not. Do not include GST.

10% of the budget must be co-funding or in-kind contributions. For in-kind contributions, use the market rate for that good or service to determine its income value.

Note that the total income should equal total expenditure (next section) and that misrepresentation or falsifying figures can lead to Council reclaiming funds.

| Income description | Income type | Income amount (estimated) | Notes |
|--|----------------------------------|--|---|
| Provide a clear description for each budget item. Examples of income could include 'Activity Centre Event and Celebration grant', 'traders association contribution', 'company X sponsorship'. | Please select the type of income | Enter the total amount expected to be received. Must be a dollar amount. | Add notes if you need to provide more context |
| | Other: <input type="text"/> | | |
| | Other: <input type="text"/> | | |
| | Other: <input type="text"/> | | |

Project expenditure

Please outline your project expenses in the expenditure table below **excluding GST**. **Evidence of quotes are required for all expenses more than \$1000 funded through this grant.**

Please note that **regular operational costs are not eligible expenses**. Refer to the Activity Centre Event and Celebration Program Guidelines for full details on what can and cannot be funded. Retain all receipts for purchases over \$100 made with grant funds.

| | | | |
|--------------------------------|---------------------------------------|--------------|-----------------------|
| Expenditure description | Expenditure amount (estimated) | Notes | Quote evidence |
|--------------------------------|---------------------------------------|--------------|-----------------------|

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| Provide clear descriptions for each budget item. Examples of expenses could include 'artist/performer hire', 'venue hire', 'social media marketing'. | Enter the total amount to be expended on this budget item. Must be a dollar amount. | Add notes if you need to provide more context. | Only needed for expenses more than \$1000 funded through this grant. |
|--|---|--|--|
| | | | |
| | | | |
| | | | |

Declaration

* indicates a required field

Feedback (optional)

How difficult was this application process?

- Very easy
- Easy
- Difficult
- Very difficult

Please feel free to provide any feedback on improvements or changes you think we should consider.

Declaration

Privacy statement

We respect your privacy. We will not sell or give away your personal information. Occasionally we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us that you do not want in future, please contact the Privacy Officer on 03 9599 4444 or email privacy@bayside.vic.gov.au

Information about all grants awarded by Council will be made available to the public as required by the Local Government (General) Regulations 2015. This will not include any personal information concerning members of the recipient organisations.

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Declaration *

I agree the information in this application and the attachments is, to the best of my knowledge, true and correct. I understand that if my application is successful, that I will be required to submit an Acquittal Form within 30 days of the event or risk funds being reclaimed by Council. I understand that providing false or misleading information in this application or the Acquittal Form may result in Council reclaiming grant funds. I shall notify Bayside City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

Name *

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

Submit

Note that when you submit the application you will receive an email confirming your submission with a pdf copy of your application. If you do not receive an email you have not submitted the application. If you have any concerns please contact Bayside's Economic Development Unit 04 3769 8708 or economicdevelopment@bayside.vic.gov.au.