Event Funding Application Form 2025
Form Preview

Before You Start

Event Funding Guidelines

Before you complete this form, it is important that you read the [Event Funding | City of Casey](#) guidelines and [Council's Grants policy](#).

If you need advice or are having difficulty completing or submitting this form or attaching documents, please refer to the [Help Guide for Applicants](#) or contact the Grants Team via email communitygrants@casey.vic.gov.au

Collection Statement

City of Casey (Council) is collecting your personal information through this Grant Application Form to assess your application for grant funding. Personal information will only be collected if you give your consent at the time we collect the information from you unless an exception in the Privacy Act applies or is required by law. The personal information requested on this form is being collected by Council for the purposes of confirming applicant eligibility, for grant assessment panels and for grant allocation to successful applicants. The application including personal information collected may be disclosed to other Council departments for the purposes of assessment of this and other applications or requests for support to Council from this applicant as part of the applicant's funding record. General information (excluding personal information) may be used for publication such as the applicant's name, project details and funded amount on the City of Casey website and in Council reports such as as evaluation reports and social and economic impact assessments to inform program improvements and policy decisions. If you wish to gain access to the information provided or amend any of the personal information you have supplied to Council, please contact Council via telephone on 9705 5200. Council will not be liable for the copy or misuse of the information contained in this feedback form.

I understand and agree to Council's collection statement *
○ Yes   ○ No

Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purposes outlined within our Collection Statement. Councils Privacy Policy is available from our website [Privacy Policy | City of Casey](#) and all Council Customer Service Centres. For further Information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Councils Privacy Officers via our website [Leave your feedback form | City of Casey](#) or by calling on 9705 5200.

Pre-application Checklist

Please answer the questions below. If you are unsure or tick 'No' to any question please contact City of Casey Grants Officers on 9705 5200 to see whether this or any other grant would be suitable for you.

Have you spoken to a City of Casey Grants Officer about your application? *

○ Yes   ○ No

This is to ensure that your organisation and the proposed event is eligible for this funding, or if another grant program may be more suitable.

Name of Grants Officer spoken to:

Note: Please make sure you speak to a Grants Officers who are different to the Events Team Staff

Is the event to be held in Casey? To apply for funding, your event must be held in Casey. *

○ Yes   ○ No

IMPORTANT: If 'No', please do not proceed with the application.

Successful applicants should receive approved funding in July/August 2025. Does this fit within your timeline? *

○ Yes   ○ No

Have you read the Event Funding Guidelines? *

○ Yes   ○ No

https://www.casey.vic.gov.au/event-funding

Read the Event Funding Guidelines here: https://www.casey.vic.gov.au/event-funding

IMPORTANT: If you answered "No" to any of the above questions, please contact Council.

The City of Casey Grants officers can be contacted by phone 9705 5200 or email communitygrants@casey.vic.gov.au to discuss your event before proceeding further with the funding application. Grants officers can provide advice as to whether your application is eligible or if another Casey grant program would better suit your needs.

Organisation Details

* indicates a required field

Organisation name *

Organisation Name

Postal Address *

Address

	Suburb	State	Postcode

Website

Must be a URL

Office or regular meeting location *

Please provide full address and the name of the facility if relevant.

Is this a Council managed facility *

☐ Yes ☐ No

Contact Person

Who is the main contact person nominated by your organisation for this event?

Contact Person *

Title	First Name	Last Name

This is the person who will be contacted by Council officers in relation to this event.

Position *

Mobile Phone Number *

Must be an Australian phone number

Alternate Phone Number

Must be an Australian phone number. Please include area code if land line.

Email *

Must be an email address

Organisation Endorsement

Please list the name of one other committee/organisation member who has knowledge of this application and approves of the application being made.

Endorsed by *

First Name	Last Name

Position

Phone Number *

Endorser Email *

Legal Status

What is your organisation's legal status? *

○ Incorporated
○ Charity
○ Company Limited by Guarantee

○ Trust
○ Unincorporated with an auspice
○ Other:

○ Cooperative

If incorporated, please provide incorporation number

If you are unsure of your incorporation number, go to: https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association

Does your organisation have an Australian Business Number (ABN)
○ Yes   ○ No
If you do not have an ABN, you will be required to complete a Statement by Supplier form if this grant application is successful. Grants Officers will contact you if this applies.

If yes, what is your 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

Auspice Information

If your group is unincorporated, you will need to negotiate an auspice agreement with an incorporated organisation to receive and hold the funding for you and to support you to deliver this project. An information sheet about auspicing is available here.

You MUST obtain permission from an organisation to nominate them to act as an auspice for this application before providing their details below.

Auspice organisation name *
Organisation Name

Auspice incorporation number *

Auspice Australian Business Number

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.
If you do not have an ABN, you will be required to complete a Statement by Supplier form if this grant application is successful. Grants Officers will contact you if this applies.

Please attach a copy of the auspice organisation's Certificate of Currency for public liability insurance (minimum $20million)
Attach a file:

Auspice organisation contact person *
Title   First Name   Last Name

Auspice contact phone number *

Must be an Australian phone number.

Auspice contact email *

Must be an email address.

Please upload a letter of support from your auspicing organisation.
Attach a file:

You must provide confirmation of auspice support. This can be a letter, an agreement or an email.

Public Liability Insurance

To apply for this grant, your organisation must have Public Liability Insurance for a minimum of $20 million.

What is the amount of your Public Liability Insurance coverage? *

$

Please attach an Insurance Certificate of Currency *
Attach a file:

If you are having difficulty attaching or uploading this document, please refer to the Help Guide for Applicants.

Organisation Description

* indicates a required field

Provide a short description of your organisation, it's purpose and what you do. *

Word count:
Up to 100 words recommended.

In which year was your organisation established?

How many members in your organisation?

Members are individuals that belong to your group. They may be committee members, and volunteers but are not paid staff.

How many members live in the City of Casey?

The City of Casey is committed to reducing harm caused by gambling and responding to and preventing gambling-related issues. Projects that are supported by gaming venues or facilities with electronic gaming machines (EGMs) or held in venues where there are EGMs cannot be funded through this grant program.

Does your organisation receive any funding (including sponsorship) or have any association with the gambling industry or venues where there are electronic gaming machines? *

○ Yes   ○ No

If yes, please provide further details.

Event Details

*indicates a required field

Funding Categories

Please ensure that you have read the Event Funding Guidelines or spoken to a City of Casey Grants Officer to ensure that you are applying in the most appropriate category, or if your application may be better suited to a Community Grant. City of Casey Grants Officers can be contacted on via email communitygrants@casey.vic.gov.au.

There are two categories in this grant program.

Established Casey events - up to $10,000 per year
- Have been held in Casey at least 3 times before
- Held in the City of Casey and open to everyone
- Community based and primarily in person (not online)
- Held annually for the next 3 years (with the first event held after 1/7/2025)
- Provided for free or at low cost

Events that do not meet these criteria may be able to apply to the 2025/2026 Community Grants program.

Large events for 1000 plus people - up to $25,000 per year
- Attract more than 1000 people
- Held in the City of Casey and open to everyone
- Community based and primarily in-person (not on-line)
- Held annually for the next 3 years (with the first event held after 1/7/2025)
- Provided for free or at low cost

Events that do not meet these criteria may be able to apply to the 2025/2026 Community Grants program.

Event details

Which event category are you applying to? *

○ Established Casey Events (up to $10,000)   ○ Large Events for 1000 plus people (up to $25,000)

Please select ONE only

What is the name of the event? *

[   ]

Must be no more than 10 words

How many people do you expect to attend your event each year? *

[   ]

What is the cost for people to attend the event or is the event free? *

[   ]

Where will the event be held? Please include venue/facilty name and full address including the suburb. *

[   ]

Events must be held in Casey, please include venue/facility name and address including suburb

Please attach a quote (or booking information if there is no fee) for the venue/facility/park/sports ground listed above. *

Attach a file:

[   ]

(PLEASE NOTE: If your grant is approved you will still need to confirm any facility/venue/park/sports ground booking with the relevant Council booking staff).

What date/s will the event be held? *

[   ]

Date for first year of funding only which must be between 1 July 2025 and 30 June 2026

Has your organisation run the event before? *

○ Yes   ○ No

If you are applying under the Established Casey Event, you must have run the event at least three times in the past.

Please provide past event details in the table below.

Year event held	Event location	Attendance numbers (approx)	New Question
			Must be a number.

Please provide a full description of the event including activities planned. *

[   ]

Word count:

100 words are recommended. Maximum word limit is 200 words.

How will you promote the event?

☐ Website   ☐ Word of mouth/networks
☐ Facebook   ☐ Newsletter
☐ Social Media   ☐ Radio
☐ City of Casey Events Calendar*   ☐ Newspaper ad
☐ City of Casey's Community Digital Event   ☐ Signage/Real Estate boards
Sign*
☐ City of Casey's Volunteer Matcher*   ☐ Other:

☐ Flyer

For the City of Casey Events Calendar or digital event sign go to: https://www.casey.vic.gov.au/support-we-provide-your-event

Will the event involve any of the following?

☐ Temporary structures such as marquees, stages, animal farms, fencing, portable toilets, grandstand seating, shade structures   ☐ Alcohol (serving, sale or consumption)

☐ Street/road closures   ☐ Amusement rides, jumping castles, mobile zoo

☐ Use of public car parks or metered sites   ☐ Filming in a public place
☐ Fireworks, firecrackers, pyrotechnics

Tick all appropriate

If you ticked any of the boxes above, you may need to complete an Event Approval Application Form. For more information visit the City of Casey website or contact the City of Casey Events Unit on 9705 5200 to discuss this process and identify what permits and licenses you will need.

Criteria 1. Community participation and significance of the event

* indicates a required field

Who are the main target audiences for the event? *

List target groups of people who you hope to attract or are likely to attend your event

How have you determined the expected number of attendees? *

Examples: numbers based on previous attendances at events, interest expressed in the event from community members, previous attendees, media and feedback from previous events

Please explain how this event is significant to the community. *

Examples include: innovative, promotes sense of community, resilience and social inclusion, community participation, education, locally led, celebrates diversity and cultural heritage.

What percentage of participants are expected from outside of the Casey region? *

> [ ]

How will you make the project as accessible as possible? For example for people of all ages, different genders, people who speak different languages, or people with different abilities. *

> [ ]

Word count:
See below for hints. 50-100 words recommended

Some examples of ways to make a program/event more accessible are:

- choose an indoor venue that has wheelchair access or an outdoor venue that has a firm and level ground surface
- provide adequate seating and allocate spaces for wheelchairs and prams
- cater for different dietary requirements and preferences
- consider audio documents for people who have a hearing impairment
- consider printed promotional materials in Easy English and use fonts and colours that are easy to read
- ask people if they have any access or communication requirements and try to cater for these
- use interpreter services if needed, so that people who speak a language other than English can participate.
- consider how caregiving responsibilities might impact participation
- consider ways to make people of all genders feel welcome and safe

What support does the event have from other organisations, community groups, volunteers and residents?

> [ ]

Also include details of partner organisations and sponsors

What do you think will be the main impact of this project for Casey residents? *
☐ This project will improve people's personal wellbeing
☐ This project will improve people's sense of safety
☐ This project will improve people's connection to others
No more than 1 choice may be selected.
Your project may have multiple outcomes but please select ONE outcome that is at the CORE of this project.

Criteria 2. Positive impact of the event in Casey

* indicates a required field

Please describe how the event will support cultural enrichment, social interaction and community engagement in Casey. *

> [ ]

Word count:
50-100 words recommended

How will the event contribute to the health and wellbeing of Casey residents? *

Word count:
50-100 words recommended.

How will the event provide economic benefits to Casey?

Consider examples such as - attracting vistors to Casey, engaging local businesses, providing local employment opportunities, engaging local performers etc

How will you evaluate the event? (How will you know if it has been successful?) *

Consider - participant/attendee feedback, numbers of attendees, demographics such as gender, age group, cultural background, interviews, surveys, focus groups, measure changes in skills,

How would three-year funding benefit the event and organisation? Include plans for the event over the next three years and financial sustainability beyond the funding period.

Criteria 3. Capacity of the organisation to manage the funding and deliver the event

* indicates a required field

Now that we know about your event, we want to find out more about your organisation's ability to undertake what you propose. Please provide some information about your organisation that will give us confidence that you can deliver the activities you've described in this application.

Please describe your organisation's previous experience in delivering this event or similar events. *

Word count:
150 words recommended

Is there anything else you would to add in support of your organisation's capacity to deliver this event?

For example an event plan, marketing strategy, risk management plan etc

You can upload any Event Planning documents or an Annual Report here to further support your answers above.
Attach a file:

Briefly describe your organisational structure including Committee roles, volunteers and paid staff. *

If you are attaching files, you need to allow for sufficient times for the file to be uploaded to the page. You should not navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled. **Please Note:** *There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under 5 megabytes.*

If you are having difficulty attaching or uploading this document, please refer to the Help Guide for Applicants.

Criteria 4. Financial considerations and event budget

* indicates a required field

Category

Which category are you applying for? You can only apply for one category per application.
○ 1. Established Casey Events - up to $10,000
○ 2. Large Events - up to $25,000
Organisations can submit more than one application provided the total amount is not more than the maximum amount available in each category.

Grant amount requested under Category 1 Established Casey Events

How much funding are you requesting? You can apply for up to $10,000. This amount should match the Grant amount requested in the budget table below.
$
Must be a whole dollar amount (no cents) up to $10,000

Grant Amount Requested under Category 2 Large Events

How much funding are you requesting? You can apply for up to $25,000. This amount should match the Grant amount requested in the budget table below.

$

Must be a whole dollar amount (no cents) up to $25,000

Preparing your event budget

Your project budget explains exactly what the grant money will be used for. The budget includes details of all money that will contribute to the project (income) and all the cost of all the items required for the project (expenditure).

Hints for making a good project budget:

- Clearly explain and provide specific details for each item in separate lines
- Obtain and attach quotes or pricing, especially for larger items
- List all forms of funding/income contributing towards your project, including sponsorship, sales, membership fees or entry fees
- Don't over or underestimate your projects costs
- The income total and the expenditure total must be equal

If your budget is unclear or includes unexplained items, the grant assessors will be unable to understand what you intend to spend the grant money on and will likely impact on the assessment of your application.

In-kind support refers to any non-cash support towards your project. This may be in the form of donations of services or goods (e.g. donated catering, donated time from a professional or free equipment hire). In this form, in kind support **MUST NOT** be included in the budget table. There is an opportunity to provide this information later.

Event Budget - Example Only

Income Description

$ dollar amount

Expenditure description

$ dollar amount

City of Casey Grant

10000

Facility hire (one day)

5000

Entry fees (gold coin donation x 1000 entrants)

1500

Marketing

3000

Organisations contribution

7500

Hire of audio visual equipment

10000

Sponsorship (to be confirmed)

5000

Traffic management

5000

Fundraising (Bunnings BBQ)

2000

Catering (light supper)

3000

TOTAL

26000

TOTAL

26000

Event Budget Year 1

Important points:

- Please list the City of Casey grant amount you have applied for in 'Income Description', it must be the same amount as Grant Amount Requested above
- Please only list dollar amounts (no cents)
- Please note that in the Budget Totals section, total income must match total expenditure. This section adds up automatically.
- In kind support should not be listed in this table. There is an opportunity to provide this information later.

Income description	Income amount in dollars	Expenditure description	Expenditure amount in dollars
Grant amount requested	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
Include grant amount you hope to receive	Don't add a total. See below for calculation.		Don't add a total. See below for calculation.

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

In-kind support

In-kind support refers to any non-cash support towards your project. This may be in the form of donations of services or goods (e.g. donated catering, donated time from volunteers or a professional service, or free equipment hire).

To assign a dollar value to the volunteer labour that your project will require, you can use a simple **Cost of Volunteering calculator**.

Please include all in-kind contributions towards this project in the table below.

In-kind description	$ dollar value
Eg. volunteer hours, donated goods or services such as printing of flyers, donated venue hire	Estimates are acceptable. Must be a dollar amount.

Partial Funding

The assessment panel may recommend only part of the funding amount that you requested. Will you accept a funding amount that is less than have requested?

○ Yes   ○ No

If the assessment panel decided to recommend part of the funding you requested, could the project/activities still take place?

Partial funding not accepted

Why can't you accept a partial amount? What will be the impact on your project if you do not receive the full amount that is requested. *

Partial funding minimum amount

What is the minimum amount you would require for the event to go ahead?

$

Must be a dollar amount.

With partial funding, what changes would you need to make and/or how would you cover the shortfall? What are your contingency plans?

Unsuccessful applications - 2025/2026 Community Grants

If your organisation's application is not successful in obtaining Event Funding, the event could be considered for a 2025/2026 Community Grant which could provide up to $5,000 for one year (if eligible).

If unsuccessful for Event Funding would you like your application to be considered for a 2025/2026 Community Grant? *

○ Yes   ○ No

If you answered yes, Council officers may be in touch. You could required to provide further information about any changes that would need to be made to the event and a revised budget will need to be submitted within the timeframe provided by Council.

If you have any further queries about this, please contact the City of Casey Grants team via email communitygrants@casey.vic.gov.au.

Other information

* indicates a required field

Other grant opportunities

The City of Casey provides information to community groups about upcoming grant opportunities.

You can sign up to our monthly Grants Update email newsletter which contains information about a wide range of funding opportunities for community organisations. Go here to sign up: https://www.casey.vic.gov.au/sign-up-grants-update-e-newsletter. You can unsubscribe at any time.

Declaration

I hereby make this application for the City of Casey Event Funding on behalf of my organisation and am authorised to do so. *

○   Yes

I affirm that all of the details in this application and attachments are true and correct to the best of my knowledge. *

○   Yes

I hereby agree to adhere to the conditions outlined in the Grants Guidelines and Council's Grants Policy, including that if this application is successful an acquittal is due within 60 days of completion of the project, or by 30 June 2026, whichever is earlier. *

○   Yes

I give permission for Council Grants Officers to share my contact details with other Council Officers (who may wish to contact you about other Council or community opportunities)? * *

○ Yes   ○ No

Name of person completing declaration and giving permission. *

Email address of person completing declaration and giving permission. *

Must be an email address.