

2027 Australia Day Grant - Application Form

Form Preview

Information for applicants

* indicates a required field

Before starting your application, please:

- read the Australia Day Grants Program Guidelines
- review the scoring criteria
- check that your organisation and event are eligible
- have your event plan, budget, insurance details and supporting documents ready.

The guidelines, scoring criteria and supporting documents are available on [Council's website](#).

If you have questions about your eligibility, event idea or application, contact the Community Projects Officer:

Phone: 0417 568 122 **Email:** grants@mrsc.vic.gov.au

Program

This field is read only.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Australia Day Grant Conditions

- the event will be free and open to the public
- the event will be held within Macedon Ranges Shire
- the event will be held between 19 January and 2 February 2027, inclusive
- the event will be respectful of the different meanings that 26 January holds for members of the community
- the event has broad community support
- Macedon Ranges Shire Council will be acknowledged as a sponsor
- the organisation will meet all relevant legal, safety, insurance, Child Safe Standards, permit and approval requirements
- if successful, the organisation will submit an Event Permit application before holding the event.

Agreement *

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☐ I/We agree to the conditions outlined above
To accept the conditions of the grant, please check the box.

Eligibility

* indicates a required field

Confirmation of Eligibility

Please confirm that your organisation:

- has read and understands the Australia Day Grants Program Guidelines and scoring criteria
- is an incorporated, community-based not-for-profit organisation, or is applying through an eligible incorporated auspice
- operates or is holding the event within Macedon Ranges Shire
- does not have any overdue acquittals from previous Council grants
- has appropriate public liability insurance to cover the event
- is not an individual, political organisation, for-profit or commercial organisation
- is not a government agency, unless applying as an eligible government school.

Please select below: *

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

Child Safe Standards

Macedon Ranges Shire Council is committed to keeping children and young people safe and has zero tolerance for child abuse.

All grant applicants must demonstrate compliance with the Victorian Child Safe Standards and read Council's Child Safety and Wellbeing Policy and Code of Conduct.

If your organisation is being auspiced, the auspice organisation must also demonstrate compliance with the Child Safe Standards.

[CCYP | Child Safe Standards](#)

Direct contact means children or young people will be participants or audience members, or your staff and volunteers will interact directly with them.

Incidental contact means the event is not specifically intended for children or young people, but they may attend or be present.

What type of contact with children or young people will your event have? *

- ☐ Direct contact
- ☐ Incidental contact - the project is not intended for children or young people, however incidental contact may occur.

Event involves direct contact with children

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As your event will involve direct contact with children or young people, you must provide:

- your organisation's Child Safe Policy
- a completed and signed Child Safe Standards Direct Contact Checklist.

If your organisation does not have a Child Safe Policy or Direct Contact Checklist a template is available on [Council's website](#).

If your organisation is being auspiced for this grant, you will need to provide a copy of their Child Safe Policy.

Please upload your Child Safe Policy here *

Attach a file:

Please upload a signed and completed Child Safe Standards Direct Contact Checklist here *

Attach a file:

Upload auspice Child Safe Policy and Direct Contact Checklist (if applicable)

Attach a file:

Event may involve incidental contact with children

As your event may involve incidental contact with children or young people, you must provide a completed and signed Child Safe Statement of Commitment.

If your organisation does not have a Child Safe Statement of Commitment, a template is available on [Council's website](#).

If your organisation is being auspiced for this grant, you will also need to provide a copy of their Child Safe Statement of Commitment.

Please upload a copy of your signed Child Safe Statement of Commitment here *

Attach a file:

Please upload auspice Child Safe Statement of Commitment here (if applicable)

Attach a file:

Contact Details

* indicates a required field

Applicant Contact Details

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Applicant details *

First Name

Last Name

Contact number *

Must be an Australian phone number.

Email address *

Organisation Details

Organisation name *

Organisation Name

Organisation primary address

Address

Is your group/organisation incorporated?

☐ Yes

☐ No

If your group is not incorporated you will need an Auspice for the purpose of this grant.

What is your incorporation number? *

Incorporated Association or Australian Company Number.

Does your group/organisation have an ABN? *

☐ Yes

☐ No

If you do not have an ABN please upload a statement by supplier form below

Applicant 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)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Please upload completed Statement of Supplier Form:

Attach a file:

only required if you do not have an ABN

Do you have current public liability insurance? *

☐ Yes

☐ No

If you do not have public liability insurance your group will need an Auspice for the purpose of this grant.

Public Liability Insurance certificate *

Attach a file:

Before you upload your file, please name it correctly, e.g. Group Name - Public Liability Insurance

Does your organisation or group have an auspice? *

☐ Yes

☐ No

Auspice Details

Auspice organisation name *

Auspice organisation email address *

Must be an email address.

Auspice organisation contact number *

Must be an Australian phone number.

What is the auspice organisation's incorporation number? *

Does your auspice organisation have an ABN? *

☐ Yes

☐ No

If you do not have an ABN please upload a statement by supplier form below

Auspice organisation ABN *

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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 your auspice does not have an ABN please upload a statement of supplier form

Attach a file:

Does the auspice organisation have current public liability insurance? *

- ☐ Yes
☐ No

Please upload a public liability insurance certificate *

Attach a file:

Please upload a confirmation letter of the auspice arrangement *

Attach a file:

Event details

* indicates a required field

Total amount requested

*

Must be a dollar amount and no more than 1000.

Event title *

Word count:

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Must be no more than 10 words.

Event date *

The event date must be 19 January to 2 February 2027, inclusive.

What time will your event start and finish? *

Event venue or location name

Event venue or location address

Address

Please provide a short description of your event. *

Word count:

Must be no more than 200 words.

Assessment criteria

* indicates a required field

Community Benefit (30%)

Applications will be assessed on:

- the number of people expected to participate in and benefit from the event
- the expected community outcomes
- community and stakeholder involvement
- the use of local goods and services, where practical.

Estimated number of people attending the event *

Must be a number.

Estimated number of people helping or volunteering at the event *

Must be a number.

Who will participate in your event? *

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Word count:

Must be no more than 200 words.

Describe the people and community groups the event is intended for

What community benefit will your event create? *

Word count:

Must be no more than 150 words.

How have community members or other organisations been involved in planning the event? *

Word count:

Must be no more than 200 words.

How will your event support local goods and services? *

Word count:

Must be no more than 200 words.

Tell us about any local businesses, suppliers, caterers, performers, artists or services you intend to use. If local sourcing is not practical for your event, briefly explain why.

Alignment to Council priorities (30%)

Consideration and planning to minimise environmental impact and promote sustainability. For resources to support efforts to minimise environmental impact click [here](#).

Demonstrate measures to make event safe, welcoming, accessible and inclusive e.g. consideration of gender equity and accessibility for diverse community groups. For more information on gender diversity and identities click [here](#).

How will you make your event safe, welcoming, accessible and inclusive? *

Word count:

Must be no more than 300 words.

In your response, explain: how the event will respectfully acknowledge that 26 January has different meanings for different members of the community how people of different ages, cultures, genders, abilities and backgrounds will be able to participate how you will consider gender equity and LGBTQIA + inclusion how you will identify and remove physical, communication, financial or other barriers to participation any practical measures you will use to make the event safe and welcoming.

How will you minimise the environmental impact of your event and promote sustainability? *

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Word count:

Must be no more than 200 words.

You may wish to consider: reducing waste and avoiding single-use items recycling and composting sustainable catering local purchasing transport options reducing energy and water use reusing or hiring equipment and decorations.

Supporting documentation/additional information (if required)

Attach a file:

Ability to deliver the event (40%)

Applications will be assessed on:

- a complete and realistic budget
- a clear event plan
- appropriate risk management
- a site plan
- required permits, permissions, approvals and insurance
- a practical marketing and promotion plan.

Please outline your event budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive. Please include any cash and/or in-kind contributions from your group. Click [here](#) for a sample budget.

Your total income must equal your total expenditure.

Income Type	Confirmed Funding?	Income Amount (\$)	Notes:
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		\$	
		\$	
		Please do not add commas	Add any other detail if needed here.

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes:
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		\$	
		\$	
			Add any other detail if needed here.

Budget Totals

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Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Event Plan

Your event plan should include the main activities, timeline or run sheet, roles and responsibilities, site plan, identified risks and controls, emergency arrangements, suppliers or performers and required permits or approvals.

Please note successful applicants will need to submit an event permit application. Once approved these events will be listed on Council's website. Complete your event permit application [here](#).

What permits, permissions or approvals are required for your event? *

Word count:

Must be no more than 100 words.

List any permits, licences, permissions or approvals your event may require and explain their current status. You do not need to have every approval in place when you apply. However, you must show that you have identified what may be required and have a realistic plan to obtain it. If you have confirmed that an approval is not required, tell us who you checked with and when.

Please upload your event plan *

Attach a file:

Marketing and Promotion

How will you promote the event and encourage people to attend? *

Word count:

Must be no more than 200 words.

who you want to reach how and where you will promote the event when promotion will begin how promotional information will be accessible how Macedon Ranges Shire Council will be acknowledged as a sponsor.

Certification and Feedback

* indicates a required field

Certification

By submitting this application, I confirm that:

- I am authorised to submit this application on behalf of the applicant organisation

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- the information provided in this application is true and correct to the best of my knowledge
- the applicant organisation meets the eligibility requirements of the Australia Day Grants program
- Council may contact the applicant organisation or auspice to verify information provided in the application
- if the application is successful, the applicant organisation will accept and comply with the conditions outlined in the funding agreement.

I agree *

☐ Yes

☐ No

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very Difficult

Please provide us with any suggestions and feedback you'd like us to be aware of.

Before submitting your application

Please review your responses and check that all required documents have been uploaded before selecting **Submit**.

You will receive a confirmation email when your application has been successfully submitted. If you do not receive the email, check that the application is not still saved as a draft.