

ACT Event Fund 2027 - Community Event Funding

Form Preview

ACT Event Fund 2027

Important.

Before you start your application, please read the [ACT Event Fund 2027 Guidelines for Applicants](#) and the [Handy Hints](#) document. These resources explain the funding criteria, eligibility requirements and assessment process, and provide practical tips to help you prepare a strong application. Taking the time to review them will help you understand what assessors are looking for and give your application the best chance of success.

While some sections of the application form are mandatory and others are optional, applicants are encouraged to provide as much relevant information as possible. The assessment panel can only assess the information provided.

Applications that include clear, detailed responses and supporting evidence may provide the panel with a stronger basis on which to assess merit, anticipated outcomes and alignment with the assessment criteria.

Applicant

☐ Individual ☐ Organisation
Organisation Name

Title First Name Last Name

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Applicant Contact

☐ Individual ☐ Organisation
Organisation Name

Title First Name Last Name

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Contact Position

Contact Mobile Phone Number

Contact Primary Address

Address

Suburb State Postcode

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Applicant Email

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Applicant Website

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Groups, sole traders or unincorporated organisations must nominate one person to take legal and financial responsibility for any funding, or be auspiced by an incorporated organisation.

Groups, Sole Traders or Unincorporated Organisation - please nominate one person to take legal and financial responsibility for the funding if successful (please answer if relevant).

Administrative Contact

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Only add Organisation Name if relevant.

Administrative Contact Position

Administrative Contact Primary Address

Address

Administrative Contact Primary Email

Must be an email address.

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Administrative Contact Mobile Phone Number

Must be an Australian phone number.

Particulars of Administering/Auspice Organisation (Only for applicants who are involved in an administering arrangement)

Applications involved in an administering arrangement must provide evidence with the application of a written agreement between the applicant and the administering body, which clearly shows each party's responsibilities.

**Are you entering into a
auspice arrangement?** ☐ Yes
☐ No

Auspice Details

Auspice

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Auspice 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 Office Address

Address

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Auspice Office Phone Number

Must be an Australian phone number.

Auspice Primary Email

Must be an email address.

Auspice Primary Website

Must be a URL.

Please provide evidence of auspicings agreement.

Attach a file:

Funding Request

* indicates a required field

Funding Request

Please note: you can only put in one application for funding.

Amount Requested *

Up to \$10,000 Exc. GST

Funding Use/s: *

- ☐ Audience and Community Engagement: Who takes part in your event.
- ☐ Event Program Enhancement: What people experience at your event.
- ☐ Marketing and Promotion: How people hear about your event.
- ☐ Specialist Expertise: Expert support to help grow or improve your event.
- ☐ Temporary Infrastructure: The facilities and equipment that support your event.

More than 1 selection allowed.

What is the funding specifically to be used for? *

Word count:

Briefly outline your specific activities/initiatives linked to the funding request, that align broadly with the selections above. There is opportunity to provide greater detail in your "pitch" response. Make sure this matches information put in your pitch and budget. (Limit response to 100 words)

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Fallback position

\$

Exc. GST In the event that an application cannot be funded to the full amount, applicants are asked to specify a reduced dollar amount as a fallback position.

Fallback position - funding use

Identify any change in the funding use or project scope should your funding be reduced to the fallback option. If no fallback position is viable, please specify. (Limit response to 100 words)

Event Details

* indicates a required field

Event Name *

Venue, Site or Location *

Event Start Date *

Event End Date *

Additional event dates and locations (if applicable).

Briefly describe your event and tell us about your target audience *

Word count:
(Limit response to 150 words).

Briefly describe the history of your event (where applicable).

Word count:
(Limit response to 100 words).

Event Benefits

* indicates a required field

Your Pitch - tell the panel about your event story!

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What is your event and why is it important? Tell us who it brings together, who benefits, and the impact it has on the Canberra community.

- **How does it benefit Canberra?** Explain how it encourages participation, creates connections, and supports local people, places, businesses, or culture.
- **How will ACT Event Fund support help?** Describe how funding will enhance, improve, or grow the event and deliver additional outcomes.
- **Support your response with evidence.**

TIP: Review the assessment criteria in the [Guidelines](#) (page 16) to help shape your response and address what assessors are looking for.

Response *

Word count:
Must be at least 500 words.

If your event has received funding from the ACT Event Fund before, explain why you still need government support and how the funding will help improve and grow the event. For example, describe any new activities, programs or initiatives that depend on the funding, or explain how the funding will support your plans to develop and expand the event.

Word count:
Limit response to 200 words

Please briefly outline how you plan to identify and reach your target audience with your marketing and promotion.

Word count:
Limit response to 200 words

Event Attendance and Visitation

* indicates a required field

Event Attendance (Historical Data)

Participants, spectators and officials may be involved in the event more than once. As part of your application, please provide an estimate of the number of **unique attendees** at the

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event. A unique attendee is an individual person counted only once, regardless of how many times they attend or participate during the event.

In the Historical Data section, please provide attendance and visitor data from the most recent staging of your event. If your event has not previously been held in the ACT, please provide data from a similar event you have delivered. Please include the event name and year in the space provided below.

Event Name and Year Held (Historical data)

Event Attendance (Historical Data) - Unique persons

Type	Participants/Competitors/Contractors/Performers	Spectators/Audience	Officials/Volunteers
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Local			
Interstate/International			

Tell us how you calculated or sourced the data provided above. *

Limit response to 200 words

Projected Event Attendance - Unique persons

Please provide projected attendance data for your **2027** event.

Type	Participants/Competitors/Contractors/Performers	Spectators/Audience	Officials/Volunteers
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Local			
Interstate/International			

Tell us how you calculated or sourced the data provided above. *

Limit response to 200 words

Financial Stability and Sustainability

* indicates a required field

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A clear and realistic budget is an important part of your application. The assessment panel want to understand both the financial viability of your event and the experience and capability of your event team to successfully manage event finances.

When completing the table below:

- Enter **only the amount of ACT Event Fund support you are requesting** in the **Income** column.
- Provide a breakdown of how you plan to use the requested funding in the expenditure column.

Upload your complete event budget using the attachment option below.

If your event has received any funding from the Australian Government or a state or territory government, include this in your budget. Show both cash funding and any in-kind support.

If your budget includes income from other sources, such as sponsorships (cash or in-kind) or other grant funding, provide supporting documents as evidence. Without supporting information, we will assume the funding is not yet confirmed.

If sponsorships are still being negotiated and have not been finalised, include details about the current status of those discussions.

NOTE:

- Applicants can request funding for **up to 50% of the event's total cash expenditure budget**.
- If you are unsure how this requirement applies to your event, contact us and we will be happy to help.

The **ACT Event Fund does not support deficit budgets**.

Budget - only specify funding request and grant funding use in the table. (Attach full budget via the link).

NOTE: Make sure the items you list in your budget, match what you outlined on page 2 - Funding Use.

Funding requests must exclude GST.

If your application is successful:

- **If you're registered for GST:** Events ACT will add 10% to your funding amount after receiving a valid Tax Invoice.
- **If you're not registered for GST:** You'll receive the funding amount as is, with no GST added.

Income	Amount (excl. GST)	Expenditure (breakdown of items linked to the funding request)	Amount (excl. GST)
ACT Event Fund Request			

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Supporting Financial Information

Attach your full detailed event budget document.

*

Attach a file:

Reminder: If identifying spending on large items, please provide supporting quotes to validate expenditure.

Where possible, provide quotes for items that have been identified in the budget to be supported by funding if successful.

Attach a file:

Example: Quote for website upgrade.

Outline the proposed use of any expected profit or surplus funds generated.

Limit response to 200 words

Attach evidence of sponsorship or additional funding (where applicable).

Attach a file:

Briefly describe your plans and/or capacity to identify and secure additional revenue sources for your event.

Word count:

Limit response to 200 words

Risk Profile

* indicates a required field

Event Organising Team

List key people involved in planning and delivering your event. For each person, briefly describe their role and any relevant skills, qualifications, or experience. *

Risk Overview

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Outline any risks that could affect your event and explain the steps you will take to manage them. This may include risks related to weather, finances, attendance, safety, staffing, suppliers, or venues. These are the risks you will outline in your risk plan. *

Word count:
Limit response to 500 words

Additional Supporting Material

Planning and Supporting Documents

Attach your program for your 2027 event. (e.g. key activities, performers, stalls etc). If yet to be finalised, provide an overview of your proposed program.

Attach a file:

Other Support Material (If applicable)

Attach a file:

This might include (can be multiple) - letters of support, Marketing Plan, Project Plan or a Risk Management Plan.

Declaration and Privacy Statement

* indicates a required field

Declaration and Privacy Statement

NOTE: Ensure you have included all information required as part of your application before proceeding further.

Once an application is submitted it will not be able to be retrieved for editing.

Privacy and Freedom of Information

The information you provide in your funding submission is used when processing and assessing your application. The Chief Minister, Treasury and Economic Development Directorate respects all personal and confidential

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information you provide in your application. Information provided by all applicants will be stored centrally and may be used by ACT Government officers to better understand community needs and improve service delivery.

Applications will be read by external assessors and relevant ACT Government officers. Details of successful applicants (limited to applicant name, funding amount and grant purpose) will be made publicly available.

Events ACT will only use and/or disclose personal information in accordance with relevant legislation, including the [Information Privacy Act 2014](#).

Applicants should be aware that the provisions of the [Freedom of Information Act 1982](#) apply to documents in Events ACT's possession.

I certify that:

This application has been submitted with the full knowledge and agreement of the individuals/organisations named in the application.

The legal entity applying for this grant, is financially viable and capable of meeting its financial obligations.

This application meets the general eligibility criteria and I have read the accompanying guidelines and handy hints.

The statements in this application and any attached documentation are true to the best of my knowledge and any supporting material is my own work or the work of persons named in this application.

I acknowledge that this application will be assessed on its merits and compared to other events and projects, and that it may not be funded.

If the application is successful, the application form, including details of the proposed activity and budget, forms the basis of a legal agreement with the ACT Government.

I understand that action may be taken for repayment of any grant made where information contained in the application is subsequently found to be false or the grant is not used for its approved purpose.

If the application is successful, I will provide an acquittal report and all the information and supporting documentation required in accordance with a Deed of Grant.

**I am authorised
to complete this
application and have**

☐ Yes, I have read and agree to the above conditions
Applications that are not certified will not be accepted

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read and understood the declaration and privacy statement *

Applicant Project Contact *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Applicant Project Contact Position *

Date of Certification *

Feedback

Please take a few moments to provide some feedback. We would value any feedback you may have regarding our online grants application process.

1. How did you find out about the ACT Event Fund?

- ☐ Events ACT EDM
- ☐ Social Media
- ☐ artsACT EDM
- ☐ VisitCanberra Industry Link
- ☐ Website
- ☐ Events ACT email
- ☐ Whole of Government Message
- ☐ Sport & Recreation Messaging
- ☐ CBR Business Update
- ☐ Other:

2. How helpful were the ACT Event Fund Guidelines in preparing your application?

- ☐ Extremely helpful
- ☐ Helpful
- ☐ Somewhat helpful
- ☐ Not very helpful
- ☐ I did not use the guidelines

3. How easy was it to understand what information was required for this application?

- ☐ Very easy
- ☐ Easy
- ☐ Neither easy nor difficult
- ☐ Difficult
- ☐ Very Difficult

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4. How confident are you that you understood the assessment criteria?

- ☐ Very confident
- ☐ Confident
- ☐ Somewhat confident
- ☐ Not very confident
- ☐ Not confident at all

5. Approximately how long did it take to complete your application?

6. Which part of the application process was most unclear or difficult to complete?

7. Do you have any other suggestions for improving the application process?