

ACT Event Fund 2027 - Event Development 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

Applicant Contact

☐ Individual ☐ Organisation

Organisation Name

Title

First Name

Last Name

Contact Position

Contact Mobile Phone Number

Contact Primary Address

Address

Suburb

State

Postcode

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Applicant Email

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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Administrative Contact Position

Administrative Contact Office Address

Address

Administrative Contact Mobile Phone Number

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Must be an Australian phone number.

Administrative Contact Primary Email

Must be an email address.

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 auspicing agreement.

Attach a file:

Funding Request

* indicates a required field

Funding Request

Amount Requested *

Up to \$30,000 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. Please make sure you align the details here, with information in your pitch and budget.

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. 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 encouraged to specify a reduced dollar amount as a fall-back position.

Fallback position - funding use

Identify any change in funding use or project scope should your funding be reduced to the fall-back option. If no fall-back 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 define 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!

Tell us about your event and the difference it makes.

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- What your event is, who it brings together, and why it matters.
- How it benefits Canberra through community participation, connection, culture, or local industry.
- How it generates community, economic, and visitor economy benefits for the ACT.
- How ACT Event Fund support will enhance, improve, or grow the event and deliver additional outcomes and benefits for Canberra.

TIP: Review the assessment criteria in the [Guidelines](#) (page 18) to help shape your response and address what assessors are looking for. Support your claims with evidence.

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

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, provide an estimate of the number of unique attendees at the 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, provide data from a similar event you have delivered. Include the event name and year in the space provided below.

**Event Name and Year
Held (Historical data)**

Event Attendance (Historical Data) - Unique persons

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Type **Participants/Competitors/Contractors/Performers** **Spectators/Audience** **Officials/Volunteers**

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**

Local			
Interstate/International			

Projected Event Attendance - Unique persons

Please provide projected visitor data for your 2027 event.

Type **Number of Overnight Visitors** **Number of Nights in the ACT (by overnight visitors)**

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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It is important to show that your event is financially viable. This includes providing a strong budget and demonstrating that the event team has the skills and experience to manage event finances effectively.

In the table below:

- Enter **only the amount of funding you are requesting** in the **Income** column.
- Enter a **breakdown of how the funding will be spent** in the **Expenditure** column.
- Make sure the information matches the **Use of Funds** section and is consistent with what you present in your pitch.

Also **attach your full detailed event budget** using the attachment option below.

If your event has received, or will receive, any **Australian Government, state, or territory funding** (cash or in-kind support), this must be clearly identified in your attached budget.

For any additional income shown in your attached budget—such as sponsorships (cash or in-kind), other grants, or funding contributions—you must provide supporting evidence. If evidence is not provided, the funding will be treated as unsecured. If sponsorship agreements are still being negotiated, include details of the discussions and their current status.

Please note:

- You can request funding of up to **30% of your total event cash expenditure budget**.
- 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 an organisation is registered for GST with the Australian Tax Office (ATO) and has an ABN, GST is payable on funding received under this program.

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 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:

Provide a brief overview of 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

Provide a list of key members of your organising committee. Briefly outline their relevant skills/ experience. *

Risk Overview

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Outline the range of possible risks and limitations that could affect the success of your event. Provide details on how these risks will be minimised or mitigated through your risk assessment and plan. *

Word count:

This is a list of identified top level risks. Risk plans can be attached in the additional information section and referenced. Limit response to 500 words

Additional Supporting Material

Marketing and Promotion

Attach a marketing and promotion plan. This should include the strategies that will be used to identify and reach your target audience, grow the profile of your event and evaluate marketing success.

Attach a file:

Planning and Supporting Documents

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

Attach a file:

Other Support Material (If applicable)

Attach a file:

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

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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 read and understood the declaration and privacy statement *

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

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
- ☐ Events ACT Website (events.canberra.com.au)
- ☐ Events ACT email
- ☐ Whole of Government Message
- ☐ Sport & Recreation Messaging
- ☐ CBR Business Update
- ☐ Word of mouth
- ☐ Other:

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

- ☐ Extremely helpful
- ☐ Helpful
- ☐ Somewhat helpful
- ☐ Not very helpful

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☐ I did not use the guidelines

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

- ☐ Very easy
- ☐ Easy
- ☐ Neither
- ☐ Difficult
- ☐ Very Difficult

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

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

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?